

Advantage 3.11 ESS

How to Navigate Compensation in ESS 3.11

Goal & Objectives

Goal: After this class, staff will know how to use ESS Self-Service to Navigate Compensation in ESS 3.11

Objectives:

- Show staff how to navigate Compensation

Welcome!



HPWEL - Welcome ! Choose a link below to view your information or to make updates to your profile information and password.

[View Profile](#)[Update Emergency Contact](#)[Password Management](#)[Update Address](#)[Process Name Change](#)**Notifications**

Date	Type	Message	URL	Delete
------	------	---------	-----	--------

Click on the *View Profile* Link

Employee Profile ✕

Employee Profile													
Profile		Position		Contact		Compensation		Education		Training		Work History	
Personnel Action	Employment Status	Grade	Step	Amount Basis	Base Rate (\$)	Pay Rate (\$)	% Full Time	From Date	To Date				
REHIRE	ACTIVE-PERM	911 NONEXMPT	911 STEP 2	Hourly Rate	25.00	25.00	1.00	06/25/2017	05/23/2018				

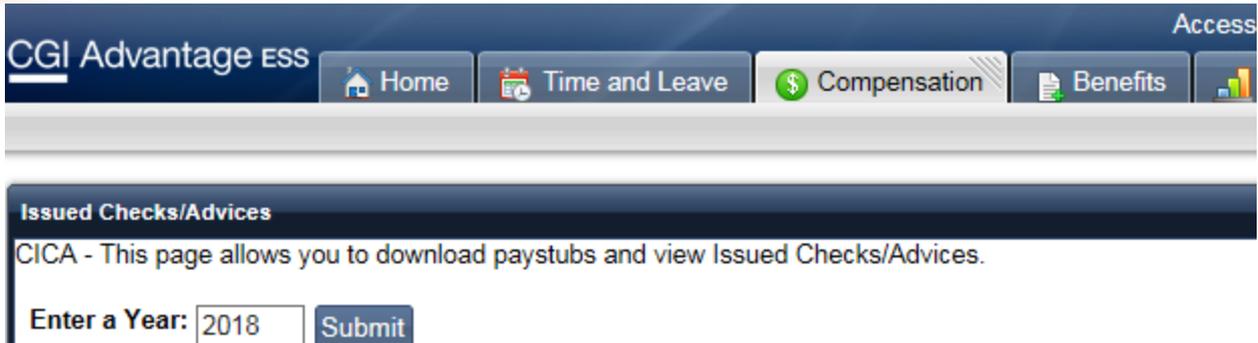
Issued Checks/Advices

CICA - This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year:

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
R	04/30/2018	Regular	431.86	10.26	421.60	Cleared Payment	05/16/2018	
R	03/30/2018	Regular	431.86	10.26	421.60	Cleared Payment	03/26/2018	
R	02/28/2018	Regular	431.86	10.26	421.60	Cleared Payment	02/26/2018	

**Click on the
Compensation
tab**



CGI Advantage ESS Access

Home Time and Leave Compensation Benefits

Issued Checks/Advices

CICA - This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year:

The **Compensation** tab allows you to view information related to your pay, deductions, and tax information. The following widgets can be found on the **Compensation** tab:

- Issued Checks/Advices
- Tax Information
- Pay and Deduction Summary
- Tax Levies and Garnishments
- Direct Deposit Wizard
- Electronic W-2
- Paycheck Calculator

The *Paycheck Calculator* isn't always accurate. Use with caution.

Issued Checks/Advices

The Issued Checks/Advices widget displays a listing of Issued Checks and Advices, including sections that display the Disposition Information and Pay Summary Information. Select the View icon on the line of the Check/Advice to download a PDF version.

Issued Checks/Advices

This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year:

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	06/03/2013	Pay Type Supplemental	0.00	0.00	0.00	Cleared Payment	06/03/2013	

Disposition Information

Appointment ID :	Type of Check : Pay Type Supplemental
Check Date : 06/03/2013	Combined Check : 0
Bank Account : XX	Disposition : Cleared Payment
Bank Name : Test	Disposition Date : 06/03/2013
Check Number : 000000000129534	

Payment Summary Information

Payroll Number : SEMI-MONTHLY	Gross Pay Amount : 0.00
Title : SUPERINTENDENT	Total Deductions Amount : 0.00
	Net Pay Amount : 0.00
	FICA Wage : 0.00
	Fringe Benefits : 0.00

Click here to
Download

Select the ***View Pay and Deduction Details*** button to view detailed pay, deduction, and fringe information about the Check/Advice.

Payment Summary Information

Payroll Number :

Title :

Gross Pay Amount :

Total Deductions Amount :

Net Pay Amount :

FICA Wage :

Fringe Benefits :

View Pay and Deduction Details

Pay And Deduction Details

On this screen, you can view line detail information pertaining to Pay, Deduction and Fringe details on your paycheck.

Pay Details						
Pay Details		Deduction Details		Fringe Details		
Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Entity Adjustment
	REGULAR PAY	REGULAR PAY	01/01/2011	00:00	200.00	1

Tax Information

Tax Information

View your tax forms, request duplicates and create W-4 forms from this widget. Additionally, you can view your tax Withholdings/Allowances.

Tax Year	Tax Form	Federal Tax ID	View
2011	W2	123456789	

ESSTAXA - I would like a duplicate copy of the highlighted Tax Form. Please use this functionality if you are unable to print the attached PDF Tax Form on your own. A confirmation email will be sent to your email address upon successful receipt of the duplicate request.

Request a Duplicate Copy of a Tax Form

Check the box to request a duplicate copy of the highlighted Tax Form

Tax Information

CTAXINF - View your tax forms, request duplicates and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances.

[Create Federal W-4](#) [View Tax Withholdings/Allowances](#)

View and Request Duplicate Tax Forms

Tax Year	Tax Form	Federal Tax ID	View

ESSTAXA - I would like a duplicate copy of the highlighted Tax Form. Please use this functionality if you are unable to print the attached PDF Tax Form on your own. A confirmation email will be sent to your email address upon successful receipt of the duplicate request.

[Submit](#)

Create Federal W-4

Tax Information

CTAXINF - View your tax forms, request duplicates and create W-4 forms from this v
Additionally, you can view your Tax Withholdings/Allowances.

[Create Federal W-4](#)[View Tax Withholdings/Allowances](#)

Federal W-4

CFEDW41 - Complete your Federal W-4 form by filling out and verifying the information below. In order to view the Form W-4 worksheet for detailed information, click the following link: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Employee Information

First Name :
Middle Initial :
Last Name :
Social Security Number :

Home Address
City/Town
State
Zip Code

Withholding Tax Information

CFEDW42 - All information in the following section must be filled out accurately and completely.

Last W-4 File Date : 04/24/2018

*Federal Tax Marital Status :

Total number of allowances you are withholding. (If you are claiming EXEMPT, leave this line blank) :

Additional amount, if any, you want withheld from each paycheck. (If you are claiming EXEMPT, leave this line blank) :

I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. . Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and . This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here

None ▼

If your last name differs from that shown on your social security card, check here :
You must call 1-800-772-1213 for a new card.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Tax Withholdings/Allowances

Tax Information

CTAXINF - View your tax forms, request duplicates and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances.

[Create Federal W-4](#) [View Tax Withholdings/Allowances](#)

Tax Withholdings/Allowances ? X

Appointment ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
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General Information

Appointment ID :

From :

To :

Tax Class :

FICA Class :

Last W-4 File Date :

Date of Last Electronic Submission :

Federal Tax Information

Federal Tax Marital Status :

Federal Tax Allowance :

Additional Federal Withholdings

Type	Plan	Amount	Percent	From	To
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State Tax Information

State Tax Marital Status :

State Tax Allowance :

Additional State Tax Allowance :

Additional State and Localities Withholdings

Type	Plan	Amount	Percent	From	To
GARN	00000	1000.00	1.000000	01/01/2012	12/31/9999

Pay and Deduction Summary

Pay and Deduction Summary

View Pay and Deduction Summary information on this widget. Choose a line in the grid below to view different years or search to refine your selection.

Search

Pay Summary Deduction Summary

Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2012	010		N	REG PAY	2,885.72	2885.72	0.00	0.00	0.00
2012	010		N	ANL PAY	369.96	369.96	0.00	0.00	0.00
2012	010		Y	EMPR FRINGE	0.00	0.00	0.00	0.00	0.00

Pay Summary

- The Pay Summary tab summarizes the years you have worked for your organization and your compensation during each of those years.

Deduction Summary

- The Deduction tab summarizes the years you have worked for your organization and your deductions during each of those years.

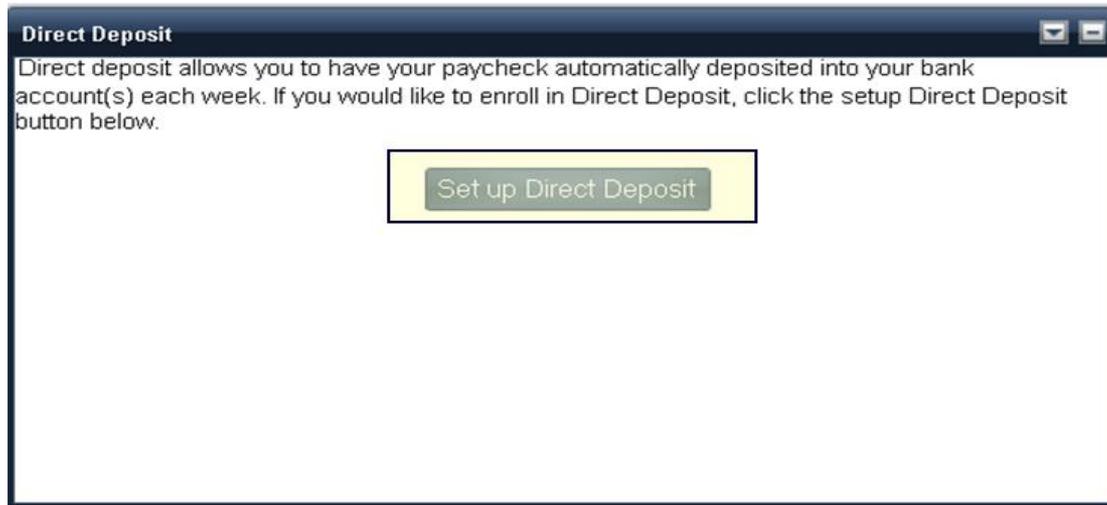
Tax Levies and Garnishments

Tax Levies and Garnishments

On this screen, you can view information pertaining to Tax Levies and Garnishments that are being deducted from your paycheck. For more details, click on the View icon to see additional information.

Deduction Type	Amount Due(\$)	Amount Paid(\$)	View
GARN	10000.00	1000.00	

Direct Deposit



Direct Deposit

Direct deposit allows you to have your paycheck automatically deposited into your bank account(s) each week. If you would like to enroll in Direct Deposit, click the setup Direct Deposit button below.

[Set up Direct Deposit](#)

Set up Direct Deposit

Select the **Set up Direct Deposit** button to launch the Direct Deposit Wizard.

Direct Deposit Wizard

Primary Account

You can enroll in direct deposit by entering your bank account information below.

* Account Type: * Check/Paystub Routing:

* ABA Routing Number: Attachment: No file selected.

* Account Number:

* Nickname:

Travel Account

Direct Deposit Wizard - Travel Account

Account Type: Check/Paystub Routing:

ABA Routing Number: Same As Primary Account:

Account Number: Attachment: No file selected.

Secondary Account

If you would like to enroll a secondary account to receive direct deposit, you can fill out the optional section below.

ABA Routing Number	Account Number	Distribution Percent	Distribution Amount	Delete	Copy
				<input type="button" value="Delete"/>	<input type="button" value="Copy"/>

Add Additional Account

Account Type: Deduction Frequency:

ABA Routing Number: Distribution Percent:

Account Number: Distribution Amount:

Nickname: Attachments: No file selected.

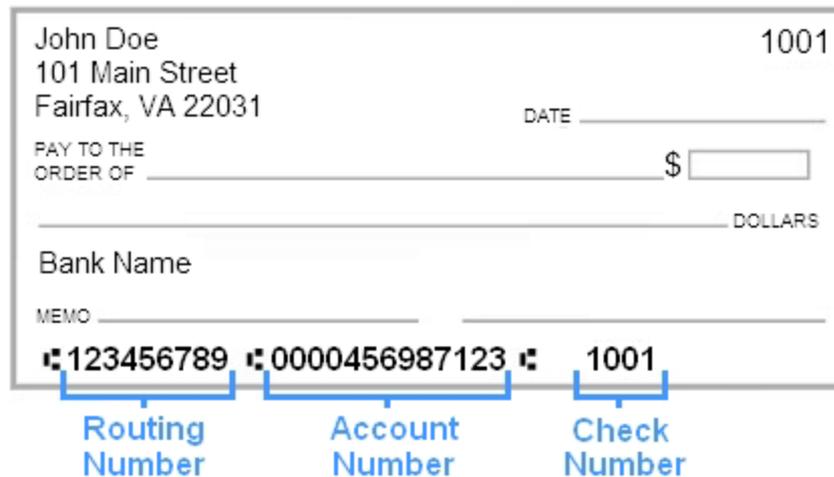
Priority Order: Delete Account:

Check/Paystub Routing:

The Direct Deposit Wizard contains the following sections:

- **Primary Account**

The ABA Routing Number and Account Number are located on your check as indicated below:



John Doe 1001
101 Main Street
Fairfax, VA 22031 DATE _____
PAY TO THE ORDER OF _____ \$
_____ DOLLARS
Bank Name
MEMO _____
⑆ 123456789 ⑆ 0000456987123 ⑆ 1001
Routing Number Account Number Check Number

- ***Secondary Account***

A **Secondary Account** is optional. You can have a maximum of nine secondary accounts.

- **Priority Order** - Secondary accounts are assigned a Priority Order. The Priority Order determines the hierarchy by which the system allocates pay if the Paycheck does not contain enough Net Pay to distribute to all of the designated accounts.

- **Distribution Amount or Percent** - Each secondary account is also assigned either a Distribution Amount (a fixed dollar amount per Pay Period) or a Distribution Percent. The total Distribution Percent from all secondary accounts for any date range cannot exceed 100%.
- **Deduction Frequency** – The City of Tucson has a **Deduction Frequency** of every pay period.

Net Pay Distributions can be allocated by either a percentage or a set dollar amount.

Refer to the following examples for more information on how this processing works.

- **Dollar Based Distribution Examples**

For these examples, the accounts are setup as follows:

- Primary Account (no amount/percent is specified for the primary account)
- 1st Secondary Account - \$300
- 2nd Secondary Account - \$250
- 3rd Secondary Account - \$200

- **Percentage Based Distribution Examples**

For these examples, the accounts are setup as follows:

- Primary Account (no amount /percent specified for the primary account)
- 1st Secondary Account - 50%
- 2nd Secondary Account - 25%
- 3rd Secondary Account - 10%

- **Mixed Dollar Based and Percentage Based Distribution Examples**

For this example, the accounts are setup as follows:

- Primary Account (no amount/percent is specified for the primary account)
- 1st Secondary Account - 50%
- 2nd Secondary Account - \$200
- 3rd Secondary Account - 10%

Submitting Accounts

- Select the **Submit** button to complete the Direct Deposit Wizard.
- You can re-enter the wizard to review your deposit schedule without making any changes.

Paper W-2

The option is being changed from the default of paperless to electronic. The option is to opt out of electronic distributions.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: No

Effective Date: 03/29/2013

I consent to opting out of paper distributions of the W-2 & W-2C Tax Forms. Electronic versions of these forms will be available for download and print in ESS. Paperless consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed.

Submit

Benefits Tab

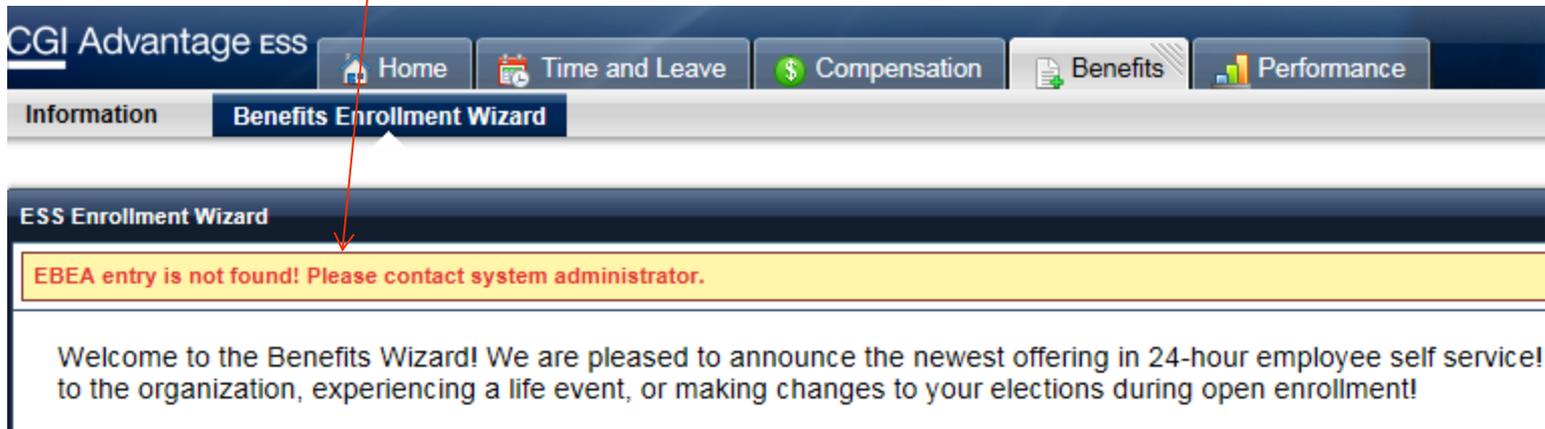
This module is not being used by the City of Tucson. However, benefit deductions can be seen under the **Compensation** tab under **Pay and Deduction Summary**.

Employee Benefits and Deductions							
BBENDED - View Employee Benefits and Deduction information on this screen.							
Title	Type	Plan	Amount	Percent	Primary Care Physician	From	To
POL OFFICER	NET PAY DED	NET PAY DED		0.000000		06/08/2018	12/31/9999
POL OFFICER	PSRS POLC EE	POL PSRS EME		0.076500		06/01/2018	12/31/9999

Appt ID:	From: 06/08/2018
Title: POL OFFICER	To: 12/31/9999
Payment Frequency: B	Goal Amount:
Type: NET PAY DED	Goal to Date Total Amount:
Plan: NET PAY DED	Goal Type:
Percent: 0.000000	Deduction Frequency:
Amount:	Overtime Deduction Category:
Primary Care Physician:	Category Cap:
	Annual Cap Amount:
	Life Event Enrollment: false
	Open Enrollment: false

Benefits Tab

This tab is not being used. The **Benefits Enrollment Wizard** will display an **error message** when accessed.



The screenshot shows the CGI Advantage ESS interface. At the top, there is a navigation bar with the following tabs: Home, Time and Leave, Compensation, Benefits, and Performance. Below this, there is a sub-navigation bar with 'Information' and 'Benefits Enrollment Wizard'. The 'Benefits Enrollment Wizard' tab is active, and a red arrow points to it. Below the sub-navigation bar, there is a header for 'ESS Enrollment Wizard'. A yellow error message box is displayed, stating: 'EBEA entry is not found! Please contact system administrator.' Below the error message, there is a welcome message: 'Welcome to the Benefits Wizard! We are pleased to announce the newest offering in 24-hour employee self service! to the organization, experiencing a life event, or making changes to your elections during open enrollment!'

Thank You!

This concludes the User Training for
Navigating Compensation in
Employee Self-Service (ESS) 3.11