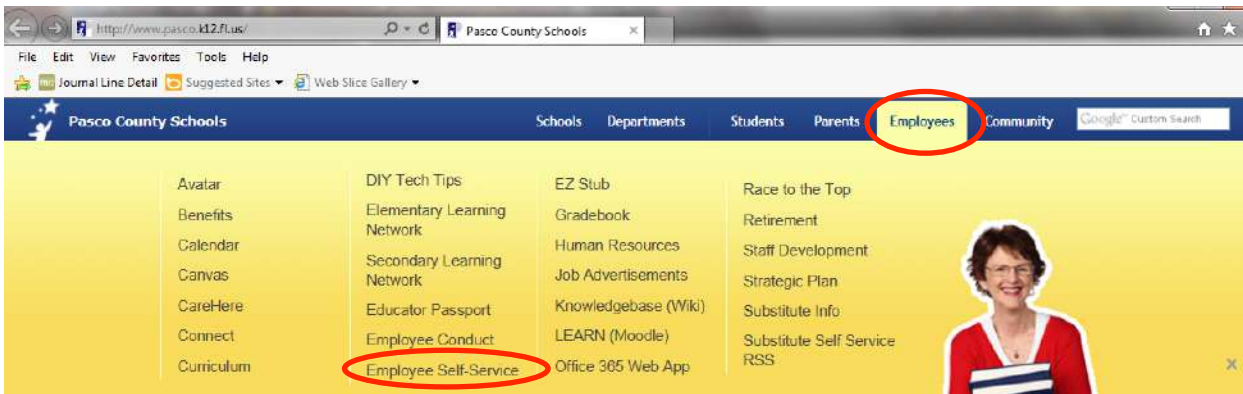


Welcome to Employee Self-Service!

From the District home page, click the Employees link. Next, click Employee Self-Service.

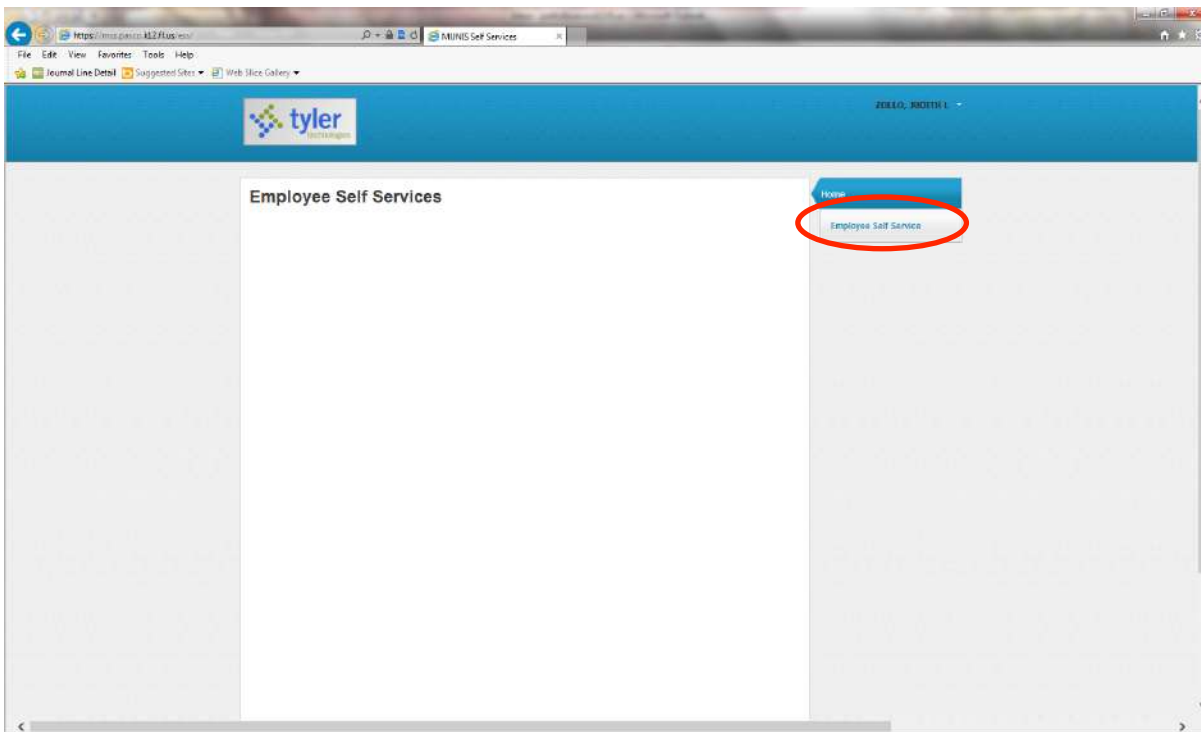


Log in to Employee Self Service. You must type district\user name in order to access ESS. Your user name is the first part of your District issued email address. If you have previously logged on and do not remember your password, please visit the ERP System documents page at <http://www.pasco.k12.fl.us/erp/docs/> and click the link "Changing your District Password." New employees will log on using their eSembler password. Employees who do not use eSembler will need to establish a password through the "Changing your District Password" instructions noted above.

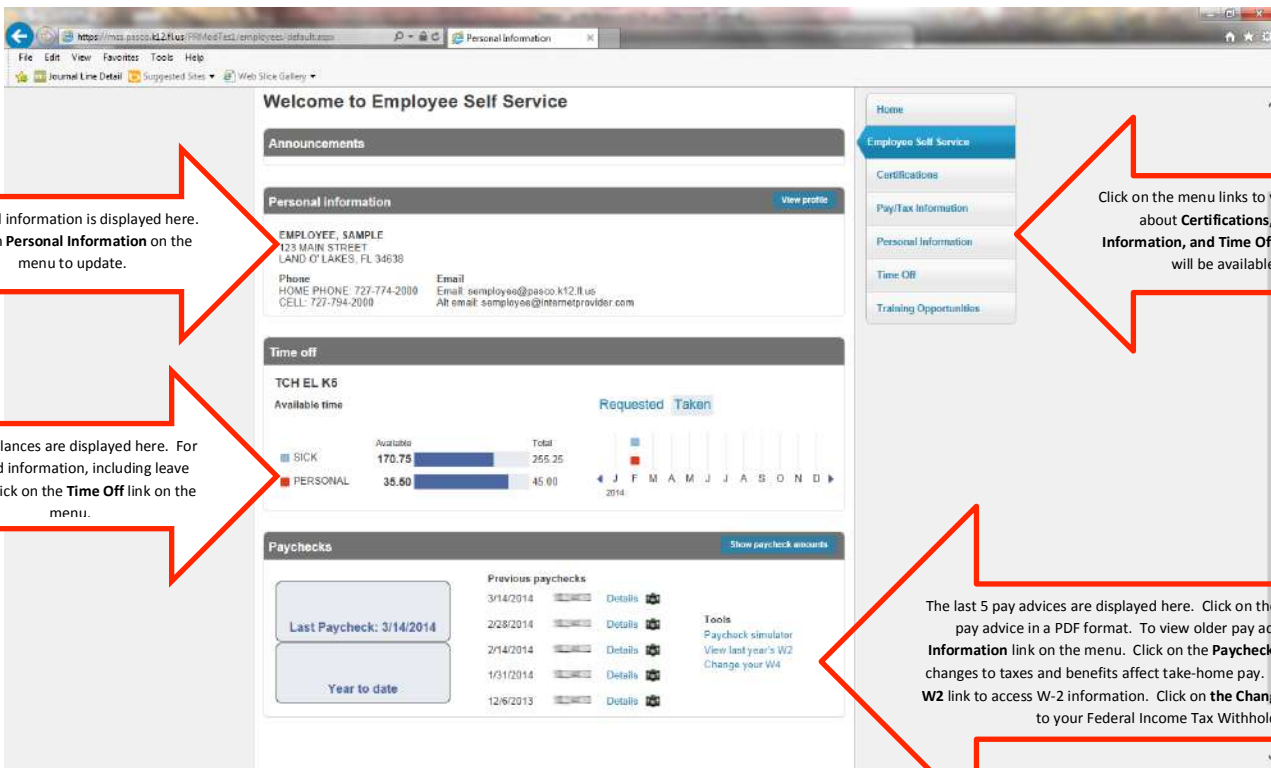
Please note, your log on window may look different based on the type of computer and the web browser selected.



From the Employee Self Services screen, click on Employee Self Service.



Welcome to Employee Self Service Page Opens.



To view Certifications on file with the District, click the Certifications tab on the right side of the page.

The screenshot shows the Tyler Self-Service portal interface. The main content area displays a table titled "Certifications" with the following data:

Type	Area	Level	Number	Effective	Expires
PROFESSIONAL CERTIFICATE	ELEMENTARY EDUCATION K-6		000000000	7/1/2012	6/30/2013
PROFESSIONAL CERTIFICATE	ESOL ENDORSEMENT K-12		000000000	7/1/2012	6/30/2013

On the right side of the page, there is a vertical menu with several options. The "Certifications" option is highlighted with a red circle.

To view pay advices for prior pay periods, click on the Pay/Tax Information link on the menu. Use the drop down next to your name to select a different year (please note, only pay advices produced after 10/1/2013 are available in Employee Self Service).

The screenshot shows the Tyler Self-Service portal interface for the "Pay/Tax Information" page. The main content area displays a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	Details
3/14/2014	2/15/2014 - 2/28/2014	Cleared	\$1,555.77	\$1,127.34	Details
2/26/2014	2/1/2014 - 2/14/2014	Cleared	\$1,555.77	\$1,132.16	Details
2/14/2014	1/18/2014 - 1/31/2014	Cleared	\$289.41	\$143.06	Details
1/31/2014	1/4/2014 - 1/17/2014	Cleared	\$236.00	\$120.00	Details

On the right side of the page, there is a vertical menu with several options. The "Pay/Tax Information" option is highlighted with a red circle. A red arrow points to the "Details" link in the table, with the text "Click on the Details link to view pay advice detail." written next to it.

From the Details page, click on **View paycheck image** to retrieve a printable PDF version of the pay advice.

Click on the YTD Information Link for year-to-date totals (please note that 2013 data contains only information for checks produced after 10/1/2013). Use the Year drop down next to your name to change years.

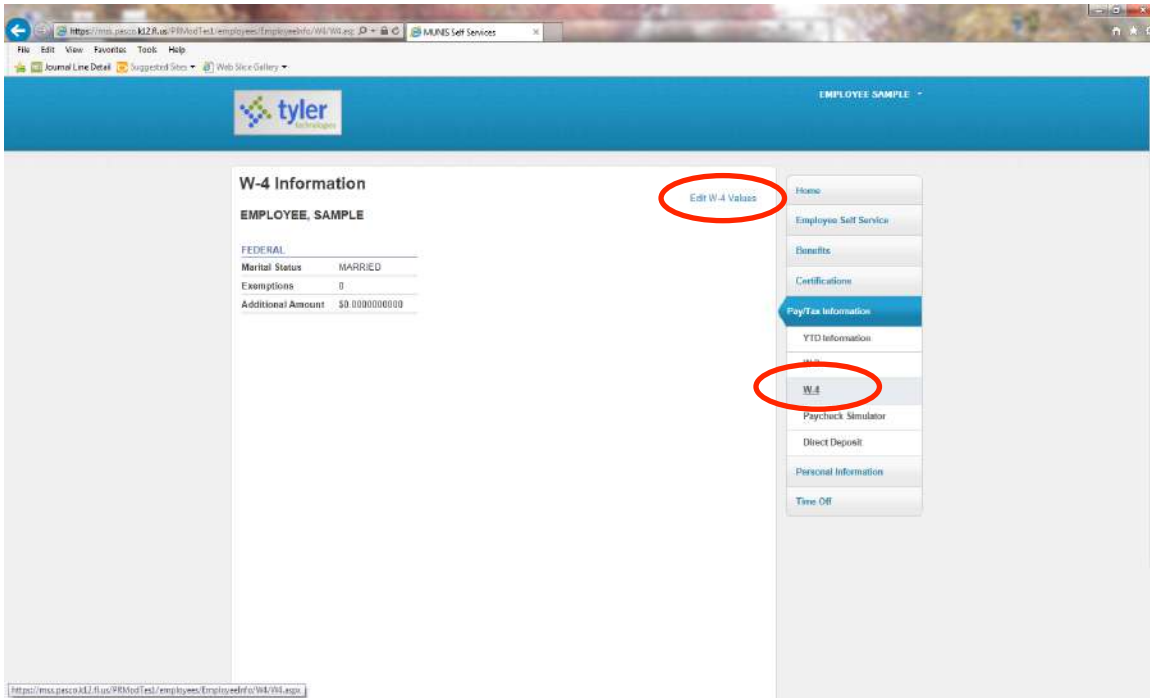
The screenshot shows the Tyler Technologies employee self-service portal. The main content area is titled "Year-to-Date Information" and features a dropdown menu for the year, currently set to 2014. Below this, there are several sections: Overview, Earnings, and Deductions, each with a table of values. The Overview section shows Gross YTD Earnings of \$3,679.14. The Earnings section lists items like BASEEXE, SUB TCHR D, SUB HRLY, and BASE IN 5P. The Deductions section lists items like FICA, MEDICARE, HEALTH INS24, DENTAL24, ACCIDENT, CANCER, HOSPPRTX, VALIC 457B S, FED WH, FRS HA, FICA ALT, USEP INST, LIFELOCK24, and DISABILITY. A sidebar on the right contains navigation links: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted), YTD Information (circled), W-2, W-4, Paycheck Simulator, Direct Deposit, Personal Information, and Time Off.

Year-to-Date Information	
EMPLOYEE, SAMPLE Year: 2014	
Overview	
Gross YTD Earnings	\$3,679.14
Earnings	
BASEEXE	\$2,947.70
SUB TCHR D	\$330.00
SUB HRLY	\$237.60
BASE IN 5P	\$163.84
Deductions	
FICA	\$190.49
MEDICARE	\$50.57
HEALTH INS24	\$60.00
DENTAL24	\$40.50
ACCIDENT	\$18.99
CANCER	\$23.85
HOSPPRTX	\$60.21
VALIC 457B S	\$75.00
FED WH	\$278.65
FRS HA	\$93.34
FICA ALT	\$20.86
USEP INST	\$76.77
LIFELOCK24	\$12.75
DISABILITY	\$45.03
DIRECT DEPOS	\$2,644.63

Click the W-2 link for W-2 information. Click on **View W-2 image** for a printable version of the document.

The screenshot shows the Tyler Technologies employee self-service portal. The main content area is titled "W-2 Information" and features a dropdown menu for the year, currently set to 2014. Below this, it states "No W2s could be found." The sidebar on the right contains navigation links: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2 (circled), W-4, Paycheck Simulator, Direct Deposit, Personal Information, and Time Off.

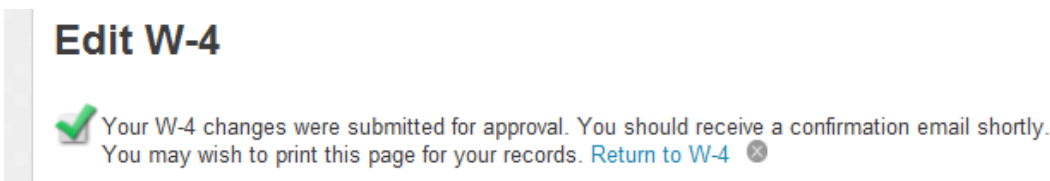
Click the **W-4** link for Federal Tax Withholding information. Click the **Edit W-4 Values** link to make changes to marital status or exemptions.



You may change marital status, exemptions, or change or add an additional amount on Employee Self Service. Check the **"Under Penalties"** certification statement and click **Continue**. Review changes and click **Submit**.

<p>FEDERAL</p> <p>Marital Status: <input type="text" value="SINGLE"/> If you are married but would like to withhold at the higher single rate, select "Single".</p> <p>Exemptions: <input type="text" value="0"/></p> <p>Additional Amount (\$): <input type="text" value="72.000000000"/></p> <p><input type="checkbox"/> Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.</p> <p>Continue Reset Cancel</p>	<p>FEDERAL</p> <p>Marital Status: SINGLE</p> <p>Exemptions: 0</p> <p>Additional Amount: 72.0000000000</p> <p><input checked="" type="checkbox"/> Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.</p> <p>Submit Cancel</p>
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The process is complete when the following message is received:



Changes are submitted to Payroll for approval. Upon approval by Payroll, Email notifications are sent. W-4 changes are posted bi-weekly, and it may take several days for the email confirmation to arrive.

Use the Paycheck Simulator link to estimate changes in take home pay when a deduction is changed. (Please note that benefit deductions can only be changed during Benefit Open Enrollment or by a Qualifying Family Status Change).

The screenshot shows a web browser window with the URL <https://www.muhks.edu/HR/HR/Tech/Employees/EmployeeSelfService/PlatPaySim>. The page title is "Paycheck Simulator". Below the title, there is a "Pay cycle" dropdown set to "1" and a note: "Switching deduction cycles will reset the entire page." The main content area is divided into several sections:

- Pay Details:** A table with columns: Job, Job Description, Pay, Pay Description, Hours, Rate, Percentage, and Amount.

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
3009	TCHR ELEM KS	100	BASE EXEMPT	56.54	25.0680	0.00	1473.95
3009	TCHR ELEM KS	525	BASE INCREASE 5 +PCON	0.00	1.4490	0.00	61.92
9000	SUBSTITUTE TCHR	120	SUBSTITUTE TCHR DAILY	0.00	55.0000	0.00	0.00
9003	SUBSTITUTE NONINSTR	175	SUBSTITUTE HOURLY	0.00	7.7900	0.00	0.00
- Marital Exemptions:** A section with dropdown menus for Federal Tax (set to "MARRIED"), State Tax, and Local Tax, each with an "Exemptions" input field set to "0".
- Deductions:** A table with columns: Description and Amount.

Description	Amount
TAXABLE BENEFITS TAXES	0.00
SUNBELT \$6.25 24	-6.25
DIS PLAN B 60 DAY 24 DEDUCT	10.01
LIFE LOCK 24	4.25
USEP INSTRUCTIONAL	25.59
FICA ALTERNATIVE	116.66
FRS HA PLAN	46.67
VALIC DEFERRED COMP 45/75\$	25.00

On the right side of the page, there is a vertical navigation menu with the following links: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted in blue), YTD Information, W-2, W-4, Paycheck Simulator (highlighted in light blue), Direct Deposit, Personal Information, and Time Off.

Click the Direct Deposit link to view current direct deposit arrangement.

Click the Change link to update direct deposit information (Please note: A new bank account must be provided when ending a previous direct deposit arrangement).

The screenshot shows the Tyler HR Self-Service portal. The main content area is titled "Direct Deposit Accounts" and contains the following text: "The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts." Below this, there are sections for "Primary account", "Percentage-based accounts", and "Amount-based accounts". A table lists the primary account with the following data:

Bank	Account type	Account number	Prenote	Percentage	
Suncoast Schools FCU	Checking	0000000001	No	10	Change Delete

The "Change" link in the table is circled in red. Below the table, there is a checkbox for "Check box to finalize request" and a "Submit changes" button. On the right side, there is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Pay/Fax Information (selected), YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit (circled in red), Personal Information, and Time Off.

Click the **Change** Link

Select the correct Bank name and the routing number found on check or pay card instructions. Please note: many banks utilize more than one routing number (See JP Morgan below). Incorrect selection of a routing number can delay deposit of pay.

Enter new account information and click **OK**.

Edit DIRECT DEPOSIT 100% NET

Bank name:

Account type:

Account number:

Percentage:

The screenshot shows the Tyler HR system interface. The main page is titled 'Direct Deposit Accounts' and lists the primary account as Suncoast Schools FCU. An 'Edit' modal is open, displaying a list of bank options for selection. The modal includes fields for Bank name, Account type, Account number, and Percentage. The list of banks includes Suncoast Schools FCU and numerous JP Morgan Chase accounts with their respective account numbers.

After clicking **OK**, the system returns you to the Direct Deposit Accounts page. To complete the change or addition of a bank, **Check** the box next to the statement and click **Submit Changes**.

Check box to finalize request. Changes are not immediate. Click Resources link in the upper right corner for the schedule of effective dates of direct deposit changes. Employees are responsible for the accuracy of account information entered.

Submit changes

Payroll posts direct deposit changes according to the schedule posted under the Resources link at the top right of the page.

Click the Personal Information link to review personal information on file with the District.

The screenshot shows the Tyler Technologies employee self-service portal. The main content area is titled "Personal Information". At the top left of this section is a link "Address / E-mail" with a "change" link next to it. Below this are sections for Home Address, Mailing Address 1, E-mail, and Alternate E-mail. A "Telephone" section contains a table with columns for Type, Description, Number, and Unlisted. The first row is "PRIMARY HOME PHONE" with a "Change" link. The second row is "HOME PHONE MIGRATION CELL" with "Change" and "Delete" links. Below the telephone section is a "Dependents" section with "Add Dependant" and "No Dependent information to display." Below that is an "Emergency Contacts" section with a table with columns for Name, Relationship, Telephone, and Comments. The first row is "SPOUSE EMPLOYEE SPOUSE" with "Change" and "Delete" links. On the right side, there is a sidebar menu with items: Home, Employee Self Service, Benefits, Certifications, Personal Information (highlighted with a red circle), and Time Off.

Click the **Change** link next to Address/E-mail to update home address, mailing address or add an alternate email address

The "Edit Address / E-Mail" form contains two main sections. The first section is for the Home Address, with fields for Address line 1 (123 MAIN STREET), Address line 2, City (LAND O' LAKES), State (FL), and Zip (34638). The second section is for Mail Address 1, with a "Delete" checkbox and fields for Address line 1 (123 MAIN STREET), Address line 2, City (LAND O' LAKES), State (FL), and Zip (34638).

After information has been updated, click **Update** at the bottom of the page.

The "E-Mail" section of the form has two input fields: "E-Mail Address" containing "semmployee@pasco.k12.fl.us" and "Alternate E-Mail Address" containing "semmployee@internetprovider.com". Below these fields are two buttons: "Update" and "Cancel".

Telephone and Emergency contact information can be changed by clicking the **Change** link on the right side of the display. Enter phone number using dashes i.e. 813-794-2000.

Click the Time Off link to review detailed leave information.

Time Off

TCH EL K5

	Maximum Allowed	Earned	Projected Earned*	Taken	To Be taken	Currently Available	Projected Available*
SICK (H)	9999.99	255.25	255.25 through 6/30/2014	84.50	0.00	170.75	170.75 through 6/30/2014
PERSONAL (H)	0.00	45.00	45.00 through 3/10/2014	5.50	0.00	39.50	39.50 through 3/10/2014

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver:

EMPLOYEE: SAMPLE

- Home
- Employee Self Service
- Benefits
- Certifications
- Pay/Tax Information
- Personal Information
- Time Off**

Click the **hours** under Taken to view detailed dates of leave usage. Click the year drop down to view other years (please note, only leave used after 9/13/2013 will be shown in Employee Self Service). Click **Return to previous view** to go back to the leave summary page.

Time Off Calendar

Year: Go

[Return to previous view](#)

TCH EL K5: SICK Time

January 2014							February 2014							March 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

Thank you for using Employee Self Service. Please completely close your internet browser to exit Employee Self Service.