



... Employee Self Service

CSI's Employee Self Service module (ESS) allows you to provide faster, more efficient service to your employees while dramatically reducing the burden on Human Resources and Payroll departments. Make information like address, leave balance and current benefits elections easily accessible to your employees.

- Employees visit your organization's website for a link to the ESS web application.
- Increase convenience and employee satisfaction by allowing workers to quickly view real-time data:
 - Demographic Information
 - W-4
 - W-2 (Previous Year)
 - Payroll Checks
 - Leave Balance
 - Benefits
 - Deductions
- Employees can make changes via the Internet to the following:
 - Demographic Information
 - W-4
 - State Equivalent W-4 Form
 - Direct Deposit Sign up
 - Leave Request
- Changes will be routed to appropriate staff member(s). Once the changes are approved, the automatic interface instantly updates CSI's Payroll or Personnel module.

EMPLOYEE MAIN SCREEN

ESS Requests displays a list of items this employee has waiting for someone else to approve. If this employee had approval rights, the Tasks list would show any items waiting on their approval.

The screenshot shows the Employee Self Service main screen. At the top left is the CSI Technology Outfitters logo and the text 'Employee Self Service Computers. Software. Innovations.'. Below the logo is a 'Home' button. The main content area is divided into three sections:

- Tasks:** A table with columns 'Title', 'Assigned To', 'Created', and 'Workflow Name'. Below the table, it says 'There are no items to show in this view of the "Tasks" list.'
- ESS Requests:** A table with columns 'Title', 'Created', and 'ESS Request Status'. It lists several requests, all with a status of 'Waiting on someone else'.
- Available Forms:** A list of links to various forms, including Benefits Inquiry, Check Inquiry, Deductions Inquiry, Demographic Inquiry, Demographic Change Request, Direct Deposit Request, G4 Inquiry, G4 Change Request, Leave Balance Inquiry, Leave Request, W2 Summarization, W4 Inquiry, and W4 Change Request.

LEAVE BALANCE INQUIRY

The screenshot shows the Leave Balance Inquiry screen for Donald J Adams. At the top left is a 'Home' button and a breadcrumb trail: 'Employee Self Service > Pages > LeaveBalanceInquiry'. On the right is a 'Site Actions' button. The main heading is 'Leave Balance Inquiry'. Below the heading, it says 'Employee: DONALD J ADAMS'. A table displays the leave balance information:

Leave Description	Hour/Day	Accum. Rate	Prior Yr. Bal.	Curr. Earned	YTD Used	Bal.
ANNUAL	4	12	0	0	0	0
PERSONAL	4	2	0	0	0	0
OTHER	4	0.0000	0	0	0	0

Employee Self Service

PAYROLL CHECK INQUIRY

Employee Check Inquiry displays a list of an employee's Payroll checks in summary form. For more information, click on the reference number to view check detail.

Home
Employee Self Service > Check Inquiry

Check Inquiry

Employee Name
BAILEY SAVERGER

Selection Filter
 All Year to Date Range

Select a check from the list

Reference Number	Check Date	Pay Period Ending	Gross	Net
10124	01/15/2005	01/01/2005	\$2,152.45	\$1,469.56
10101	03/31/2004	03/16/2004	\$2,152.45	\$1,390.60
10097				
10110				
10088				

Alex P Dresko

Employee Check details

Pay Period: 1/1/2005 Deposit Date: 1/15/2005 Reference Number: 10123

Exemptions		Additional Tax		Leave	
Category	Value	Category	Value	Category	Balance
State	0	Federal	\$0.00	SICK LEAVE	0.00
Federal	0	State	\$0.00		
Married/Single	5				

Earnings			Deductions		
Category	Current Hours	Current Earnings	YTD Hours	YTD Earnings	There are no items to show in this view.
REGULAR PAY	0.00	\$1,500.00	0.00	\$3,000.00	
REGULAR PAY	0.00	\$1,500.00	0.00	\$3,000.00	

Withholdings		Bank Accounts	
Category	Current	Year To Date	There are no items to show in this view.
FICA	\$184.88	\$184.88	
Federal	\$381.33	\$381.33	
State	\$171.14	\$171.14	

Totals		Current	YTD
Gross Pay		\$3,000.00	\$6,000.00
- Total Withholdings		\$737.35	\$737.35
- Total Deductions		\$0.00	\$0.00
- Total Additional Tax		\$0.00	\$0.00
= Net Pay		\$2,262.65	\$5,262.65

BENEFITS INQUIRY

Benefits Inquiry

Employee: Alex P Dresko

Benefit Description	Employer Cost	Employee Cost
PART 125 OPTIONAL LIFE	\$0.00	\$2.87
503 RETIREMENT	10.85%	\$6.00
*BC/BC (PART 125)	\$198.41	\$9.90
DENTAL (PART 125)	\$11.71	\$0.00
ADMINISTRATIVE FEE	\$0.00	\$0.14
STATE LONG TERM DISABILIT	\$3.23	\$0.00
STATE LIFE	\$0.42	\$0.00

DEDUCTIONS INQUIRY

Deductions Inquiry

Employee: Alex P Dresko

Deduction Description	Employer Cost	Employee Cost
*ADMIN FEE	0.00	0.1400
*BC/BS	198.41	9.8600
S.I.C. RETIREMENT SYSTEM	11.00	6.0000%
*OPTIONAL LIFE	0.00	2.8700
UNITED WAY	0.00	0.0000
OTHER FRINGE	3.65	0.0000
SIMPLE IRA	0.00	15.0000
*DENTAL	11.71	0.0000
WORKER'S COMP	0.41	0.0000%

Employee Self Service

DIRECT DEPOSIT SIGN-UP

Home
Employee Self Service > ESS Requests

v

Account Number	123
Routing Number	000000000 <small>Routing numbers must be nine (9) digits. Include leading zeros if necessary.</small>
Primary	<input type="checkbox"/>
Amount	123
Account Type	Checking

Save

W-2 SUMMARIZATION

Home
Employee Self Service > Pages > W2 Summarization

W2 Summarization

Year: 2007 [View payroll history](#)

This is NOT a W2.

Alex P Dresko

Wages, Tips, Other comp	0.0000
Federal Income Tax Withheld	0.0000
Social security wages	0.0000
Social security tax withheld	0.0000
Medicare wages and tips	0.0000
Medicare tax withheld	0.0000
Social Security Tips	
Allocated tips	
Advance EIC information	
Dependent care benefits	0.0000
Nonqualified plans	
Box 12	
Personal Use	0
Box 14	0

W-4 INQUIRY

Home
Employee Self Service > Pages > W4 Inquiry

W4 Inquiry

Employee's Withholding Allowance Information

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. This information represents what exists in your employer's accounting system.

1. First Name and middle initial: Alex P
Last name: Dresko

Home address (number and street or rural route): 3,
PO BOX 2036 122 LION COURT
City or town, state, and ZIP code: EASLEY SC 29640

5. Total number of allowances you are claiming: 5 0

6. Additional amount, if any, you want withheld from each paycheck: 6 0.0000

7. I claim exemption from withholding 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, type "Exempt" here: 7

Employee Self Service

DEMOGRAPHIC INQUIRY & CHANGE

Employee Check Inquiry displays a list of an employee's Payroll checks in summary form. For more information, click on the reference number to view check detail.

The screenshot shows two overlapping windows from the Employee Self Service application. The top window, titled "View Demographic Information", displays the following data:

First Name	Alex
Middle Name	P
Last Name	Dresko
Nickname	Twinkle Toes
Birthday	1/1/2979
Email	adresko@csioutfitters.com
Gender	Male

The bottom window, titled "Demographic Change Request", shows a form with the same information as input fields. The fields include:

- Employee Name
- Demographic Information:
 - First Name: Alex
 - Middle Name: P
 - Last Name: Dresko
 - Nickname: Twinkle Toes
 - Birthday: 1/1/2979
 - Email: adresko@csioutfitters.com
 - Gender: Male
 - Primary Phone: (864) 867-5309
 - Secondary Phone: (864) 238-1111
 - Address 1: PO Box 2036
 - Address 2: 122 Lion Court
 - City: Easley
 - State: South Carolina
 - Zip Code: 29640

A "Save" button is visible in the bottom right corner of the form.

TASKS/EMPLOYER APPROVALS

Requested changes will be routed to appropriate staff member(s). The Approver clicks on a task to view details, then approves or rejects. If the changes are approved, the automatic interface instantly updates CSI's Payroll or Personnel module. The requestor/employee will be notified via e-mail once their request has been approved.

The screenshot shows the "Tasks" section of the Employee Self Service interface. It features a table with the following columns: Title, Assigned To, Created, Created By, ESS Approval Status, and Workflow Name. Two tasks are listed:

Title	Assigned To	Created	Created By	ESS Approval Status	Workflow Name
Review demographic change request for CSI-ONLINE/lessrequester	Approvers	4/17/2008 10:38 PM	CSI-ONLINE/lessrequester	Not Started	Demographic Change Request
Review demographic change request for CSI-ONLINE/lessrequester	Approvers	3/11/2008 5:06 PM	CSI-ONLINE/lessrequester	Not Started	Demographic Change Request

Below the table is a section for "Pending Requests" which is currently empty. To the right, there is a list of "Available Forms" including:

- Benefits Inquiry
- Check Inquiry
- Deductions Inquiry
- Demographic Inquiry
- Demographic Change Request
- Direct Deposit Signup
- Leave Balance Inquiry
- W2 Summarization
- W4 Inquiry
- W4 Change Request