

City of Alameda
Employee Self Service (ESS)

Accessing Employee Self Service

1. Navigate to the Employee Self Service URL
URL - <https://alamedacaemployees.munisselfservice.com/login.aspx>
2. Log in to the application
Username: Employee #
Password: Last 4 of Social Security Number (SSN)

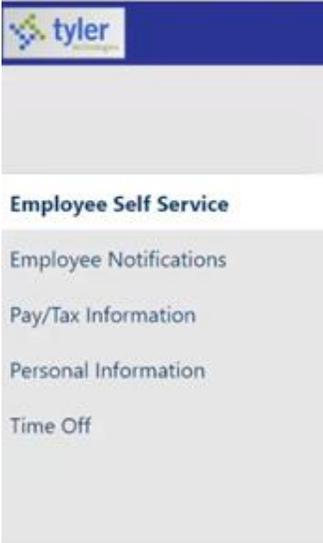
The screenshot shows a login form titled "Login". It contains two input fields: "Username" and "Password". Below the "Username" field is a link that says "Forgot your username?". Below the "Password" field is a link that says "Forgot your password?". At the bottom of the form is a "Log in" button.

Note: First time users will enter the last 4 digits of their SSN# as the password and then be forced to change their password. Users will be prompted to provide a password hint. Users should provide a hint that will allow you to easily remember your password.

The screenshot shows a password change form titled "Login". It contains the following text and fields:
"Before proceeding you must change your password."
"New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character."
"Current password" field
"New password" field
"Password strength" indicator showing "Unacceptable"
"Confirm new password" field
"New password hint" field
At the bottom are "Change" and "Cancel" buttons.

City of Alameda Employee Self Service (ESS)

Menu



Employee Self Service - The main screen in ESS. This will host an overview of your employee information.

Employee Notifications - Displays all types of employee notifications, such as welcome letters, contract notifications, salary notifications, and so on.

Pay/Tax Information – Displays all pay/tax related information.

Personal Information – Displays all your personal information housed by HR. This menu option allows you to change/edit your personal information and submit request to HR for changes.

Time Off: This option will **NOT** be used. Clicking on this menu option will show users an Access Denied message. Users will be entering their time sheet directly into ExecuTime and can use the “Launch ExecuTime” button to go directly to the ExecuTime Application.

Employee Self Service

This will be the default page when you login. On this page you will find the following:

- **Announcements:** Any city-wide messages for all ESS users.
- **ExecuTime:** Link to the ExecuTime time entry application. You can click this link to launch ExecuTime.
- **Personal Information:** Your name, address, phone number and email.
- **Time Off:** A view of your current time off balances
- **Paychecks:** Allows you to see your last payroll advice. You will not see the physical image of your stub; however, it will list all details of your pay advice.
- **ESS Mobile:** Displays the QR code which holds the root web services URL for the ESS mobile app. Users can scan this using their phone to bring up the URL on their mobile device. The Copy to clipboard link allows you to copy the link to paste elsewhere.

Welcome to Employee Self Service

Announcements
Welcome to the City of Alameda Employee Self Service (ESS) website.

ExecuTime [Launch ExecuTime](#)

Personal Information [View](#)

WOOD STEPHAN B
2170 BROADWAY DRIVE
OAKLAND, CA 94611

Phone PHONE PHONE 1888888-411-240-8888 **Email** Email: wood@alamedaca.gov
Alternate email: WOODSTEPHAN@GMAIL.COM

Time off

VACATION	94.16
SICK	248.00
HOLIDAY	48.00
PAIDACRUISE	0.00
FLIGHT HOL.	55.19
JURY DUTY	0.00
SEMI-RETIRED	0.00

Paychecks [Show paycheck amounts](#)

Year to date

Previous paychecks

Tools
[Paycheck simulator](#)
[View last year's W2](#)
[Change your W4](#)

ESS Mobile Service URL



<https://alamedacaemployeestrain.munisselfservice.com> [Copy to clipboard](#)

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Pay/Tax Information Menu

Pay/Tax Information

Use this option to view a list of all paychecks for the current year. Use the Year dropdown box to select prior year information. Click on the details button to see the details of a particular paycheck.

Pay/Tax Information

Year: 2016

Check Date	Pay Period	Status	Gross Pay	Net Pay	Details
9/30/2016	9/30/2016 - 9/30/2016	Cleared	\$237.00	\$237.00	Details
9/23/2016	8/27/2016 - 9/9/2016	Cleared	\$2,513.54	\$1,336.64	Details
9/9/2016	8/13/2016 - 8/26/2016	Cleared	\$2,138.02	\$1,482.86	Details
8/26/2016	7/30/2016 - 8/12/2016	Cleared	\$2,772.85	\$1,735.93	Details
8/12/2016	7/16/2016 - 7/29/2016	Cleared	\$1,203.31	\$807.07	Details

tyler Munis Self Service

Check Detail

PERSON, SAMPLE J

Return to pay/tax information

Overview [View paycheck image](#)

Check Date	9/30/2016
Pay Period	9/30/2016 - 9/30/2016
Check Number	1835049
Check Status	Cleared
Gross Pay	\$237.00
Net Pay	\$237.00

Pay Breakdown

Pay Type	Hours	Rate	Amount
TEACH LEAD	0.00	\$0.00	\$237.00
Total			\$237.00

Deductions

Deduction Type	Amount
----------------	--------

YTD Information

Use this option to view all earnings to date.

Year-to-Date Information

Employee: _____ Year: _____

Overview

Gross YTD Earnings	\$9,600.00
--------------------	------------

Earnings

HOURLY TM	\$9,600.00
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Deductions

FICA	\$595.20
MEDICARE	\$139.20
DELTA DENT	\$18.00
STATE TAX	\$407.25
DIRECT DEP N	\$8,440.35

W-2

Click on W-2 to view a summary of your W-2. You can view, print, or download a PDF of your full W-2 by clicking the View W2 image link.

1095-B/1095-C

This will display your 1095 data for the Affordable Care Act (Health Care)

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W-4

The W-4 option allows you to view and update your federal withholding information. You can change your W-4 options at any time by clicking on “Edit Federal” or “Edit State”. Any changes on this screen will take up to **two pay periods to be processed by payroll**. **Note:** When editing, be sure to read and check the last box acknowledging you are submitting correct and complete information.

W-4 Information

FEDERAL

MARRIED
Marital status

0
Exemptions

\$100,000
Additional amount

Edit FEDERAL

CALIFORNIA

MARRIED
Marital status

0
Exemptions

\$25,000
Additional amount

Edit CALIFORNIA

W-4 Information

FEDERAL

Marital Status
SINGLE

If you are married but would like to withhold at the higher single rate, select "Single".

Checkbox in Step 2 of 2020 or later W-4

Dependents amount from Step 3 of 2020 or later W-4
0.00

Other Income amount from Step 4, Box 4(a) of 2020 or later W-4
0.00

Deductions amount from Step 4, Box 4(b) of 2020 or later W-4
0.00

Additional Amount (\$)

If your last name differs from your social security card, check here

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Paycheck Simulator

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. This option only provides a simulation and does **NOT** make any updates to your actual payroll information. To simulate changes to your paycheck, select the pay cycle for which to simulate a change, enter the change values, and click Calculate. The program displays the updated amounts based on the simulated adjustments.

Paycheck Simulator

Pay cycle: 1 Switching deduction cycles will reset the entire page.

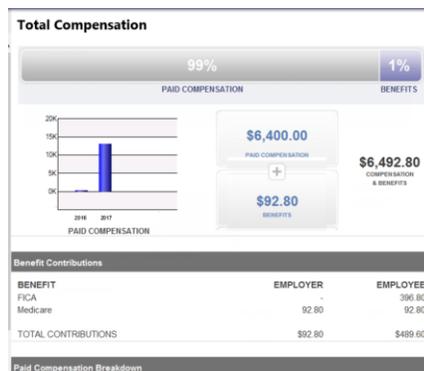
Pay Details					
Job	Pay	Hours	Rate	Percentage	Amount
SENIOR COMBINATION BLDG INSP (3242)	REGULAR PAY HOURLY MEDI (103)	72.00	44.6000	0.00	3211.20

Marital		Exemptions	
Federal Tax	SINGLE		0
State Tax	SINGLE		0
Local Tax			0

Deductions	
Description	Amount
STATE DISABILITY INSURANCE	38.53

Total Compensation

This option displays the details of the total compensation you receive from your organization including compensation and benefits paid to you and benefit contributions paid by you and your employer. The Paid Compensation Breakdown section displays a pie chart that shows what percentage of your total compensation each specific compensation type comprises.



City of Alameda Employee Self Service (ESS)

Direct Deposit

This option allows you to view or update your direct deposit information. To Edit Direct Deposit Information:

1. Click the edit button
2. Make changes to your existing direct deposit account
3. Click Save
4. Click "Submit this account for approval"

You can also add additional direct deposit accounts and set them up as either percentage-based or amount-based. To add an additional account:

1. Click "Add a percentage-based account" or "Add amount-based account"
2. Add your bank account information
3. Click "Submit this account for approval".

Note: When you select the Submit This Account for Approval check box, the program submits the changes to the HR department for approval. It may take up to two pay periods for the change to become effective.

The screenshot shows the 'Direct Deposit Accounts' page. On the left, there is a list of accounts with columns for Bank, Account number, Account type, and Percentage. A red box highlights the 'Edit' button for the first account. A red arrow points from this button to a larger, detailed view of the account on the right. The detailed view shows the same information as the list view, but with input fields for each value. At the bottom of the detailed view are 'Save' and 'Cancel' buttons. Below the list view is a checkbox and a 'Submit this account for approval' button.

Personal Information

Personal Information

ESS displays your personal information as it is stored by HR. You will see 6 tabs across the top, General, Demographics, Contact, Dependents, Skills, and Tax Form Delivery. You can only edit the following using this screen:

- General: Alternate Email Address
- Tax Form Delivery: Your preference for receiving your W-2 and 1095 tax information

The screenshot shows the 'Personal Information' page with the 'General' tab selected. It displays a profile picture placeholder and various fields for personal information. Fields include Email address (MARGARET.FREEMAN@1), Alternate email address (lindsey01@tylertech.com), Primary location (FINANCE DEPARTMENT), Check location (LOCATION 0037), Hire date (3/1/2009), Service date (3/1/2009), Original hire date (1/1/0001), Supervisor (MARGARET L FREEMAN), Supervisor email (margaret.freeman@tylertech.com), Name (BASTIEN, LINDSEY H), Preferred name, Employee ID (85), SSN (439-74-3927), Active status (ACTIVE), and Personnel status (FULL TIME). 'Save' and 'Cancel' buttons are at the bottom.

The screenshot shows the 'Personal Information' page with the 'Tax form delivery' tab selected. It displays two sections: 'W-2 Delivery Method' and '1095 Delivery Method'. Each section has radio buttons for 'Mail' and 'Primary email'. 'Primary email' is selected for both. 'Self service only' is also an option for both. 'Save' and 'Cancel' buttons are at the bottom.

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Add/View Changes

Some changes can not be edited from the personal information section, but instead require you submit a request to HR to update the information.

To Add Changes:

1. Click Add an action – Users can choose to make Benefit Changes or Other



- a. For Benefit changes:

- i. Click Benefit Change
- ii. Click Deferred Comp Add/Change
- iii. Click Deferred Comp Change again
- iv. Fill out the deferred comp change information & attach the change form

1. Note: It will require you attach the Deferred Comp Change form, which is a PDF that can be found at the link listed on the page (<https://www.alamedaca.gov/benefits>)

- v. Click Submit

- b. Other Changes – This includes address, phone, emergency contact information, and name changes

- i. Click Other
- ii. Choose one of the following:
 1. EMPL INFO CHANGE – ADDRESS/PHONE
 2. EMPL INFO CHANGE – EMERGENCY CON
 3. EMPL INFO CHANGE – NAME CHANGE

- iii. Click your reason change

- iv. Make your changes

1. It will require that you fill in the “Type of Change” field
2. When submitting a Name Change, you **MUST** submit an attachment showing your legal name change

- v. Click Submit

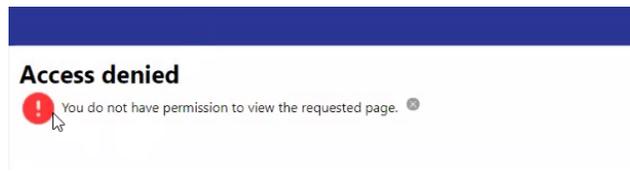
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Note: ESS will show all your Historical Profile Changes at the bottom of the screen. Historical profile changes are all the changes that have been made to your information by request.

Historical profile changes		
Action	Request date	Posted date

Time Off

Users will not be using this menu option as time sheet entry will be done using the ExecuTime application. Clicking this menu option will display the error message below.



To access ExecuTime from inside ESS, navigate back to the Employee Self Service menu option and click the Launch ExecuTime button.

