Syracuse City

School District

PeopleSoft
Employee Self Service
User Guide

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Welcome to Employee Self Service

Welcome to the Employee Self Service User Guide. This guide is designed to provide you with the information you need to successfully use the HR Employee Self Service features and includes instructions on the following topics:

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Who Do I Call For Help?

If you have a question regarding your data in the Employee Self Service pages, please contact the appropriate area of Talent Management or Payroll department. If you have a question regarding your login or access to the Employee Self Service pages or browser functionality, please contact the Office of Shared Accountability Help Desk. The numbers are provided below for your reference.

Talent Management
(315) 435-4171

Shared Accountability Help Desk
(315) 435-6274

Where can I find a current copy of the Employee Self Service User Guide?
A copy of the user guide can be found at WWW.SCSD.US under the talent management tab with a link on the right hand side.

How do I access Employee Self Service?

Go to https://ess.scsd.us/psp/ESS/ESS/signon.html and login using your Login ID and password.

Once you have logged on to employee self-service, you will notice the Employee Self Service links on the left hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck data under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Tax Sheltered Annuities and Vision. Refer to each individual section for detailed instructions.
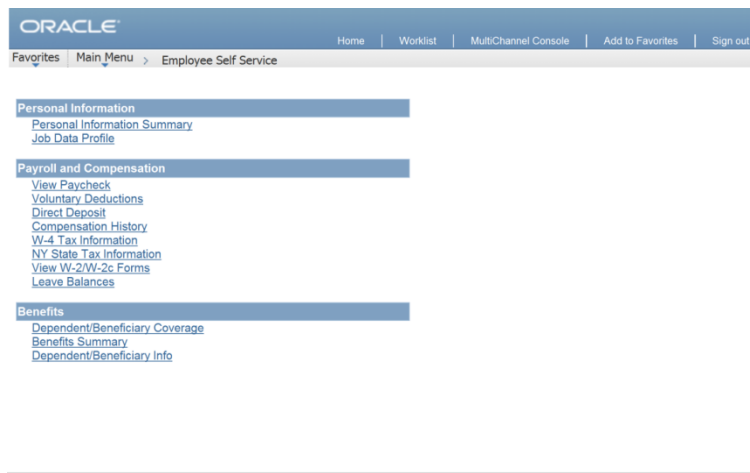
Note: During the HR PeopleSoft implementation in October 2010, a default conversion date was derived from the previous system and used for many effective dated fields in order to convert SCSD employee data from the AS400 system. Historical data is only available from October 2010, forward.

Personal Information

The **Personal Information Summary** section can be used to view/update your Personal Information that is tracked in the PeopleSoft HR system. This information, for the most part, was provided to SCSD during your hire. If you have updated any of your information since your hire, you will see the most current information when viewing this section.

If you would like to speak with a representative from Employee Services regarding this information, please call (315) 435-4171 or Email TALENTMANAGEMENT@SCSD.US.

You can access your Personal Information by clicking on the **Personal Information Summary** link under Personal Information on the menu.

It is critical that this information is correct. Please update the data if any of this information is incorrect. If the field is a view only field and it needs updated please email talent management.

Personal Information Summary

SCSD Employee   Expand All Collapse All

▿ **Name**

SCSD Employee

▿ **Home Address**

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	01/04/1993	USA	123 Main Street Syracuse, NY 13210

Change home/mailing addresses

▿ **Phone Numbers**

Phone Numbers		
Phone Type	Phone Number	Preferred
Home	999/999-9999	☑
Work	315/435-4171	☐

Change phone numbers

▿ **Emergency Contacts**

Emergency Contacts	
Name	Relationship to Employee

Change emergency contacts

▿ **Email Addresses**

Email Addresses		
Email Type	Email Address	Preferred
Home	SCSDhomeaddress@hotmail.com	☐
WORK	SCSDemployee@scsd.us	☑

Change email addresses

▿ **Instant Message Ids**

Instant Message IDs			
Network ID	IM Protocol	IM Domain	Preferred
			☐

▿ **Marital Status**

Marital Status: Single   As of: 07/01/1968

▿ **Ethnic Groups**

Ethnic Groups
Description
White

▿ **Employee Information**

Gender Female

Date of Birth 07/01/1968

Birth Country United States

Original Start Date 05/19/1988

Highest Education Level A-Not Indicated

You can **UPDATE** the following information:
- ❖ Home Address
- ❖ Phone Numbers
- ❖ Emergency Contacts
- ❖ Email Addresses
- ❖ Marital Status (view only)
- ❖ Ethnic Group (view only)

You can **VIEW** the following information:
- ❖ Name
- ❖ Gender
- ❖ Date of Birth
- ❖ Birth Country and State
- ❖ Original Start Date
- ❖ Highest Education Level

Update Your Home & Mailing Address

You can update your address information by clicking on the **Home and Mailing Address** link under Personal Information on the menu.

Personal Information

Home and Mailing Address

SCSD Employee

Name:	SCSD Employee
Title:	Teacher
Department:	Syracuse City School
Manager:	
E-Mail:	
Phone:	
Address:	

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	01/04/1993	USA	123 Main Street Syracuse, NY 13210	✎

* Required Field

[Return to Personal Information](#)

Your HOME address is the official address to which Employee Services will mail important information such as your W-2's, benefits information and other correspondence. This is also the address which will appear on your paycheck stub.

Insurance Information:

POMCO receives home address changes from Employee Services. Please make sure your home address is up to date. Otherwise, you will not receive important updates from your insurance company.

Because of HIPAA regulations and other State of New York restrictions, we will not accept a work address for your HOME address. The HOME address is the address to which confidential information from you elected insurance companies, as well as other SCSD confidential information will be sent.

Note: Your HOME address is now required, so please ensure that your HOME address is typed correctly and up-to-date.

Click the Change home/mailing addresses box.

Click the **EDIT** button for the Address Type HOME.

Note: Your HOME address is your physical address, your place of residence. Your HOME address is the official address to which Talent Management will mail important information such as your W-2s, benefit information and other SCSD correspondence. Your HOME address can be a PO Box. Due to HIPPA regulations and other State of New York restrictions, we will not accept a work address for your HOME address. The HOME address is the address to which confidential information from your elected insurance companies, as well as other SCSD confidential information, will be sent.

Enter your address on Address 1, then enter your City, State, Postal (Zip Code), County, and the effective date. Click Save. The database will update immediately with your change.

Once you click Save, you will be directed to the Save Confirmation page. Click OK to return to the Home and Mailing Address page.

Click on the Employee Self-Serve link at top of page to go to main menu.

Update Your Phone Number

You can update your phone information by clicking on the **Change Phone Numbers** button under Personal Information on the menu.

Click on the Add a Phone Number push button to add an additional phone number.

Enter the Phone Type for your Telephone number. You may add more than one phone number. Once you select the Phone Type, enter your 10-digit phone number without any formatting. The system will automatically format the field once you tab out. If you are entering more than one phone number, select WORK number to store as the preferred phone. To update the existing phone type, simply enter the new number over the old data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.

Once you save the phone number(s), you will be directed to the Save Confirmation page. Click the OK push button to return to the Phone Numbers page.   If finished with phone number changes, click on the Employee Self-Serve link at top of page to go to main menu.

Update Your Emergency Contact

You can update your emergency contact by clicking on the **Change Emergency Contacts** button under Personal Information on the menu. Click on the Edit push button to make changes to the current contact information. If you do not have an existing emergency contact, click on the Add an Emergency Contact push button to add one.

Enter contact name, relationship, address and phone information. If the contact's address and phone information is the same as yours, click the two check boxes to default the data from your personal information. Click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.

Once you save the emergency contact(s), you will be directed to the Save Confirmation page. Click the OK push button to return to the Emergency Contacts page. If finished with emergency contacts changes, click on the Employee Self-Serve link at top of page to go to main menu.

Update Your Email Addresses

You can update your Email addresses by clicking on the **Change Email Addresses** button under Personal Information on the menu.

All employees should have a Work Email address and have the option of adding a Home Email address.

Work-related Emails, including Personnel Memorandums and Insurance Applications, are sent to employees' Work Email address.

To add an Email type, click on the Add an Email Type push button and enter the Email address for that type. To update the existing Email address type, simply enter the new address over the old data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.

SCSD employees can have two emails in the database; a Work and Home Email. The Work email is always checked as preferred and cannot be deleted. The Home email address can be deleted if necessary.

Once you save the Email addresses, you will be directed to the Save Confirmation page. Click the OK push button to return to the Email Addresses page. If finished with email address changes, click on the Employee Self-Serve link at top of page to go to main menu.

Instant Message Ids

Syracuse City School District is not using this option at this time.

View Your Marital Status

You can view your marital status under the area **Marital Status** under Personal Information on the menu. This information is currently read only.

▽Marital Status

Marital Status: Single   **As of:**   07/01/1968

If your marital status has changed, then it's a good time to reconsider your health care coverage, tax withholdings, and other important information. To ensure that your benefits information is updated to reflect this event change in your life, please contact the Benefits Staff at TALENTMANAGEMENT@SCSD.US. For tax purposes, please update your W-4 information through Employee Self Service. To update your personal profile (that is view only on Employee Self Service), please email TALENTMANAGEMENT@SCSD.US.

View Your Ethnic Group

You can view your ethnic group under the area **Ethnic Groups** under Personal Information on the menu. This information is currently read only.

▽Ethnic Groups

Ethnic Groups
Description
White

If your ethnic group is not correct, then email TALENTMANAGEMENT@SCSD.US with the subject line "Update Ethnic Group". Please let us know which one of the following options is the choice for your ethnicity.

Search Results

View 100   First ◀ 1-7 of 7 ▶ Last

Ethnic Group	Description	Short Description
AMIND	Native American	Native Ame
ASIAN	Asian/Pacific Island	Asian/Pac
BLACK	Black/African American	Black
HISPA	Hispanic/Latino	Hispanic
MULTI	Multi Racial (Non Hispanic)	Multi Rac
NSPEC	Not Specified	Not Specif
WHITE	White	White

Employee Information

You can view your employee information under the area **Employee Information** under Personal Information on the menu. This information is currently read only.

▼**Employee Information**

Gender	Female
Date of Birth	07/01/1968
Birth Country	United States
Original Start Date	05/19/1986
Highest Education Level	A-Not Indicated

If your information is not correct or up to date, then email TALENTMANAGEMENT@SCSD.US with the subject line "Update Employee Information from ESS." Please let us know what information needs updating. Please give the Talent Management Team some time to update the information and then check information again on ESS.

Employee Data Profile

ORACLE

Job Data Profile

SCSD Employee

Employee ID:	Contact TM if you believe there are discrepancies in this information. Send email to talentmanagement@scsd.us.
TRS Tier: 4	

Job Information

Original Start Date	Professional Experience Date	Step	Job Code	Job Description	Location	FTE	Union Code	Rate	Supervisor
05/19/1986	01/01/1993	20	2001	Elementary Teacher	Hughes Magnet Elementary Sch	1.000000	01	67630.00	Theresa Haley

Graduate and Inservice Hours

Graduate Hours: 63.00   **Inservice Hours:** 13.50   **Column:** 13 (72 to 77 hours)

Graduate and inservice hours that you have earned are accumulated in blocks of six. The levels range from 1 (0 to 5 hours) to 19 (108 or more hours).

Tenure Status

Tenure Code	Description	Start Date	Probation Begin Date	Tenure Date	Tenure or Probation	Status
EL	ELEMENTARY (K-6, N-6)	09/01/2001	09/01/2001	09/01/2003	Tenure	Active

Certification

Certificate ID	Description	Certificate Type	Certificate Status	Begin Date	Expiration Date	National Board Certification
EL	ELEM	PERMANENT	Active	02/01/1997		☐
ADMSBL	SCHOOL BUILDING LEADER	INITIAL	Inactive	02/01/2012	01/31/2017	☐
ADMINT	ADMIN - INTERNSHIP	PENDING	Inactive			☐
SPED PK-12	SPECIAL EDUCATION GENERAL PREK-12	PERMANENT	Inactive	02/01/1997		☐
SR PREK-12	READING PREK - 12	PERMANENT	Inactive	02/01/1997		☐

Education Information

School Name	Degree	Year	Add'l Hours
SYRACUSE UNIVERSITY	CAS	2011	30.00
SUNY OSWEGO	MS	1996	33.00
DAEMEN COLLEGE	BS	1993	
INSERVICE	UNKNOWN		13.50

NOTE: Stipends for Masters, CAS, PhD, and EdD degrees have already been awarded, if listed above. You MUST apply to Talent Management to receive any future stipends. As a Unit 01 member you can also receive a salary increase for graduate and inservice hours. You must apply to the Talent Management office to receive a salary increase for each additional block of 6 hours.

This is a read only page of information.

This page gives SCSD employees information on their job data in people soft. If any of the information seems incorrect, please email TALENTMANAGEMENT@SCSD.US with the subject line of "update EDP information".

Please print the sreen and circle what is wrong with an explanation and provide back up documentation. You can scan all the sheets into the email as a PDF file. This will replace the paper copy that some employees received in November. This information will be available all year long and it is your responsibility as an SCSD employee to notify the Talent Management Team if you believe the information is not correct. Please realize that it will take some time to update once you notify the team of possible inaccurate information due to the time it will take to do reasearch on the data.

Payroll and Compensation

The **Payroll and Compensation** section can be used to view your paychecks, W-2 forms, leave balances, voluntary deductions, and compensation history that are tracked in the PeopleSoft HR system. It can also be used to update your direct deposit and W-4 tax information, W-2 electronic consent, and to request a duplicate W-2. If you would like to speak with a representative from Payroll Services regarding this information, please call (315) 435-4191.

View Your Paycheck

You can view your current earnings, taxes, deductions and net pay by clicking on the **View Paycheck** link under Payroll and Compensation on the menu.

View Paycheck
SCSD Employee

Review your available paychecks below. Select the check date of the paycheck you would like to review.

▼Select Paycheck	Customize | Find | View All | ⬛ | ▦First ◀1-8 of 61 ▶ Last

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
2013-06-14	Syracuse City School District	06/01/2013	06/15/2013	$1000.00	5000229366
2013-05-31	Syracuse City School District	05/16/2013	05/31/2013	$1000.00	5000226038
2013-05-15	Syracuse City School District	05/01/2013	05/15/2013	$1000.00	5000222708
2013-04-30	Syracuse City School District	04/16/2013	04/30/2013	$1000.00	5000219379
2013-04-15	Syracuse City School District	04/01/2013	04/15/2013	$1000.00	5000216065
2013-03-28	Syracuse City School District	03/16/2013	03/31/2013	$1000.00	5000212746
2013-03-15	Syracuse City School District	03/01/2013	03/15/2013	$1000.00	5000209421
2013-02-28	Syracuse City School District	02/16/2013	02/28/2013	$1000.00	206116

Select the paycheck you wish to view by clicking the appropriate check date. Checks are in PDF format and pop-ups must be enabled to view your paycheck.

Department of Communications 457 State Street Bethesda, MD 20817	Pay Group: Pay Begin Date: Pay End Date:	LBS-Biweekly Salary Payroll 09/23/2001 10/06/2001	Business Unit: Advice #: Advice Date:	FEDBT 000000000000169 10/05/2001	

			TAX DATA:	Federal	MD State
Robert D'Gamma Willow Estate Commons 34 Orchard Drive Columbia, MD 20815	Employee ID: Department: Location: Job Title:	L00002 105000-Office of Human Resources National Office Specialist-Computer	Marital Status: Allowances: Addl. Percent: Addl. Amount:	Single 0	0

HOURS AND EARNINGS

		Current		YTD		TAXES		
Description	Rate	Hours	Earnings	Hours	Earnings	Description	Current	YTD
Regular			2,164.00	1,360.00	36,788.00	Fed Withholdng	413.16	8,498.64
Bonus			0.00		500.00	Fed MED/EE	31.38	637.36
Overtime			0.00	6.50	175.83	Fed OASDI/EE	134.17	2,725.26
Sick Leave			0.00	72.00	1,947.60	MD Withholdng	93.95	1,911.44
Annual Leave			0.00	120.00	3,246.00			
Holiday (Statutory)			0.00	48.00	1,298.40			
TOTAL:		0.00	2,164.00	1,606.50	43,955.83	TOTAL:	672.66	13,772.70

BEFORE-TAX DEDUCTIONS / AFTER-TAX DEDUCTIONS / EMPLOYER PAID BENEFITS

Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
TSP Employer Match	86.56	1,731.20	Managed Health Care - Self	19.83	356.94	Managed Health Care - Self	44.42	888.40
			Basic Life - $10,000	9.74	194.80	Basic Life - $10,000	4.86	97.20
			Fed Employees Retirement Sys	17.31	311.58	TSP Employer Match	75.74	1,514.80
			Charity	0.00	150.00	Fed Employees Retirement Sys	231.55	4,167.90
TOTAL:	86.56	1,731.20	TOTAL:	46.88	1,013.32	*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,164.00	2,077.44	672.66	133.44	1,357.90
YTD	43,955.83	42,224.63	13,772.70	2,744.52	27,438.61

NET PAY DISTRIBUTION

	Account Type	Account Number	Deposit Amount
Advice #000000000000169	Checking	65876798434	1,357.90
TOTAL:			1,357.90

MESSAGE: This is a test.

<u>View Your Voluntary Deductions</u>

You can view your voluntary deductions by clicking on the **View Your Voluntary Deductions** link under Payroll and Compensation on the menu.

Voluntary Deductions

SCSD Employee

Syracuse City School District

Review, add or update your voluntary deductions information.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
21 CHECK DEDUCT	07/01/2013	07/01/2014	Current	$500.00	10000.00	0.00	

NOTE: You will not see any information in this area unless you have opted into the 21 paycheck deduction. All other employees will see a blank grid.

<u>Update Your Direct Deposit</u>

You can update your direct deposit distribution by clicking on the **Direct Deposit** link under Payroll and Compensation on the menu.

Direct Deposit

Golden Knight

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	999999999	99999999999999999	Amount	$150	1	Edit	Delete
Savings	999999999	99999999999999999	Amount	$10	2	Edit	Delete
Checking	999999999	99999999999999999	Balance		3	Edit	Delete

Add Account

IMPORTANT! Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned to SCSD, and may delay your payment. Also ensure that Amt/Pct column adds up to 100%. If you select more than one account, you must designate the last account as a "balance" account. The system will assign a priority number of 999 to all accounts set up as such. (Example: $200 goes into first account and "balance" goes into the second).

Invalid bank information may take up to 3 business days for your money to be returned to SCSD. Payment to you cannot be made until your bank returns the money to SCSD.

If you would prefer, you may complete a Direct Deposit Authorization Form instead of using this page to make updates to your account information. This form can be found on the SCSD website at http://www.syracusecityschools.com/tfiles/folder498/DD.pdf. Then please follow the directions on the paper form.

To update your current account type(s), click on the Edit push button. To add an additional account, click on the Add Account push button.

Direct Deposit
Change Direct Deposit
SCSD Employee

Your Bank Information		
Routing Number:	111223344	View check example

Distribution Instructions		

Account Number: 12345678

*Account Type:
Required   Savings

*Deposit Type:
Required   Amount

Amount or Percent: 100.00

*Deposit Order:
Required   10   (Example: 1 = First Account Processed)

* Required Field

Return to Direct Deposit

You may click on the View Check Example to make sure you entered the correct routing and account number from your check. Make the appropriate changes and click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.

Home   Sign out
Help

Check Example

9999

‖: 999999999 ‖: 999 999 999 ‖• 9999
1   2
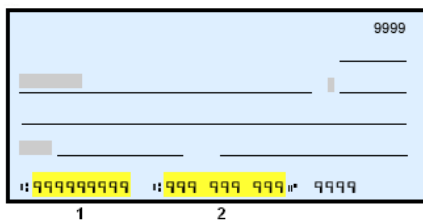
1 - Routing Number
2 - Account Number

OK   Cancel

Click the OK push button to return to the Direct Deposit page.

Direct Deposit

Save Confirmation

✔ The Save was successful.

   However, due to timing, your change may not be reflected on the next paycheck.

[OK]

Once you save the direct deposit distribution, you will be directed to the Save Confirmation page. Click the OK push button to return to the Direct Deposit page.

You can view your compensation history by clicking on the **Compensation History** link under Payroll and Compensation on the menu. Click on the View Another Date Range push button to choose another timeframe.

Compensation History

SCSD Employee

From: 01/01/1900

To: 11/06/2013

Employee Job Information	
Employee ID:	99999
Department:	Elementary School
Job Title:	Elementary Teacher
Payroll Status:	Active

Salary History					
Date of Change	Action	Reason	Annual Salary	Hourly Rate	
01/01/2013	Pay Rt Chg	Seniority Pay	42,052.000		USD
07/01/2012	Pay Rt Chg	Seniority Pay	42,052.000		USD

Variable Cash Compensation			
Award Date	Type	Award Value	

Variable Non-Cash Compensation
Type

Stock Option Details			
Type	Ticker Symbol	Number of Shares	Grant Price (Per Share)*
		0.000000	0.000000

* Grant price is based on Grant Date

Return to Employee Self Service

Return to Payroll and Compensation

Enter a From Date and To Date and click on the Continue push button

Select Date Range

SCSD Employee

Elementary Teacher

Select From and To dates for your Compensation
History Inquire, leave blank to default to all history.

From Date: 01/01/1900 📅   (example: 12/31/2000)

To Date: 11/06/2013 📅   (example: 12/31/2000)

[Return to Compensation History](#)

W-4 Tax Information

You can update your federal tax information by clicking on the **W-4 Tax Information** link under Payroll and Compensation on the menu.

Enter the total number of allowances you would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status. If you wish to claim exemption from withholding taxes for the current year, you must meet both of the conditions listed. Click on the Submit push button to continue.

Enter your password to verify your identity and click on the Continue push button to save the data. This will automatically update the PeopleSoft HR database.

Submit Confirmation

✔ The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Once you submit the tax information, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W-4 Tax Information page. Click on Employee Self Service at top of page to return to main menu.

NY State Tax Information

You can update your New York State tax information by clicking on the **NY State Tax Information** link under Payroll and Compensation on the menu.

Enter the total number of allowances you would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status.

Once you submit the tax information, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W-4 Tax Information page. Click on Employee Self Service at top of page to return to main menu.

View W-2/W-2c Forms

You can view your previous years W-2 forms by clicking **View W-2/W-2cForms** link under Payroll and Compensation on the menu.

Click on Employee Self Service at top of page to return to main menu.

Leave Balances

You can view your leave balances by clicking **Leave Balances** link under Payroll and Compensation on the menu.

Benefits

The **Benefits** section can be used to view your current benefits information that is tracked in the PeopleSoft HR system. This includes such plans as medical, dental, flexible spending accounts, vision and retirement. If you would like to contact a representative from Talent Management regarding this information, please Email TALENTMANAGEMENT@SCSD.US with subject line "Benefits on ESS".

View Benefits Summary

You can view your benefits summary by clicking on the **Benefits Summary** link under Benefits on the menu.

Benefits Summary

SCSD Employee

To view your benefits as of another date, enter the date and select Go.

11/06/2013	📅

Benefits Summary

Type of Benefit	Plan Description	Coverage or Participation
Medical	Couples Medical	Couples Premium 3+4
Dental	Couples Dental	Family
403(b)	ING Aetna - 403 (B)	$100 Before Tax
Sick	Sick	- - - - -
Personal	Personal Leave	- - - - -
Flex Spending Health - U.S.	FLEXIBLE SPENDING - MEDICAL	$2,500 Pledge
Flex Spending Dependent Care	FLEXIBLE SPENDING - DEP CARE	$5,000 Pledge
PERS	TRS Employer Tier IV	0% of Earnings

This is a summary page, if you want to see more detail of each program, click on the link and it will show the detail for that program.