

Last Updated  
Feb-2016

# **Advantage Human Resources**

## **Employee Self Service**

### **ESS**



Help Desk  
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410.222.5135  
[Help-Desk@aacps.org](mailto:Help-Desk@aacps.org)

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## What Employees can do in ESS

Employee Self Service allows AACPS employees to view general HR information about their jobs and employment. Some common ESS features include:

**VIEW** Leave Balance

**MODIFY** Address

**MODIFY** Emergency Contact Information

**VIEW** Compensations

**MODIFY** Direct Deposit

**VIEW** Pay Stub

**VIEW** Tax Forms

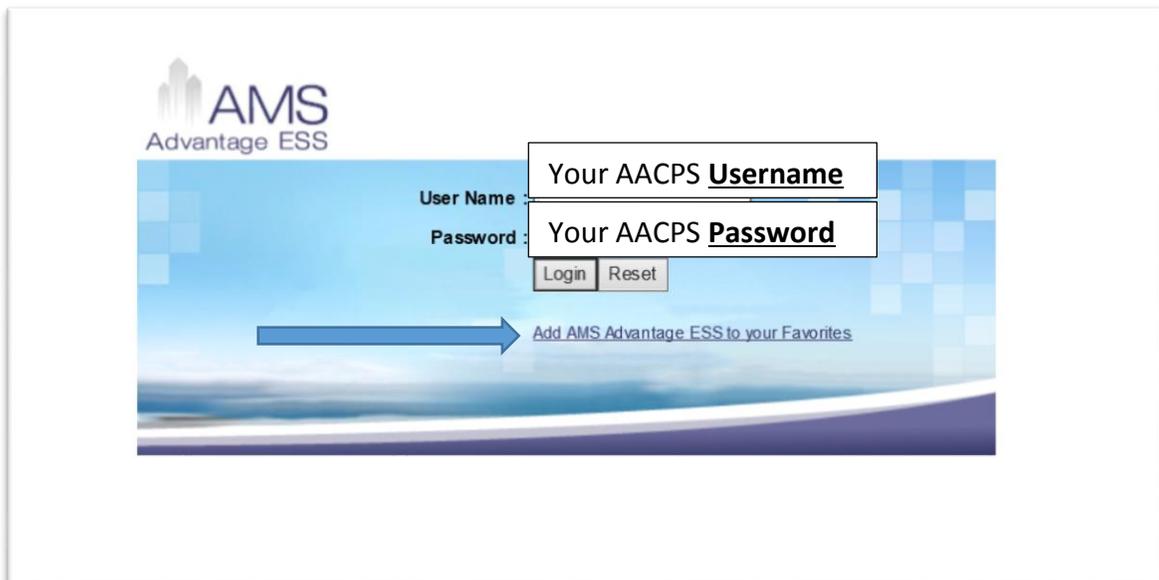
**VIEW** Benefits

## Things to Remember about ESS

- ✓ All **current employees** will have access to Employee Self Service (ESS)
- ✓ **Employees who are separated from AACPS** will not have access to ESS
- ✓ **New Employees** can access ESS 2 weeks after their official start date
- ✓ ESS can be accessed at <https://ess.aacps.org>
- ✓ Employees will **log into ESS** with their **current AACPS network username and password**
- ✓ ESS can be **accessed from any device with internet access**
- ✓ Some **pages in ESS may take 10-20 seconds to display**. Please be patient.
- ✓ For **questions** related to **specific employee information**, users can contact **Human Resources** at 410.222.5061
- ✓ For **questions** related to **application issues**, users can call the **Help Desk** at 410.222.5135

## Logging into ESS

- ✓ AACPS Users can access ESS by going to <https://ess.aacps.org>
- ✓ Employees should log in with their current **AACPS network username and password**
- ✓ It is recommended that AACPS users **add ESS to favorites** or a shortcut on desktop for easy access



Home

General Information	
Employee ID :	0000107054
Appt ID :	
Name :	ARUNDEL, ANNE A
SSN :	001-01-1994
Appt Date :	03/20/2015
Title :	SEC SCHLI
Sub-Title :	SEC SCHLI
Emp Status :	ACTIVE
Street 1 :	1 WHITE HOUSE RD
Street 2 :	
City :	ANNAPOLIS
State/Province :	MD
Zip/Postal Code :	21401
Home Phone :	410-222-5074
Emergency Contact :	ARUNDEL, ANDY
Emergency Contact Phone :	410-378-1890

[more...](#)

Alerts
ESS Employee Emergency Contact Document 15051600000000000001 has been approved and processed successfully

[more...](#)

Announcements

[more...](#)

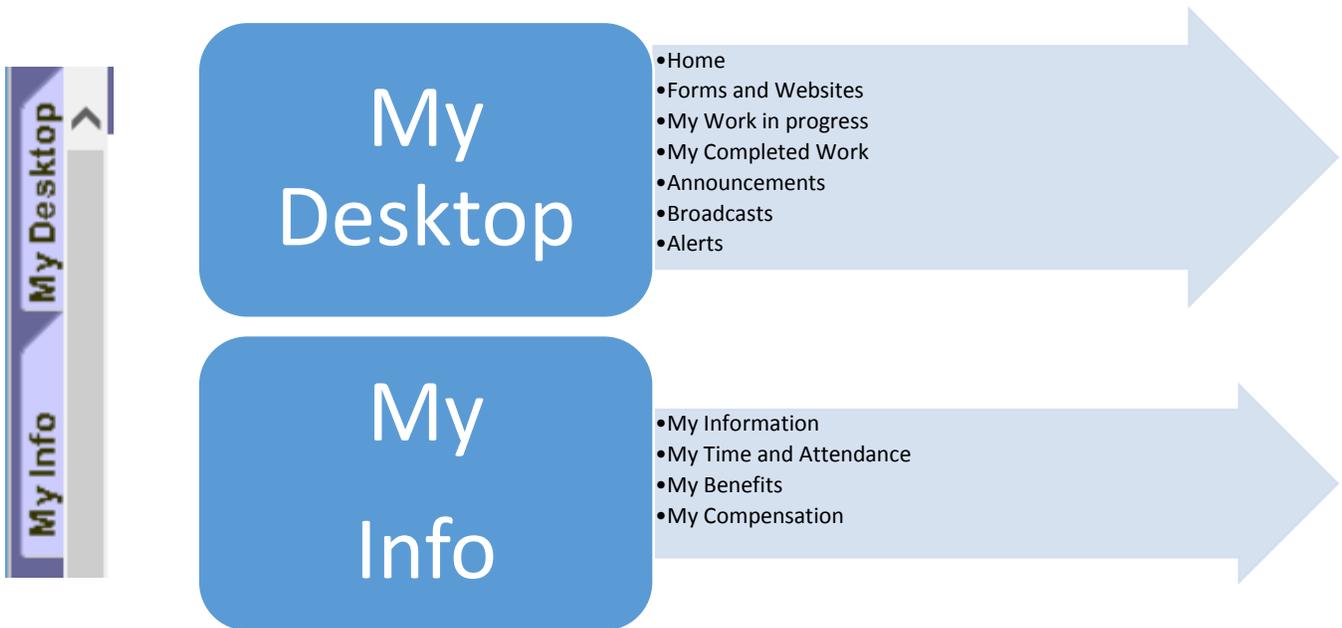
Pay Summary
Last Paycheck Issued : 04/15/2015
Gross Pay Amount : 1,383.98

[more...](#)

ESS Home Page

## Workspace Tabs

The Workspace tabs are always presented vertically along the left-hand side of the page and are used to access specific features and information within the system. Each Workspace tab has specific Business Functions



## [My Desktop > Forms and Websites](#)

The Forms and Websites function provides you with additional information that is available either through custom forms attached by AACPS HRM administrator or by a URL site available by your HRM administrator.

1. Select **MY DESKTOP WORKSPACE** tab
2. Select **FORMS AND WEBSITES** tab

Forms Grid is opened displaying available forms for download listed by Topic, Department, and Description

### Forms and Websites

Downloadable Forms

Topic	Department	Description
✓ Tax	ALL	W4 INST WKSHT

[Attachments](#)

---

**Topic :** Tax  
**Department :** ALL  
**Description :** W4 Form and Instructions

**Additional Information**  
**Link :**

---

### Form Attachments

*My Desktop > Forms and Websites*

## [My Desktop > Announcements](#)

The **Announcements** page provides you with information that HR wants to bring to your attention.

1. Select the **MY DESKTOP** workspace tab
2. Select **ANNOUNCEMENTS**. The Announcements is displayed with a list of all announcements sorted by subject. Details pertaining to each announcement are displayed in the lower section of the page.
3. To view these details, click on the announcement in the grid.

**Announcements**

Subject
✓ UPDATING FIELDS IN ESS
COMPLETE OUR SURVEY
WELCOME TO ESS!

---

**Subject :** UPDATING FIELDS IN ESS  
**Link :** [www.aacps.org/humanresources/LifestyleChange.pdf](http://www.aacps.org/humanresources/LifestyleChange.pdf)  
**Comments :** Employees can only update their address, emergency contacts, and direct deposit in ESS. Changes to your benefits and dependents can only be made during Open Enrollment in the Fall, or if you experience a qualifying lifestyle change (e.g. birth). If you have had a lifestyle change, complete the form at the link provided above within 31 days of the event.

*My Desktop > Announcements*

## [My Desktop > Broadcasts](#)

**Broadcast** messages notify users of system related information. These messages appear at the bottom of the navigation panel or in a page of their own. Users will be notified via a “New Broadcast” message if there is a system broadcast message that needs to be viewed when they log into the system.

## [My Desktop > Alerts](#)

**Broadcast** are messages to specific users. Alerts appear at the bottom of the navigation panel or in a page of their own. The word 'Alert' flashes in yellow next to the short description of the alert content. After the initial flashing of the Alert, the alerts are stored on this page.

## [My Desktop > My Work in Progress](#)

**Work in Progress** displays documents that have not been finalized for information that users can modify in ESS such as Address and Emergency Contact information.

### My Work in Progress

Doc Code :  

Date Last Modified :  

Document ID :

---

Document Name	Document ID	Phase	Status	Date Last Modified
✓ ESS Employee Address	15051600000000000012	Draft	Held	01/29/2016
ESS Employee Address	15051600000000000005	Draft	Held	08/28/2015
ESS Employee Address	15051600000000000004	Draft	Held	08/28/2015
ESS Employee Address	15051600000000000003	Draft	Held	08/27/2015

*My Desktop > My Work in Progress*

## [My Desktop > My Completed Work](#)

**My Completed Work** displays documents that have been submitted to HR such as Address and Emergency Contact information.

Sections : [General Information](#) [First Emergency Contact](#) [Second Emergency Contact](#) [Document Comments](#)

of 1 | [View All](#) Transaction ID : MYEMER-15051600000000000001 processed successfully ...

### Emergency Contact Information

Transaction ID : MYEMER-15051600000000000001

🔍

▼ General Information

Employee ID : 0000107054

Name : ARUNDEL, ANNE A

---

▼ First Emergency Contact

Name Prefix :

First Name : ANDY

Middle Name :

Last Name : ARUNDEL

Name Suffix :

Relationship :

Relationship Desc :

E-Mail : ANDYARUNDEL@YAHOO

Home Phone : 410-378-1890

Home Phone Ext :

Work Phone : 410-736-4623

Street 1 :

Street 2 :

City :

State/Province :

Zip/Postal Code :

Country :

Comments :

Contact Description :

Fax :

*Modified Emergency Contact Info*

## My Completed Work

Doc Code :

Date Last Modified :

Document ID :

---

<a href="#">Document Name</a>	<a href="#">Document ID</a>	<a href="#">Phase</a>	<a href="#">Status</a>	<a href="#">Date Last Modified</a>
✓ ESS Employee Emergency Contact	15051600000000000001	Final	Submitted	02/01/2016

*My Desktop > My Completed Work*

## [My Info > My Information](#)

**My Information** displays details about an employee's job, address, emergency contact information as well as taxes, garnishments and certifications.

1. Log into **ESS**
2. Click on **MY INFO** Tab on the left side of the screen
3. Click on **MY INFORMATION** Tab in the top row
4. Click on tab from the second row for the information you wish to view

My Information	My Time and Attendance	My Benefits	My Compensation				
Jobs	Personal Information	Address	Emergency Contact	Tax Withholdings/Allowances	Garnishments	Tax Levies	Licenses and Certifications



### Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To	Pay Class	Payroll Number
✓	SEC SCHL I	SEC SCHL I	ACTIVE	Cape St Clair	Cp St Claire E	CPE ST CL EL	03/20/2015	12/31/9999	U4 SBS 26P	EXCEPTION

<b>Employee ID :</b> 0000107054	<b>From :</b> 03/20/2015
<b>Appt ID :</b>	<b>To :</b> 12/31/9999
<b>Name :</b> ARUNDEL, ANNE A	<b>Home Dept :</b> Cape St Clair
<b>Social Security Number :</b> 001-01-1994	<b>Home Unit :</b> Cp St Claire E
<b>Appointment Date :</b> 03/20/2015	<b>Pay Location :</b> CPE ST CL EL
<b>Title :</b> SEC SCHL I	<b>Location :</b> CPE ST CL EL
<b>Sub-Title :</b> SEC SCHL I	<b>Pay Class :</b> U4 SBS 26P
<b>Emp Status :</b> ACTIVE	<b>Payroll Number :</b> EXCEPTION

*My Info > My Information > Jobs*



### Personal Information

<div>  <b>Personal Information</b> </div>	<b>Birth Date :</b> 03/05/1969 <b>Social Security Number :</b> 789-01-1234 <b>Maiden Name :</b> SCHAFFNER <b>Ethnicity :</b> WHITE <b>Disability :</b> <b>Citizenship Status :</b> Natural Citizen	<b>Gender :</b> Female <b>Conviction :</b> No <b>Marital Status :</b> <b>Country of Residence :</b>
<div>  <b>Education Information</b> </div>	<b>Verify Degree :</b> No <b>Degree :</b> HIGH SCHOOL <b>Major :</b>	<b>School :</b> <b>Year Completed :</b>
<div>  <b>Veteran Information</b> </div>	<b>Veteran :</b> NON VET <b>Reserve Branch :</b> <b>Discharge :</b> <b>Pref Credit Used Date :</b>	<b>Retro Seniority Date :</b> <b>Discharge Date :</b> <b>Service Branch :</b> <b>Highest Rank :</b>

**Expand / collapse**  
**Each information section**

*My Info > My Information > Personal Information*

[My Info > My Information > Address](#)



### Address

Street 1	City	State/Province	Zip/Postal Code	Country	From	To
✓ 1 WHITE HOUSE RD	ANNAPOLIS	MD	21401	USA	01/15/2016	12/31/9999

---

**General Information**  
 Private Home : From : 01/15/2016  
 Same Mailing? : true To : 12/31/9999

---

**Home Address**  
 Street 1 : 1 WHITE HOUSE RD  
 Street 2 :  
 City : ANNAPOLIS State/Province : MD Zip/Postal Code : 21401  
 Country : USA  
 County : AA

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[▶ Mailing Address](#)  
[▶ Contact Information](#)

*My Info > My Information > Address*

[Continued - My Info > My Information > Emergency Contact](#)

Sections : [General Information](#) | [Home Address](#) | [Mailing Address](#) | [Contact Information](#)



### Address

Street 1	City	State/Province	Zip/Postal Code	Country	From	To
✓ 1 WHITE HOUSE RD	ANNAPOLIS	MD	21401	USA	01/15/2016	12/31/9999

---

**General Information**  
 Private Home : From : 01/15/2016  
 Same Mailing? : true To : 12/31/9999

---

[▶ Home Address](#)  
[▶ Mailing Address](#)  
**Contact Information**

**NOTE:** AACPS notification calls will go to the number entered into the Home Phone field, which is required. If you would like to receive text alerts, you may optionally enter your cell phone number into the Mobile Phone field. Both of these fields may contain the same number, but the Home Phone field is required.

Contact Name Prefix : Home Phone : 410-222-5074  
 Contact First Name : Home Phone Extension :  
 Contact Middle Name : Work Phone :

*My Info > My Information > Emergency Contact*

[My Info > My Information > Tax Withholdings/Allowances](#)



### Tax Withholdings/Allowances

[Appt ID](#) | [Federal Tax Marital Status](#) | [State Tax Marital Status](#) | [Federal Tax Allowance](#) | [State Tax Allowance](#) | [Additional State Tax Allowance](#) | [From](#) | [To](#)

---



**▼ General Information**

<p><b>Appt ID :</b></p> <p><b>From :</b></p> <p><b>To :</b></p> <p><b>Tax Class :</b></p>	<p><b>FICA Class :</b></p> <p><b>Last W-4 File Date :</b></p> <p><b>Date of Last Electronic Submission :</b></p>
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**▶ Federal Tax Information**

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**▶ State Tax Information**

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Please refer to the Jobs tab to confirm your Name and Social Security Number and the Address tab to confirm your Address prior to creating the Form W-4 document.

*My Info > My Information > Tax Withholdings/Allowances*

[My Info > My Information > Garnishments](#)

Sections : [General Information](#) [Recipient Information](#)



## Garnishments

Garnishment Goal amount may change due to interest and processing fees.

<a href="#">Deduction Type</a>	<a href="#">Deduction Plan</a>	<a href="#">Amount Due</a>	<a href="#">Amount Paid</a>	<a href="#">Deduction Percentage</a>	<a href="#">Amount Per Pay Period</a>	<a href="#">From</a>	<a href="#">To</a>
 <p>▼ <b>General Information</b></p> <p> <b>Deduction Type :</b> <span style="float: right;"><b>From :</b></span>  <b>Deduction Plan :</b> <span style="float: right;"><b>To :</b></span>  <b>Amount Due :</b> <span style="float: right;"><b>Deduction Percentage :</b></span>  <b>Amount Paid :</b> <span style="float: right;"><b>Amount Per Pay Period :</b></span> </p>							
<p>▶ <b>Recipient Information</b></p>							

*My Info > My Information > Garnishments*

[My Info > My Information > Tax Levies](#)



### Tax Levies

Tax Levy Goal amount may change due to interest and processing fees.

<u>Deduction Type</u>	<u>Deduction Plan</u>	<u>Amount Due</u>	<u>Amount Paid</u>	<u>From</u>	<u>To</u>
<div style="border: 1px solid black; padding: 5px;"> <p> <span>▼</span> <b>General Information</b> </p> <p> <b>Deduction Type :</b> _____ <b>From :</b> _____  <b>Deduction Plan :</b> _____ <b>To :</b> _____  <b>Amount Due :</b> _____  <b>Amount Paid :</b> _____                 </p> <p> <span>▶</span> <b>Recipient Information</b> </p> </div>					

*My Info > My Information > Tax Levies*

[My Info > My Information > Licenses and Certifications](#)



### Licenses and Certifications

**NOTE:** The AACPS HR system is not the official system of record for teaching certificates or licensure. Employees are encouraged to go to the proper licensing agency to see their official record.

<u>License Type</u>	<u>License/Certificate Number</u>	<u>Qualification</u>	<u>Qualification Source</u>	<u>From</u>	<u>To</u>	<u>Expiration Flag</u>
<div style="border: 1px solid black; padding: 5px;"> <p> <span>▼</span> <b>License and Certification Details</b> </p> <p> <b>License Type :</b> _____ <b>From :</b> _____  <b>Issue Country :</b> _____ <b>To :</b> _____  <b>Issue State :</b> _____ <b>Comments :</b> _____  <b>License/Certificate Number :</b> _____  <b>Qualification :</b> _____  <b>Qualification Source :</b> _____                 </p> </div>						

*My Info > My Information > Licenses and Certifications*

[My Info > Time and Attendance > Time and Attendance > Leave Balances](#)

Employees can view current **LEAVE BALANCES** in ESS including **Leave Activity by Date** and **Monthly Leave Accrual and Usage**.

1. Log into **ESS**
2. Click on **MY INFO** Tab on the left side of the screen.
3. Click on **MY TIME AND ATTENDANCE** Tab in the top row.
4. Click on **LEAVE BALANCES** Tab from the second row to view current leave balances in hours.

A grid listing the different types of leave categories available and their current balance, appears at the top of the page

If you want to change the **MONTH**, click on the **SEARCH** button



### Leave Balances

Category	Balance	Amount Basis	Balance Type	Leave Year End Month
✓ ANNUAL LV	356:00	Hour	Inception to Date	
FMLA LV	00:00	Hour	Leave Year to Date	6
LOST TIME LV	00:00	Hour	Inception to Date	
MEETING LV	-16:00	Hour	Leave Year to Date	6
SICK LV	504:00	Hour	Inception to Date	
TRANSFER LV	00:00	Hour	Inception to Date	

---

**Selection Month :** February ▼

**Selection Year :** 2016

**Category :** ANNUAL LV

**Balance :** 356:00

**Amount Basis :** Hour

**Balance Type :** Inception to Date

**Leave Year End Month :**

*My Info > Time and Attendance > Leave Balances*

[My Info > Time and Attendance > Leave Activity by Date](#)

1. Click on **LEAVE ACTIVITY BY DATE** to view leave sorted by date  
 You can also **SEARCH** by Event Date, Original Leave Type (Entered) and Category

### Leave Activity By Date

Event Date	Category	Entered Leave Type	Actual Leave Type	Accrual / Usage	Document ID	Process Date	Amount
02/02/2016	ANNUAL LV	ANNUAL- ACC H	ANNUAL- ACC H	Accrual	16012900000000135197	01/29/2016	8:00
02/02/2016	EARNED SCK LV	EARN SCK - ACC	EARN SCK - ACC	Accrual	16012900000000135197	01/29/2016	4:00
01/20/2016	ANNUAL LV	U ANNUAL H	U ANNUAL H	Usage	16020100000000025266	02/01/2016	4:00
01/19/2016	ANNUAL LV	ANNUAL- ACC H	ANNUAL- ACC H	Accrual	16011300000000124964	01/13/2016	8:00
01/19/2016	EARNED SCK LV	EARN SCK - ACC	EARN SCK - ACC	Accrual	16011300000000124964	01/13/2016	4:00
01/11/2016	ANNUAL LV	U ANNUAL H	U ANNUAL H	Usage	16011900000000024164	01/19/2016	8:00
01/05/2016	ANNUAL LV	ANNUAL- ACC H	ANNUAL- ACC H	Accrual	15123000000000114734	12/30/2015	8:00
01/05/2016	EARNED SCK LV	EARN SCK - ACC	EARN SCK - ACC	Accrual	15123000000000114734	12/30/2015	4:00
12/30/2015	ANNUAL LV	U ANNUAL H	U ANNUAL H	Usage	16010400000000022401	01/04/2016	8:00
12/29/2015	ANNUAL LV	U ANNUAL H	U ANNUAL H	Usage	16010400000000022401	01/04/2016	8:00

First Prev Next Last

Search

Event Date : 02/02/2016

Entered Leave Type : ANNUAL- ACC H

Category : ANNUAL LV

Employee ID If Transfer :

Accrual / Usage : Accrual

Actual Leave Type : ANNUAL- ACC H

Amount : 8:00

Process Date : 01/29/2016

Document Code : AACC

Document Department : Technology

Document ID : 16012900000000135197

Search - Internet Explorer

about:blank

Event Date :

Original Leave Type :

Category :

[Ok](#) [Clear](#) [Cancel](#)

*My Info > Time and Attendance > Leave Activity by Date*

[My Info > Time and Attendance > Monthly Leave and Accrual](#)

1. Click on **MONTHLY LEAVE AND ACCRUAL** to view each leave category by month. Select Leave Category to view leave balance by month.



### Monthly Leave Accrual/Usage

Selection Year	Category	Balance	Amount Basis	Balance Type	Leave Year End Month
✓ 2016	ANNUAL LV	356:00	Hour	Inception to Date	
2016	FMLA LV	00:00	Hour	Leave Year to Date	6
2016	LOST TIME LV	00:00	Hour	Inception to Date	
2016	MEETING LV	-16:00	Hour	Leave Year to Date	6
2016	SICK LV	504:00	Hour	Inception to Date	
2016	TRANSFER LV	00:00	Hour	Inception to Date	

**By Category** ←

Leave Year	Month	Accrual Amount	Usage Amount
✓ 2016	December	00:00	00:00
2016	November	00:00	00:00
2016	October	00:00	00:00
2016	September	00:00	00:00
2016	August	00:00	00:00
2016	July	00:00	00:00
2016	June	00:00	00:00
2016	May	00:00	00:00
2016	April	00:00	00:00
2016	March	00:00	00:00

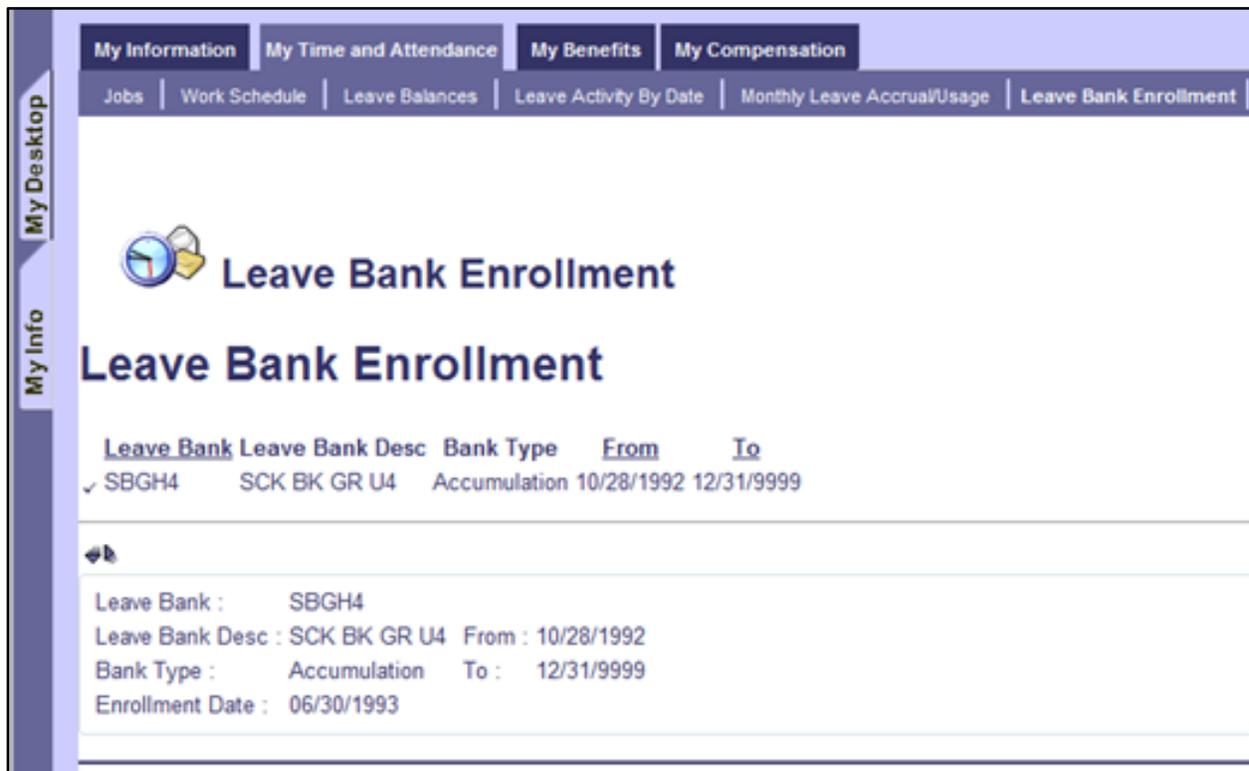
First Prev Next Last

*My Info > Time and Attendance > Monthly Leave Accrual/Usage*

## [My Info > Time and Attendance > Leave Bank](#)

Leave Bank is available for enrollment to Unit 1, 2, 3, and 4 employees. Leave Bank enables the employee to donate their sick leave to another employee in need who may not have any sick leave left. Employees can also view current **LEAVE BANK ENROLLMENT** in ESS.

1. Log into **ESS**
2. Click on **MY INFO** Tab on the left side of the screen
3. Click on **MY TIME AND ATTENDANCE** Tab in the top row
4. Click on **LEAVE BANK ENROLLMENT** Tab from the second row



The screenshot displays the 'Leave Bank Enrollment' page in the ESS system. The page has a navigation bar at the top with tabs for 'My Information', 'My Time and Attendance', 'My Benefits', and 'My Compensation'. Below this is a sub-navigation bar with links for 'Jobs', 'Work Schedule', 'Leave Balances', 'Leave Activity By Date', 'Monthly Leave AccrualUsage', and 'Leave Bank Enrollment'. The main content area features a 'Leave Bank Enrollment' heading with a lock icon. Below the heading is a table with the following data:

<u>Leave Bank</u>	<u>Leave Bank Desc</u>	<u>Bank Type</u>	<u>From</u>	<u>To</u>
✓ SBGH4	SCK BK GR U4	Accumulation	10/28/1992	12/31/9999

Below the table, there is a summary section with the following details:

Leave Bank : SBGH4  
Leave Bank Desc : SCK BK GR U4 From : 10/28/1992  
Bank Type : Accumulation To : 12/31/9999  
Enrollment Date : 06/30/1993

*My Info > My Time and Attendance > Leave Bank Enrollment*

## [My Info > My Benefits > Dependents](#)

Employees can view details pertaining to dependents, dependent benefits, and employee benefits and deductions recorded in the system. Past, present and future benefit enrollments can also be viewed.

1. Log into **ESS**
2. Click on **MY INFO** Tab on the left side of the screen
3. Click on **MY INFORMATION** tab from the top row
4. Click on **MY BENEFITS** Tab from the second row
5. Select from **DEPENDENTS, DEPENDENT BENEFITS, And EMPLOYEE BENEFITS AND DEDUCTIONS** Tab from the second row to view detail information

My Information | My Time and Attendance | My Benefits | My Compensation

Jobs | Dependents | Dependent Benefits | Employee Benefits and Deductions | Past Enrollments | Current Enrollments | Future Enrollments

Sections : [Dependent Information](#) [Dependent Address](#) [Dependent Contact](#)

### Dependents

ID	First Name	Last Name	Relationship Desc	Gender	Full-time Student	From	To
✓ 0000000262	DONALD	ARUNDEL	SPOUSE	Male	No	04/01/2015	12/31/9999

Dependent Information

ID : 0000000262 From : 04/01/2015  
Name Prefix : To : 12/31/9999  
First Name : DONALD Gender : Male  
Middle Name : Full-time Student : No  
Last Name : ARUNDEL Date of Birth :  
Name Suffix : Wedding Date :  
Social Security Number : 123-45-6789 Date of Death :  
Relationship : SPOUSE Divorced/ Separated Date :

Dependent Address **Expand/Collapse Detail Sections**

Dependent Contact

*My Info > My Benefits > Dependents*

## My Info > My Benefits > Dependent Benefits

My Information	My Time and Attendance	My Benefits	My Compensation
Jobs	Dependents	<b>Dependent Benefits</b>	Employee Benefits and Deductions
			Past Enrollments
			Current Enrollments
			Future Enrollments

Sections : [Dependent Information](#) [Dependent Benefits](#)



### Dependent Benefits

ID	First Name	Last Name	Type Class	Type Sub Class	Plan Class	Override Coverage	From	To
✓ 000000262	DONALD	ARUNDEL	DENTAL	TRAD DEN	PERMFT26HW	No	04/01/2015	12/31/9999
000000262	DONALD	ARUNDEL	ACTIVE MEDIC	BLUECHOICE	PERMFT26HW	No	04/01/2015	12/31/9999
000000262	DONALD	ARUNDEL	VISION	VISION 2	PERMFT26HW	No	04/01/2015	12/31/9999

▼ Dependent Information

ID : 000000262  
Name : ARUNDEL, DONALD

► Dependent Benefits

*My Info > My Benefits > Dependent Benefits*

## My Info > My Benefits > Employee Benefits and Deductions



### Employee Benefits and Deductions

Appt ID	Title	Type	Plan	Amount	Percent	Primary Care Physician	Goal Amount	From	To	Life Event Enrollment	Open Enrollment
✓ C21611	SAAAAC DUES	DUES	SAAAAC	12.58	0.000000			04/01/2015	12/31/9999	Yes	No
C21611	BLUECHOICE	26PAYSHW		23.44	0.000000			04/01/2015	12/31/9999	No	Yes
C21611	TRAD DENTAL	26-MO HW		7.89	0.000000			04/01/2015	12/31/9999	No	Yes
C21611	VISION OPT 2	26PAYSHW		0.60	0.000000			04/01/2015	12/31/9999	No	Yes
C21611	CIGNA VOLIFE	SM VOLIFE 12		1.16	0.000000			04/01/2015	12/31/9999	Yes	No

▼

<p><b>Appt ID :</b></p> <p><b>Title :</b> SEC SCHL I</p> <p><b>Payment Frequency :</b> Biweekly</p> <p><b>Type :</b> SAAAAC DUES</p> <p><b>Plan :</b> DUES SAAAAC</p> <p><b>Percent :</b> 0.000000</p> <p><b>Amount :</b> 12.58</p>	<p><b>Primary Care Physician :</b></p> <p><b>From :</b> 04/01/2015</p> <p><b>To :</b> 12/31/9999</p> <p><b>Goal Amount :</b></p> <p><b>Goal to Date Total Amount :</b></p> <p><b>Goal Type :</b></p> <p><b>Deduction Frequency :</b> 26 DEDUCTION</p> <p><b>Override Deduction Category :</b></p> <p><b>Category Cap :</b></p> <p><b>Annual Cap Amount :</b> 0.00</p> <p><b>Life Event Enrollment :</b> Yes</p> <p><b>Open Enrollment :</b> No</p>
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*My Info > My Benefits > Employee Benefits and Deductions*

## My Info > My Benefits > Past/Current Enrollments

### Past Enrollments

#### Dependent Benefit Coverages

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Coverage From	Coverage To	Cafeteria

#### Benefit Enrollments

Benefit	Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Payroll From	Payroll To	Coverage From	Coverage To	Cafeteria
✓ ACTIVE MEDIC	PPN-MEDICAL	12-MO FAMILY	0.0000	58.61	0.000000		08/01/2004	12/21/2004	08/01/2004	12/21/2004	No
DENTAL	TRAD DEN	12-MO FAMILY	0.0000	6.90	0.000000		08/01/2004	12/31/2005	08/01/2004	12/31/2005	No
ACTIVE MEDIC	PPN-MEDICAL	12-MO FAMILY	0.0000	63.76	0.000000		01/01/2005	12/31/2005	01/01/2005	12/31/2005	No
ACTIVE MEDIC	PPN-MEDICAL	12-MO FAMILY	0.0000	68.32	0.000000		01/01/2006	12/31/2006	01/01/2006	12/31/2006	No
DENTAL	TRAD DEN	12-MO FAMILY	0.0000	7.21	0.000000		01/01/2006	12/31/2008	01/01/2006	12/31/2008	No
ACTIVE MEDIC	PPN-MEDICAL	12-MO FAMILY	0.0000	82.47	0.000000		01/01/2007	12/31/2008	01/01/2007	12/31/2008	No
ACTIVE MEDIC	PPN-MEDICAL	12-MO FAMILY	0.0000	101.32	0.000000		01/01/2009	12/31/2009	01/01/2009	12/31/2009	No
DENTAL	TRAD DEN	12-MO FAMILY	0.0000	7.36	0.000000		01/01/2009	12/31/2009	01/01/2009	12/31/2009	No
ACTIVE MEDIC	PPN-MEDICAL	12-MO FAMILY	0.0000	103.44	0.000000		01/01/2010	12/31/2010	01/01/2010	12/31/2010	No
DENTAL	TRAD DEN	12-MO FAMILY	0.0000	7.36	0.000000		01/01/2010	12/31/2010	01/01/2010	12/31/2010	No

First
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Last

#### Miscellaneous Deductions

Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	From	To	Cafeteria
✓ LINCOLN NAT	403B LINN	0.0000				12/30/2009	12/22/2015	No

*My Info > My Benefits > Past Enrollments*

### Current Enrollments

#### Dependent Benefit Coverages

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Coverage From	Coverage To	Cafeteria
✓		DENTAL		01/01/2012	12/31/9999	No
		ACTIVE MEDIC	62540001	01/01/2012	12/31/9999	No
		VISION		01/01/2012	12/31/9999	No
		DENTAL		01/01/2012	12/31/9999	No
		ACTIVE MEDIC	62540001	01/01/2012	12/31/9999	No
		VISION		01/01/2012	12/31/9999	No
		DENTAL		01/01/2012	12/31/9999	No
		ACTIVE MEDIC	56710001	01/01/2012	12/31/9999	No
		VISION		01/01/2012	12/31/9999	No

#### Benefit Enrollments

Benefit	Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Payroll From	Payroll To	Coverage From	Coverage To	Cafeteria
✓ DENTAL	TRAD DEN	26-MO FAMILY	0.0000	11.93	0.000000		01/01/2016	12/31/9999	01/01/2016	12/31/9999	No
ACTIVE MEDIC	BC TRP OPT	26PAY FAMILY	0.0000	72.56	0.000000		01/01/2016	12/31/9999	01/01/2016	12/31/9999	No
VISION	VISION 2	26PAYSFAMILY	0.0000	0.72	0.000000		01/01/2016	12/31/9999	01/01/2016	12/31/9999	No

#### Miscellaneous Deductions

Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	From	To	Cafeteria
✓ > 50 LINC-403B	403B LINN	0.0000	0.00	0.100000		12/23/2015	12/31/9999	No

*My Info > My Benefits > Current Enrollments*

## My Info > My Benefits > Future Enrollments

My Information		My Time and Attendance		My Benefits		My Compensation	
Jobs	Dependents	Dependent Benefits	Employee Benefits and Deductions	Past Enrollments	Current Enrollments	Future Enrollments	



### Future Enrollments

#### Dependent Benefit Coverages

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Coverage From	Coverage To	Cafeteria
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#### Benefit Enrollments

Benefit	Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Payroll From	Payroll To	Coverage From	Coverage To	Cafeteria
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#### Miscellaneous Deductions

Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	From	To	Cafeteria
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*My Info > My Benefits > Future Enrollments*

## [My Info > My Compensation](#)

Employees can view their pay information including Pay Summary and Deduction Summary by accessing **MY COMPENSATIONS** from **MY INFO** Tab in ESS

1. Log into **ESS**
2. Click on **MY INFO** Tab on the left side of the screen
3. Click on **MY COMPENSATION** Tab in the top row
4. Once selected **JOBS** view will automatically display
5. Click on **PAY SUMMARY** or **DEDUCTION SUMMARY, ISSUES CHECKS AND ADVICES** from tab in second row

My Information | My Time and Attendance | My Benefits | **My Compensation**

Jobs | Pay Summary | Deduction Summary | Issued Checks/Advices | View Tax Forms (ex. W-2)

 **Jobs**

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	SEC SCHL I	SEC SCHL I	ACTIVE	Cape St Clai	Cp St Claire E	CPE ST CL EL	03/20/2015	12/31/9999

---

**Employee ID :** 0000107054  
**Appt ID :**  
**Name :** ARUNDEL, ANNE A  
**Social Security Number :** 001-01-1994  
**Appointment Date :** 03/20/2015  
**Title :** SEC SCHL I  
**Sub-Title :** SEC SCHL I  
**Emp Status :** ACTIVE

**From :** 03/20/2015  
**To :** 12/31/9999  
**Home Dept :** Cape St Clai  
**Home Unit :** Cp St Claire E  
**Pay Location :** CPE ST CL EL  
**Location :** CPE ST CL EL

*My Info > My Compensations*

## My Info > My Compensation > Pay Summary

My Information		My Time and Attendance		My Benefits		My Compensation			
Jobs	Pay Summary	Deduction Summary	Issued Checks/Advices	View Tax Forms (ex. W-2)					



### Pay Summary

Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	First Quarter Amount	Second Quarter Amount	Third Quarter Amount	Fourth Quarter Amount
✓ 2015	AAAPS	Pay Type	No	REGULAR	1,383.98	0.00	1,383.98	0.00	0.00
2015	AAAPS	Pay Type	Yes	BCBS-VISION2	2.40	0.00	2.40	0.00	0.00
2015	AAAPS	Pay Type	Yes	FRG SS ER	83.83	0.00	83.83	0.00	0.00
2015	AAAPS	Pay Type	Yes	FRG MEDC ER	19.60	0.00	19.60	0.00	0.00
2015	AAAPS	Pay Type	Yes	BCBS-TRADDEN	23.68	0.00	23.68	0.00	0.00
2015	AAAPS	Pay Type	Yes	BLUECHOICE	445.40	0.00	445.40	0.00	0.00

Search

**Total Annual Amount :** 1,958.89  
**Total Quarter 1 Amount :** 0.00  
**Total Quarter 2 Amount :** 1,958.89  
**Total Quarter 3 Amount :** 0.00  
**Total Quarter 4 Amount :** 0.00

*My Info > My Compensation > Pay Summary*

## My Info > My Compensation > Deduction Summary



### Deduction Summary

Year	Tax Entity ID	Deduction Category	Annual Amount	First Quarter Amount	Second Quarter Amount	Third Quarter Amount	Fourth Quarter Amount	Category Cap	Annual Cap Amount
✓ 2015	AAAPS	FEDERAL TAX	156.79	0.00	156.79	0.00	0.00	0.00	0.0000
2015	AAAPS	FICA	103.43	0.00	103.43	0.00	0.00	0.00	0.0000
2015	AAAPS	FRG MEDC ER	19.60	0.00	19.60	0.00	0.00	0.00	0.0000
2015	AAAPS	FRG SS ER	83.83	0.00	83.83	0.00	0.00	0.00	0.0000
2015	AAAPS	BLUECHOICE	23.44	0.00	23.44	0.00	0.00	0.00	0.0000
2015	AAAPS	BCBS-DENTAL	7.89	0.00	7.89	0.00	0.00	0.00	0.0000
2015	AAAPS	BCBS-VISION	0.60	0.00	0.60	0.00	0.00	0.00	0.0000
2015	AAAPS	FRG HEALTH	471.48	0.00	471.48	0.00	0.00	0.00	0.0000
2015	AAAPS	403B-LINCOLN	100.00	0.00	100.00	0.00	0.00	0.00	0.0000
2015	AAAPS	NET PAY	891.72	0.00	891.72	0.00	0.00	0.00	0.0000

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Search

**Total Annual Amount :** 1,958.89  
**Total Quarter 1 Amount :** 0.00  
**Total Quarter 2 Amount :** 1,958.89  
**Total Quarter 3 Amount :** 0.00  
**Total Quarter 4 Amount :** 0.00

*My Info > My Compensation > Deduction Summary*

[My Info > My Compensation > Issued/Checks/Advices](#)  
View and Print Pay Stub

Employees can view and print their pay stubs by accessing **ISSUED CHECKS/ADVICES** in ESS. Employees can view and print pay stubs as far back as 2002. Direct Deposit Wizard is also available.

1. Log into ESS
2. Click on **MY INFO** Tab on the left side of the screen
3. Click on **MY COMPENSATION** tab in the top row
4. Click on **ISSUED CHECKS/ADVICES** tab from the second row.  
The grid at the top of the page displays a list of issued checks. The lower portion of the page displays two sections used to detail information about a specified check. Also, for each of these sections, a link appears below the Issued Checks/Advices tab at the top of the page.
5. Select the **CHECK DATE** line from the grid at the top (There should be a paper clip to the left of each check issued line)
6. Click on **ATTACHMENT** button lower right of top grid
7. From **ATTACHMENTS** Screen click on **DOWNLOAD** Link
8. The **PDF file** will display. You can **Save** and or **Print** the PDF file

Sections : [Disposition Information](#) [Payment Summary Information](#)

**Issued Checks/Advices**

[Start Direct Deposit Wizard](#)

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank Account	Bank Account Description	Disposition	Disposition Date
SEC SCHLI		04/15/2015	201510000000123	891.72	Regular	8103	Payroll Check Disbursing Acct-Bank of America	Outstanding Payment	05/29/2015

[Attachments](#)

**Disposition Information**

Appointment ID :  
 Check Date : 04/15/2015  
 Bank Account : 8103  
 Bank Name : Bank of America  
 Check Number : 201510000000123

Type of Check : Regular  
 Combined Check : 0.0000  
 Disposition : Outstanding Payment  
 Disposition Date : 05/29/2015

**Payment Summary Information**

Pay Details

Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Document Code	Document Department	Document ID	Entry Adjustment
✓	REGULAR	REGULAR	04/14/2015	65.54	1383.98			01884530330000000001	

*My Info > My Compensation > Issued Checks/Advices*

[My Info > My Compensation > Issued/Checks/Advices](#)  
View and Print Pay Stub

**MYCOMP - Issued Checks / Advices Attachments**

File Name	Type	Date	User ID
✓ 3949001_4131398.PDF	Standard	5/29/15	trocks

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[Download](#) 

**File Name :** 3949001\_4131398.PDF **Description :**  
**Type :** 1  
**Date :** 5/29/15  
**User ID :** trocks

[Return to MYCOMP - Issued Checks / Advices](#)  
[View Attachment History](#)

*My Info > My Compensation > Issued Checks/Advices > Download*

**ANNE A ARUNDEL**  
2644 RIVA ROAD  
ANNAPOLIS, MD 21401

Employee ID: 0000107054      Total Gross Amt: \$1,383.98      Federal Tax Status / Exemptions: S - 00  
 Check Date: 04-15-2015      Total Deductions Amt: \$492.26      State Tax Status / Exemptions: S - 00  
 Check Number: 201510000000123      Net Pay Amt: \$891.72

EARNINGS				DEDUCTIONS		
Description	Hours (0:00) Days (0:00)	Pay Amount	YTD Gross Amount	Description	Deduction Amount	YTD Deduction Amount
REGULAR	65:54	\$1,383.98	\$1,383.98	FEDERAL TAX	\$156.79	\$156.79
				FICA	\$103.43	\$103.43
				BLUECHOICE HMO	\$23.44	\$23.44
				BCBS-DENT TRAD	\$7.89	\$7.89
				BCBS-VISION	\$0.60	\$0.60
				403B-LINCOLN	\$100.00	\$100.00
				DUES-SAAAAC	\$12.58	\$12.58
				STATE TAX-MD	\$86.37	\$86.37
				VOL LIFE INS	\$1.16	\$1.16
<b>TOTAL</b>		<b>\$1,383.98</b>	<b>\$1,383.98</b>	<b>TOTAL</b>	<b>\$492.26</b>	<b>\$492.26</b>
LEAVE				FRINGE BENEFITS		
Description	Accrual	Usage	Balance	Description	Amount	YTD Amount
ANNUAL LV	106:57	00:00	106:57	FRG MEDC ER	\$19.60	\$19.60
SICK LV	100:00	00:00	100:00	FRG SS ER	\$83.83	\$83.83
				FRG HEALTH	\$471.48	\$471.48
				<b>TOTAL</b>	<b>\$574.91</b>	<b>\$574.91</b>

## [My Info > My Compensations > Direct Deposit Wizard](#)

Only 1 **PRIMARY ACCOUNT** can be designated for Direct Deposit using the wizard.

1. Log into **ESS**
2. Click on **MY INFO** Tab on the left side of the screen
3. Click on **MY COMPENSATION** tab in the top row
4. Click on **ISSUED CHECKS/ADVICES** tab from the second row.
5. Click on the Direct Deposit Wizard to Create or Modify your Direct Deposit
6. ALL Fields must be completed including, NICKNAME
7. Click **CONFIRM ACCOUNTS**

### Direct Deposit Wizard

### Primary Account

Direct Deposit Wizard- Primary Account

*Account Type :	<input type="text" value="Checking"/> <input type="text" value="Not Applicable"/> <input type="text" value="Savings"/>
*ABA Routing Number :	<input type="text"/>
*Account Number :	<input type="text"/>
*Nickname :	<input type="text"/>
*Check/Paystub Routing :	<input type="text"/>

(All fields must be entered)

Name \_\_\_\_\_ Date \_\_\_\_\_ 0000  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
**Sample Check**  
**(Not a Deposit Slip)** Dollars

For \_\_\_\_\_

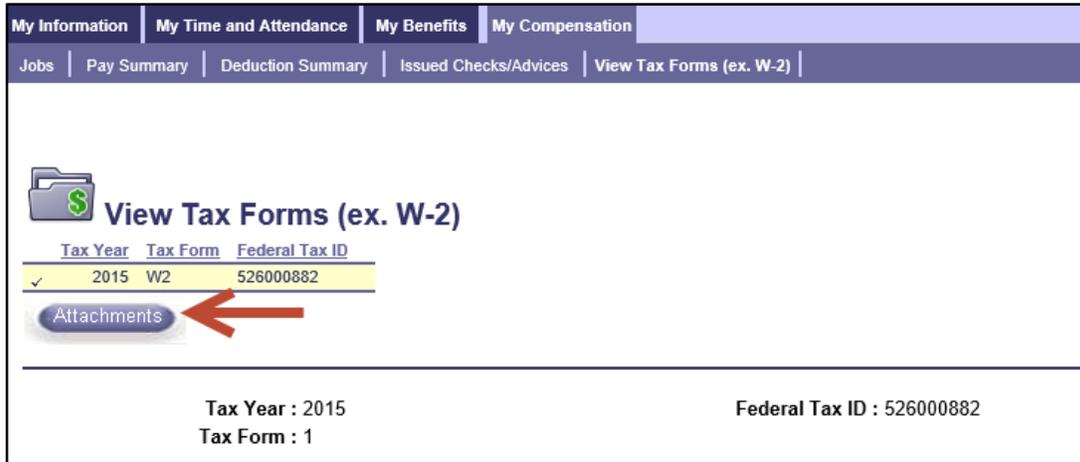
111111111 999999999 0000

9-Digit Routing #      Account #      Do not use a deposit slip

*My Info > My Compensation > Issued Checks/Advices > Direct Deposit Wizard*

## [My Info > My Compensations > View Tax Forms](#)

Employee tax forms may also be downloaded and/or printed from the My Compensation business function tab. To download a tax form attachment perform the following steps:



**View Tax Forms (ex. W-2)**

Tax Year	Tax Form	Federal Tax ID
✓ 2015	W2	526000882

Attachments

Tax Year : 2015  
Tax Form : 1

Federal Tax ID : 526000882

*My Info > My Compensation > My Compensation > View Tax Forms*

1. Log into **ESS**
2. Click on **MY INFO** Tab on the left side of the screen
3. Click on **MY COMPENSATION** tab in the top row
4. Click on **VIEW TAX FORMS** tab from the second row.
5. After accessing the appropriate employee **tax form**, select the Attachments button. The **ATTACHMENTS** page is displayed.
6. Select **DOWNLOAD**. Your browser's File Download window appears.

[My Info > My Compensations > View Tax Forms](#)

7. If you are using Microsoft's Internet Explorer, you need to select **OPEN** this file from its current location and then **OK** once before the options on the File download window will function correctly. The File Download window displays again.
8. Select either **OPEN THIS FILE** from its current location or **SAVE** this file to disk.
9. Select **OK**. Either the attachment will open in its native software tool or you will be prompted to indicate a location in which to save the attachment.
10. To **print** the tax form, open the downloaded attachment in Adobe Acrobat Reader, and select the Print button. A hard copy of the tax form is printed on the default printer specified by the user.
11. From Attachments screen click on **RETURN TO MYCOMP** to return back to Employee Tax Form.

**MYCOMP - Employee Tax Forms Attachments**

File Name	Type	Date	User ID
✓ 0000084368_526000882_2015.pdf	Standard	1/28/16	sgrzesik

First Prev Next Last

Search  
[Download](#)  **Download Form as PDF File**

**File Name :** 0000084368\_526000882\_2015.pdf **Description :**

**Type :** 1

**Date :** 1/28/16

**User ID :** sgrzesik

[Return to MYCOMP - Employee Tax Forms](#)  **Return Back to Employee Tax**

[View Attachment History](#)