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

Click on the *View Profile* Link

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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

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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.

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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: 2013   Submit

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	

Click here to Download

Disposition Information

Appointment ID :

Check Date : 06/03/2013

Bank Account : XX

Bank Name : Test

Check Number : 000000000129534

Type of Check : Pay Type Supplemental

Combined Check : 0

Disposition : Cleared Payment

Disposition Date : 06/03/2013

Payment Summary Information

Payroll Number : SEMI-MONTHLY

Title : SUPERINTENDENT

Gross Pay Amount : 0.00

Total Deductions Amount : 0.00

Net Pay Amount : 0.00

FICA Wage : 0.00

Fringe Benefits : 0.00

View Pay and Deduction Details

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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 :   Gross Pay Amount :
Title :   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 | 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

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Tax Information

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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

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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.

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Tax Withholdings/Allowances

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Tax Withholdings/Allowances

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

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

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

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Pay and Deduction Summary

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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.
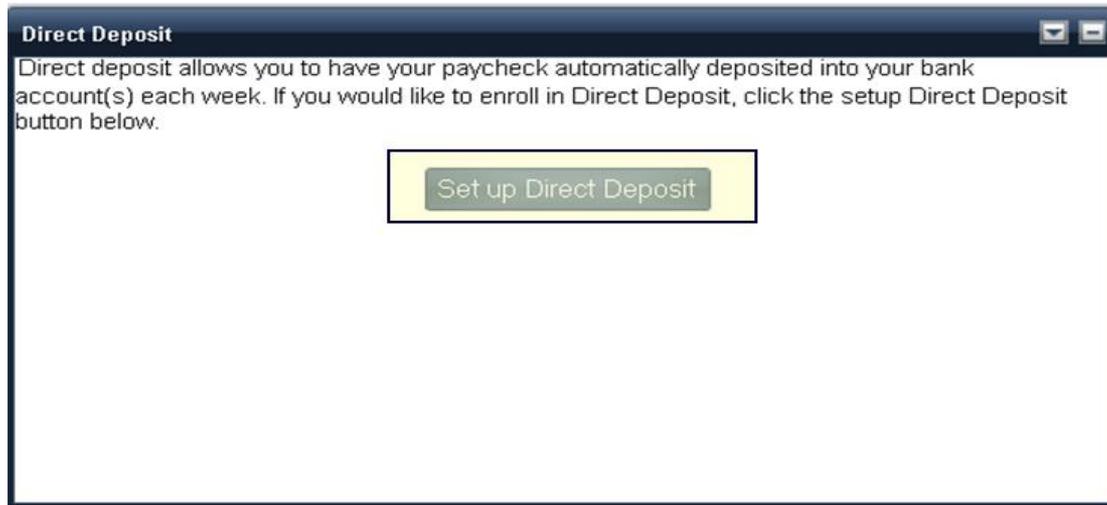
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Tax Levies and Garnishments

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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

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Set up Direct Deposit

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

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:
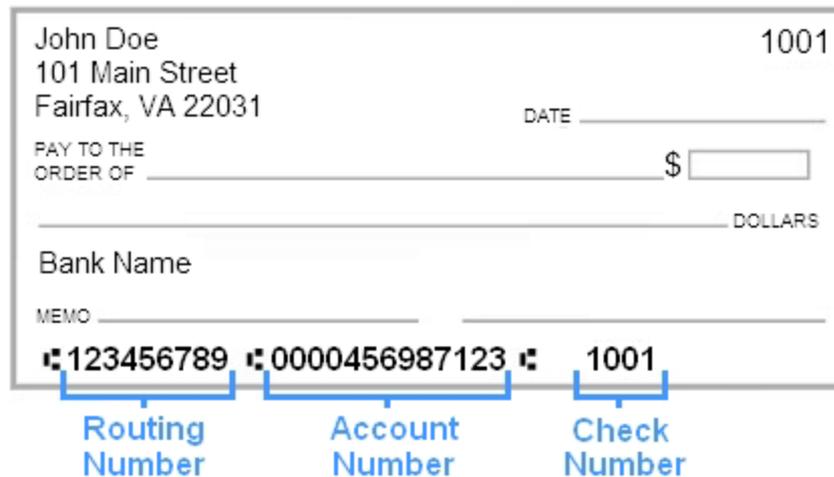
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· *Secondary Account*

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.

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• **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.

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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

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- **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%

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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.

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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

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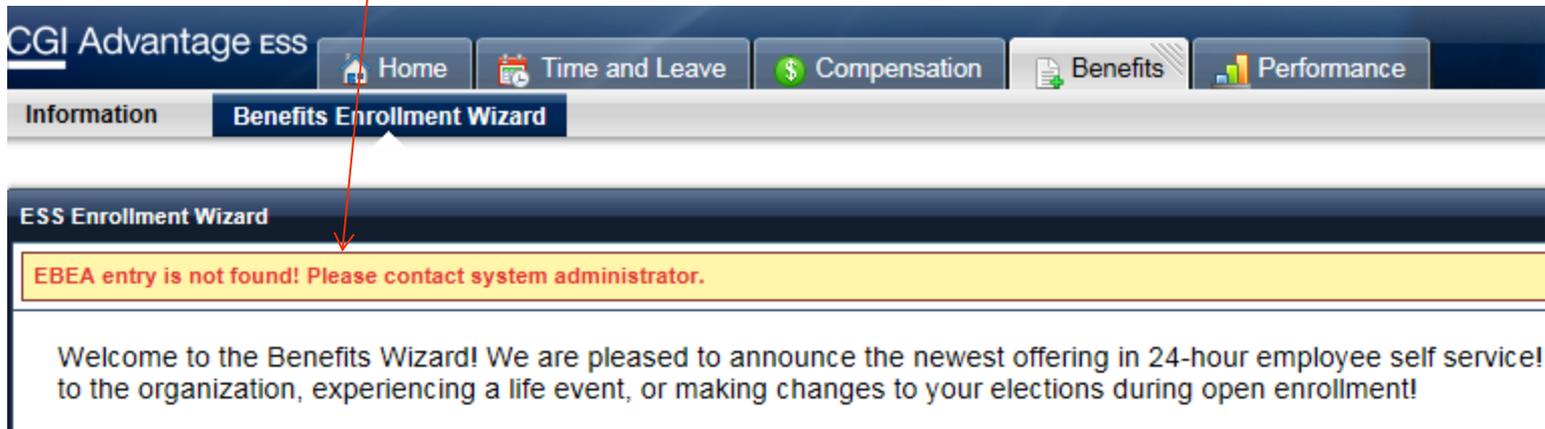
This module is not being used by the City of Tucson. However, benefit deductions can be seen under the *Compensation* tab under *Pay and Deduction Summary*.

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

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Benefits Tab

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

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Thank You!

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