HOW TO USE THE EMPLOYEE SELF SERVICE PORTAL

Step 1: To Log into ESS, type https://erieoh.selfservice.us/#/ into your web browser on a computer and a webpage with the following will pop up:
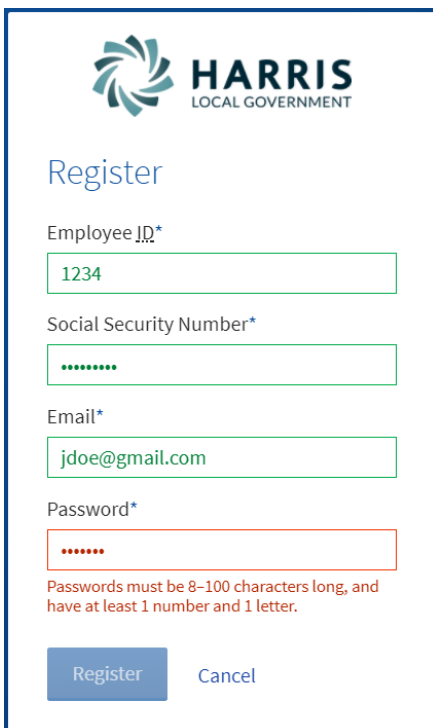

When signing in for the first time, select the word 'Register' in the lower right-hand corner and go to Step 2.

Otherwise, Sign in with your valid email and password used when registering with ESS.

Step 2: To Register with ESS, you will need the following information:

Employee Number/Employee ID (The Four Digit Number on your current check stub), Social Security Number, Your email address, and a Password you create– Must be 8-100 characters long and have at least 1 number and 1 letter.
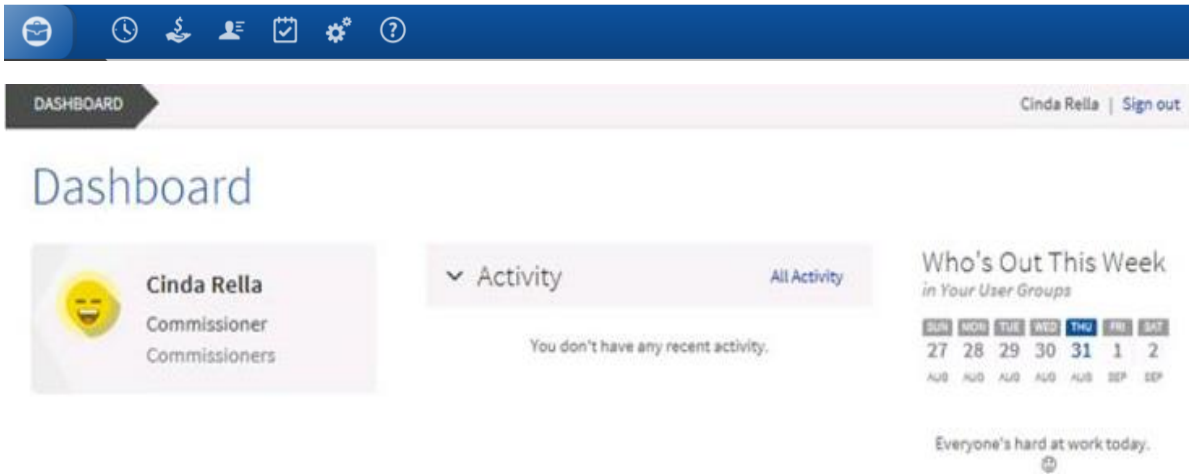
*After filling in all information on this screen, select the 'Register' button. A confirmation email will be sent to the email address you used to Register.

Step 3 <u>You will need to confirm your registration by clicking on the link in the email sent to your email address</u>.

Step 4 Once you login you will see some or all of the following icons depending on your security setup:

The briefcase icon is your dash board- so click it anytime to get back to the main page.

The Leave icon shows your leave balances if we track them in the Harris System.

It has the option for Departments to use this to request leave. Your payroll Clerk will need to set this up if your department chooses to use this option.

Leave

Time Off

Request Leave

Leave Type		Used	Earned	Available	Accrual Rate
Vac	(Hours)	8.00	6.20	331.42	0.07
Sick	(Hours)	0.00	4.60	790.12	0.05
Personal	(Hours)	0.00	0.00	0.00	36.00

The Money Icon is the Overview of your check history, Direct Deposit and Tax forms information

Overview

Check History

Pay Date ▼	Check Date	Check No. ⇕	Net Pay
08/19/2017	08/25/2017	450	$1,476.66
08/05/2017	08/11/2017	441	$1,544.36
07/22/2017	07/28/2017	432	$1,476.65
07/08/2017	07/14/2017	423	$1,544.37
06/24/2017	06/30/2017	414	$1,544.36
06/10/2017	06/16/2017	405	$1,476.65
05/27/2017	06/02/2017	396	$1,544.37
05/13/2017	05/19/2017	387	$1,476.65
04/29/2017	05/05/2017	378	$1,544.36
04/15/2017	04/21/2017	369	$1,476.66

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Earnings Summary   Year: 2017 ▼

Description	Gross YTD ($)
EARNINGS	
Hourly	33,899.92
Vacation	200.88
WITHHOLDINGS	
Medicare	484.60
Federal Married	3,043.55
Ohio State Tax	804.98
DEDUCTIONS	
Deduction 104 - Insur-Deferred ...	-680.00
Deferred Retirement	-3,410.08
Total Gross Earnings	$34,100.80
Net Pay	**$25,677.59**

If you click on a specific pay date you will get:

Check Details

View Earnings Statement

Pay Date	06/10/2017
Check Date	06/16/2017
Check Number	405
Check Total	$1,476.65
Deposit Allocations	n/a
Direct Deposit	Yes

Withholding Allowances

Type	Tax Status	Allowances	Add Amt	Exempt
Federal	Single	0	$0.00	No
State	Single	0	$0.00	No

Done

EARNINGS

Description		PAY PERIOD			YEAR TO DATE	
	Hrs/Days	Pay Rate ($)	Gross ($)		Hrs/Days	Gross ($)
Hourly	80.00	25.11	2,008.80		960.00	24,056.80
Total Hrs/Days Worked	80.00				960.00	
Total Gross Earnings			$2,008.80			$24,056.80

WITHHOLDINGS

Description	Pay Period ($)	Year-to-Date ($)
Federal Married	-172.67	-2,141.95
Medicare	-27.30	-341.43
Ohio State Tax	-45.70	-566.55
Total	-$245.27	-$3,049.93

DEDUCTIONS

Description	Pay Period ($)	Year-to-Date ($)
Deduction 104 - Insur-Defe...	-85.00	-510.00
Deferred Retirement	-200.88	-2,405.68
Total	-$285.88	-$2,915.68
Net Pay	**$1,476.65**	**$18,091.19**

If you click the box in black that says View Earnings Statement it will bring you to another tab where you can print your check stub. There is a button on the top right, or you can right click your mouse to select print and have more options- pick your printer, change the size and such.

Under this icon you can also see your Direct Deposit information and Tax Forms.

The Profile icon is where you change your password or edit your email information. If there is other information that is not correct, please tell your payroll clerk and we will get it updated.

The Help center icon can be used for any item below.

Help Center

Leave

- Requesting leave
- Adjusting time off in a leave request
- Cancelling a leave request

Profile

- Changing your Password
- Updating your Personal Info
- Reviewing your Activity

Settings

- Updating a User
- Adding a User Group
- Adding a Request Routing Rule

Pay

- Check History
- Reviewing Check Details
- Adding a Direct Deposit Account

Tasks

- Reviewing your tasks
- Processing a task