

MAKING THE MOST OF EMPLOYEE SELF SERVICE



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WHAT IS EMPLOYEE SELF SERVICE?

Website to allow
employees access to their
information

Information Includes:

- Employee Self Service (Home Screen)
- Life Events (No Access)
- Certifications
- Credentials
- Employee Notifications
- Pay/Tax Information
- Personal Information
- Time Off



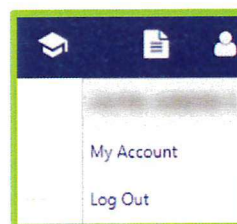
LOGGING INTO ESS

Using any web browser, go to:
<https://selfservice.hayscisd.net/>

Login using your district assigned username and password (computer login username and password).

MY ACCOUNT

- To review **Account Settings** or **Log Out**, click on the person icon at the upper right corner of page.
- You will see information about your account, including:
 - Username
 - Last Successful login
 - Last failed login
 - Link to Employee Profile



Account Settings

Account Information

Now logged in as	5/26/2013
Last successful login	5/26/2013
Last failed login	Employee Profile

WELCOME SCREEN PERSONAL INFORMATION

Employee Self Service:

The welcome screen will show your general information.

- Personal Information: Name, address, phone number(s), and email.
- Time Off (Preview Only)
- Paychecks

Note:

- Leave accrual is 2 weeks to a month behind, dependent on pay schedule.
- Leave is numbered in **DAYS**.

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Personal information

First Name: [Redacted] Last Name: [Redacted]
 Email: [Redacted]
 Address: [Redacted]
 City: [Redacted] State: [Redacted] Zip: [Redacted]
 Phone: [Redacted]

Time off

	Projected Available	Projected Earned
STATE	12.00	12.00
LOCAL	0.00	5.00
NON DUTY	1.75	10.50
CLB	30.00	30.00

[Show time off taken](#)

◀ J F M A M J J A S O N D ▶
2022

Paychecks

Last Paycheck: 12/17/2021

Previous paychecks

Date	Details
12/17/2021	Details
11/19/2021	Details
10/28/2021	Details
9/28/2021	Details
8/27/2021	Details

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

Year to date

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CERTIFICATIONS/CREDENTIALS

- These windows will display information regarding your certification and credentials that have been attached to your profile.
- You should confirm the details in these windows for accuracy.
- Contact HR if changes need to be made.

Certifications

Employee: [Redacted] ▼

Type	Area	Level	Number	Effective	Expires
ACCOUNTING	CERTIFIED PUBLIC ACCOUNTANT			1/1/2015	12/31/2016
INFORMATION TECHNOLOGY	LAPTOP TRAINING			5/14/2015	

EMPLOYEE NOTIFICATION

Information Includes:

- List of documents to view and verify. Notifications are related to Salary and compensation, including list of stipends.
- These documents are static as of the date processed.
- You should confirm the details in these windows for accuracy.
- Contact HR if changes need to be made.

Employee Notifications

Date Created	Description	Verified	Date Verified
12/02/2021	COMPENSATION NOTIFICATION 2021-2022	No	Yes
10/09/2020	SALARY NOTIFICATION 2020-2021	No	Yes

PAY/TAX INFORMATION

- View data about current and previous pay as well as tax information.
- Initial screen lists all paychecks with most recent on top, you can change the year to view previous paychecks, year-to-date info, and w-2's by clicking the drop down to the right of the year.
- Click on details to see details.

Information Includes:

- **Pay/Tax Information** lists all checks listed for select Year.
- **YTD Information** – View Year to Date specifics on earnings and deductions.
- **W-2/1099-R/1095-C** - view and print respective tax form, if any are available.
- **W-4** – view and edit info
- **Paycheck Simulator** – info is not saved but used to try out “what if” scenarios to view alternative check calculations. Note: the current column is info as of the last paycheck, including any additional deduction or pays.
- **Total Compensation** – Total compensations with salary and benefits for the current year.
- **Direct Deposit** – View info or submit request to change banking information.

Pay/Tax Information

YTD Information

W-2

1099-R

1095-B

1095-C

W-4

Paycheck Simulator

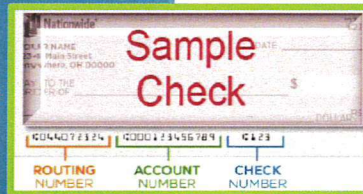
Total Compensation

Direct Deposit

PAY/TAX INFORMATION > HOW TO ADD/CHANGE DIRECT DEPOSIT INFORMATION

ADD A PRIMARY ACCOUNT

- Click "Add a primary account"
- Enter your bank's routing and account number. Select Account Type.
- For checking accounts, you can use the information at the bottom of your check or deposit slip.
- Click OK and submit when finished.



When finished, click the check box > click "Submit this account for approval".

Note: Direct Deposit requests will not be processed prior to direct communication from a Payroll team member to verify the submittal. All direct deposit account changes may take up to two payroll cycles to process.

CHANGE YOUR PRIMARY ACCOUNT

- Click "Edit"
- After making the desired changes, click OK and submit to return to the Direct Deposit screen.

ADD A SECONDARY ACCOUNT BASED ON PERCENTAGE OR AMOUNT

- Click "Add a percentage/amount-based account"
- After making the desired changes, click OK and submit to return to the Direct Deposit screen.

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PERSONAL INFORMATION EMPLOYEE PROFILE

PERSONAL INFORMATION

Information Includes:

- **GENERAL** Can view information and edit alternate email address.
- **DEMOGRAPHICS** – View Only
- **CONTACT** – Can view information and edit address and phone number as well as opt in and out of text messaging.

* HR will receive E-mail notifications of changes.

JOB INFORMATION

Information Includes:

- Current job assignment information.
- Internal and total internal years.
- External years are not documented.
- Total state years are not included in this view.

Employee Job Information				
<div>Job: Business Professional</div>				
<div>Location: Business Professional</div>				
<div>Justification: Business Professional</div>				
<div>Position: Business Professional</div>				
Years of service				
Job category	Internal	External	Total	Year
BUSINESS PROFESSIONAL	1.00	0.00	1.00	2021

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TIME OFF

Preview only. Leave accrual is 2 weeks to a month behind, dependent on pay schedule.

- Leave is numbered in **DAYS**.
- Continue to use the current time keeping system to clock in and out of work, if applicable.
- Continue to use the current leave request systems to enter/request leave.

Time Off

	Maximum Allowed	Earned	Projected Earned* through 11/18/2022	Taken	To Be Taken	Currently Available	Projected Available* through 11/18/2022
STATE (D)	9999.00	12.00	12.00	0.00	0	12.00	12.00
LOCAL (D)	60.00	5.00	5.00	5.00	0	0.00	0.00
NON-DUTY (D)	40.00	10.50	10.50	0.75	0	1.75	1.75
LEAVE (D)	30.00	30.00	30.00	0.00	0	30.00	30.00

*Hours = Days.

*This is an estimate. Please note that your actual earnings may differ.

Earned/Used History

Year: 2022

STATE Time

Pay Period	Earned	Used	Balance
4/3/2022 - 5/14/2022	0.0000	2.7500	6.0000
3/6/2022 - 4/2/2022	0.0000	1.2500	8.7500
2/6/2022 - 3/5/2022	0.0000	2.0000	10.0000

Leave Earned/Used History

- Click on a leave type.
- Select the year.
- This will show detail of leave that has been Earned, Used, and the remaining balance for the pay period.