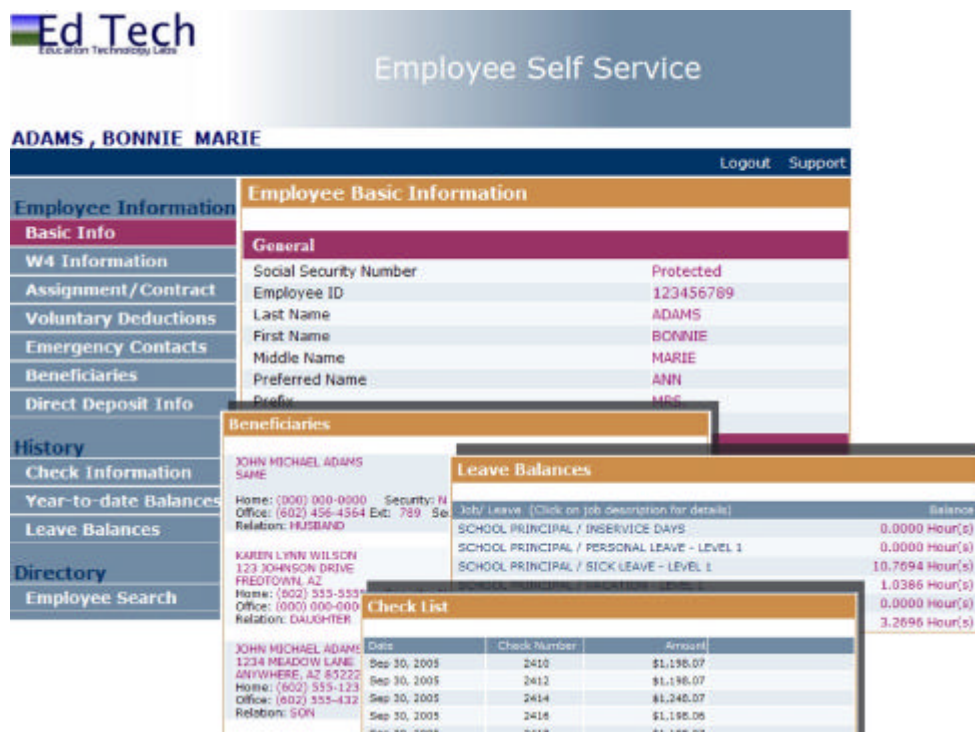


# Schools Sharing Technology

## **ESS- Employee Self Service**

Employee Self Serve adds an important new service for district employees by providing up to date, real time employee information that can be accessed via the internet. It provides instant access to much of the information employees request on a regular basis, such as, W4 information, Assignments/ Contracts, Voluntary Deductions, Contact information, Direct Deposit, Check Information, Leave and YTD Balances.

This application matches the Ascent look and feel but beyond this, the powerful application can display: check stubs back to year 2000, content similar to a pay stub, fiscal and calendar YTD at the time of a check, absence/leave summary at time of the check and more. It includes displays of emergency contacts, beneficiaries, leave and absence balances with detail on specific days, pending absences and direct deposit information that includes voluntary deduction direct deposits. The district can even define and provide a support link for email or phone for the employee.



The screenshot shows the 'Employee Self Service' interface for Bonnie Marie Adams. The interface includes a navigation menu on the left with options like 'Employee Information', 'Basic Info', 'W4 Information', 'Assignment / Contract', 'Voluntary Deductions', 'Emergency Contacts', 'Beneficiaries', 'Direct Deposit Info', 'History', 'Check Information', 'Year-to-date Balances', 'Leave Balances', 'Directory', and 'Employee Search'. The main content area displays 'Employee Basic Information' with fields for Social Security Number (Protected), Employee ID (123456789), Last Name (ADAMS), First Name (BONNIE), Middle Name (MARIE), Preferred Name (ANN), and Prefix (MRS). Below this, there are sections for 'Beneficiaries' (listing John Michael Adams and Karen Lynn Wilson), 'Leave Balances' (showing various leave types and hours), and a 'Check List' table.

Date	Check Number	Amount
Sep 30, 2005	2410	\$1,198.07
Sep 30, 2005	2412	\$1,198.07
Sep 30, 2005	2414	\$1,248.07
Sep 30, 2005	2416	\$1,198.06
Sep 30, 2004	2418	\$1,198.07

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