

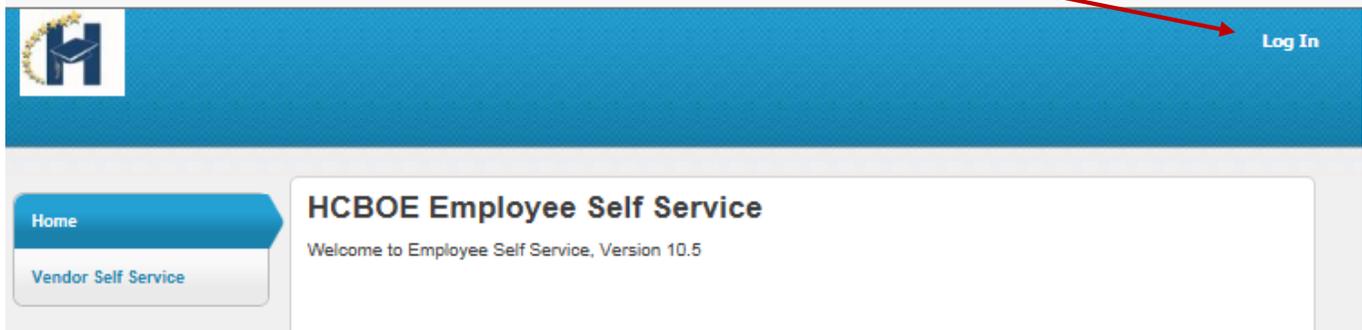
Houston County Schools

Employee Self Service (ESS)

Employee Self Service (ESS) is a direct live feed into the school system's HR/Payroll software allowing electronic access to the following information: Personal/Demographic Information, Leave Balances/Time Taken, Payroll/Tax Information, Benefits/Deductions, and additional Resources.

Beginning October 2016, employees may access his/her personal ESS account by logging into the following website: <http://munisew/MSS/default.aspx> (the link is also available at www.hcbe.net, under the Employees Only tab).

The "Log In" option is located in the top-right corner of the ESS screen.



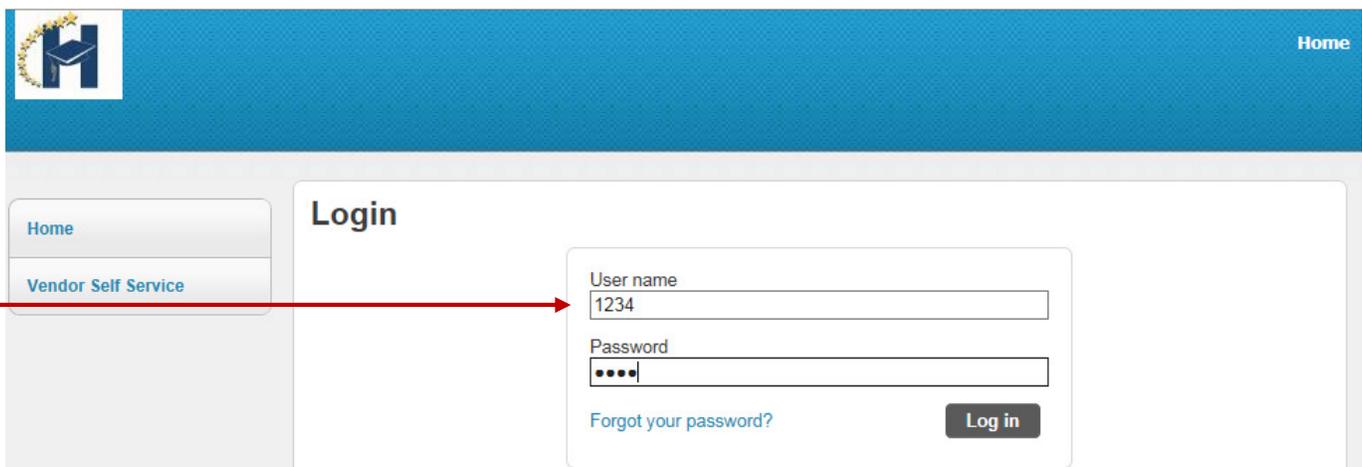
For initial login, employees should use the following criteria:

Username: **Employee ID#**

Password: **Last 4-digits of Social Security Number**

You will be prompted to change the password to something different.

Please remember what you change the password to for future logins. However, if you forget your password, please use the "Forgot your password?" option to begin the steps to reset.



Selecting the **Employee Self Service** menu option will bring you to a summary screen, similar to the following example below, which should contain your name, home address, phone number, work and alternate personal email, leave balances, and paycheck information (the first paycheck will be posted at the end of October 2016).

Welcome to Employee Self Service

Announcements
Welcome to Houston County Board of Education EmployeeSelfService (ESS)!

Personal information [View profile](#)

EMPLOYEE, AWESOME
1100 Main Street
Perry, GA 31069

Phone HOME PHONE: (478) 988-6200 Email awesome.employee@hcbe.net
Email: ae31069@gmail.com

Time off

	Available as of the last payroll cutoff	Earned
SICK	800.00	800.00
VACATION	160.00	160.00
PERSONAL	0.00	0.00

[Show time off taken](#)

2016

To view the recent month's **Direct Deposit**, click on the details image. Or, here to reveal the amount.

Paychecks [Show paycheck amounts](#)

Last Paycheck: 10/31/2016

Previous paychecks
10/31/2016 [Details](#)

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

Year to date

To update personal information on file in HR, select the **Personal Information** menu option. You should see a number of hyperlinks that will allow you to click on “**Change**” or “**Add**”.

Personal Information

Employee Preferred Name [change](#)

Preferred Name N/A

Address / Email [change](#)

Home Address 1100 Main Street
Perry, GA 31069

Email awesome.employee@hcbe.net

Alternate Email ae31069@gmail.com

Tax Form Delivery Options [change](#)

W-2 Delivery Method Mail

1095 Delivery Method Mail

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	(478) 988-6200	No	Change

Emergency Contacts [Add Emergency Contact](#)

Name	Relationship	Phone	Comments
Great Employee	SPOUSE	(478) 988-6244	Change Delete
Junior Employee	CHILD	(478) 988-6189	Change Delete

You are encouraged to update your information, as soon as possible, and as often as necessary.

You won't be able to change your name or primary email address from ESS, but you can add/change your home address and as many alternate email addresses, phone numbers, emergency contacts, etc., as you wish.

Name Changes will require completion of a [Name Change Packet](#) that should be submitted to Human Resources, along with supporting documentation.

At this point, you may also choose the “**Employee Profile**” menu option to view other pertinent information on file in HR.

You won't be able to make changes to the Employee Profile screen, but feel free to select the “**Mail corrections/comments to Human Resources**” option at the bottom of the Employee Profile screen for assistance, or call (478) 988-6244.

Please note: Some options on this screen are not maintained in HR; therefore, you may see a few blank responses.

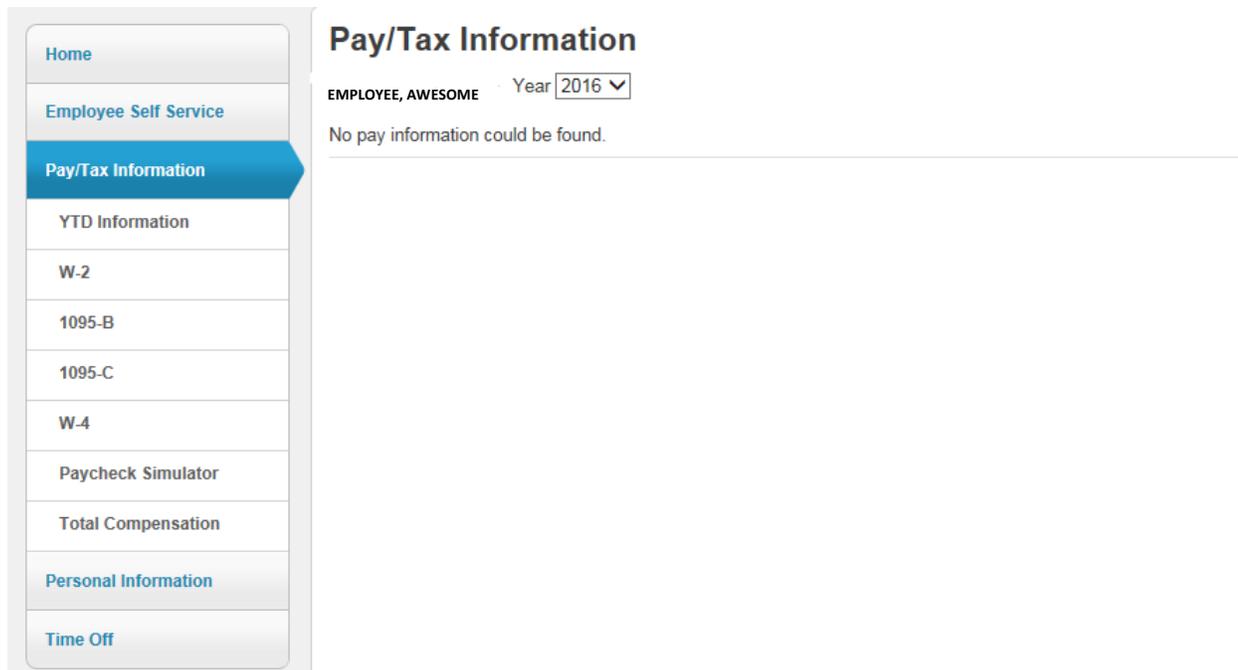
When choosing the **Time Off** menu option, you should see a list of Earned, Taken, and Available leave balances (**in hours**). By selecting any of the highlighted areas, you may view additional leave history information.



	Earned	Taken	Available as of the last payroll cutoff
SICK (H)	800.00	0.00	800.00
VACATION (H)	160.00	0.00	160.00
PERSONAL (H)	0.00	0.00	0.00

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

When selecting the **Pay/Tax Information** menu option, you'll see a list of historical salary data. You'll also notice several menu options below this option, to include Year-to-Date, W-2, 1095-B and C, and W4 information (only information that has been loaded into ESS). You may also access the Paycheck Simulator from this menu list and view the total compensation for your position.



Pay/Tax Information

EMPLOYEE, AWESOME Year

No pay information could be found.

When selecting the **Paycheck Simulator** from the Pay/Tax Information menu option, you'll see your current annual salary information calculated into hours per pay cycle, daily rate of pay, and your monthly gross income. This screen will also include your current Federal and State Tax filing status and exemptions, in addition to current deductions that are withdrawn from your monthly pay.

You are encouraged to use this interactive tool to see how changes in your tax information or benefits could affect your net income (**using the Paycheck Simulator does not change your Payroll/Tax or Benefits records**).

If you wish to make actual real-time changes to your tax withholdings, please complete the appropriate [W4](#) (federal) and/or [G4](#) (state) forms and submit them to the Payroll Office.

Any real-time Benefits changes must be made during the school system's open enrollment period and through your personal [Employee Benefits Portal](#) account.

Paycheck Simulator

Pay cycle: 1 Switching deduction cycles will reset the entire page.

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
LEAD CUSTODIAN	BASE 12 MONTH (102)	20.16	144.4876	0.00	2912.87

Marital Exemptions

Federal Tax	FILING STATUS "A"	2
State Tax	FILING STATUS "A"	2
Local Tax		0

Deductions

Description	Amount
PAGE DUES	7.29
DEPENDENT/SPOUSE LIFE 25K	0.00
SUPPLEMENTAL LIFE	0.00
TEACHERS RETIREMENT	154.77
DENTAL CAFE PLAN	30.26

Calculate **Reset**

At any time, you may select the **Calculate** button to see the overall impact a change could make on your net income. Then, you may choose the **Reset** button to make other virtual changes.

After choosing the Calculate button, you should see a monthly **Paycheck Simulation** screen as a result from the virtual changes you just made:

	Current	Simulation
Gross Pay	0.00	2912.87
Federal Tax	0.00	0.00
State Tax	0.00	136.34
Local Tax	0.00	0.00
FICA	0.00	178.72
Medicare	0.00	41.80
Other Deductions	0.00	192.32
Net Pay	0.00	2363.69

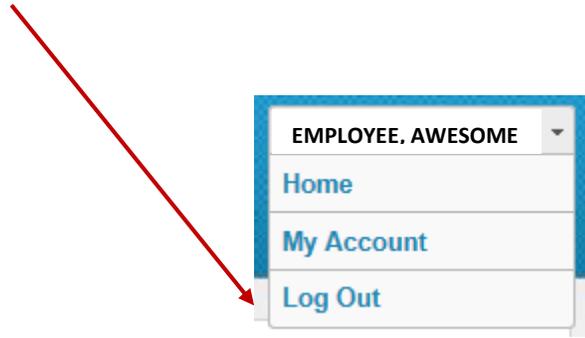
You may choose to return to the Paycheck Simulator to make additional changes and re-calculate as often as you wish.

At any time while in ESS, you may select the **Resources** drop-down menu (located below your login name in the top-right corner) for a list of links you may find beneficial:

Additional links may be added in the future.

Resources ▾
Absence Management
Applicant Tracking
eForms
Employee Benefits Portal
GaPSC
HCBE
G4 Georgia Withholding
W4 Federal Withholding

When you have completed your ESS session and wish to close it, be sure to always choose the **Log Out** option located under the drop-down menu next to your login name.



If you have any questions, feel free to contact Human Resources at (478) 988-6244 for assistance.