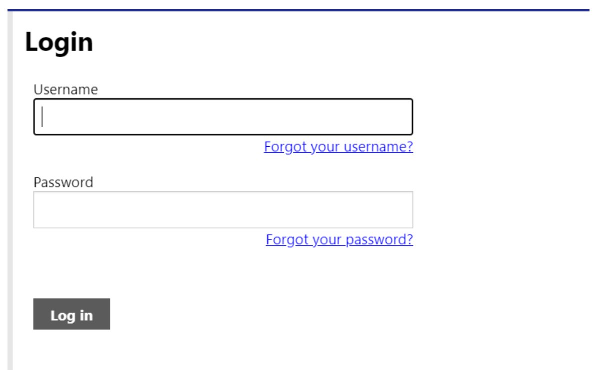
City of Alameda

Employee Self Service (ESS)

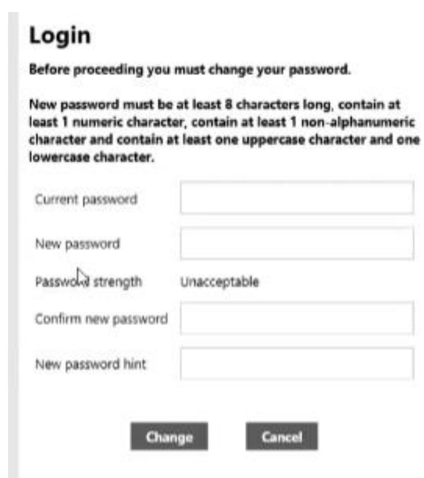
Accessing Employee Self Service

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)



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.



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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.

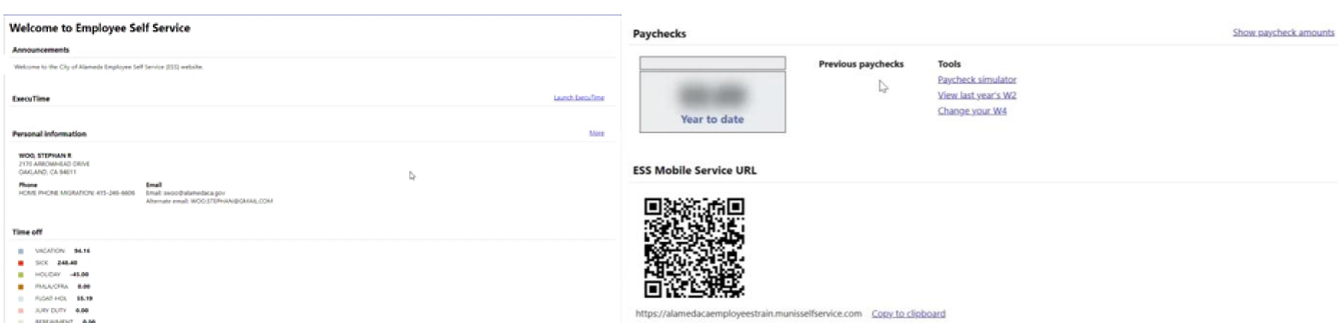
Personal Information – Displays all your personal information housed by HR. This menu option allows you to change/edit your personal information and submit request to HR for changes.

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.



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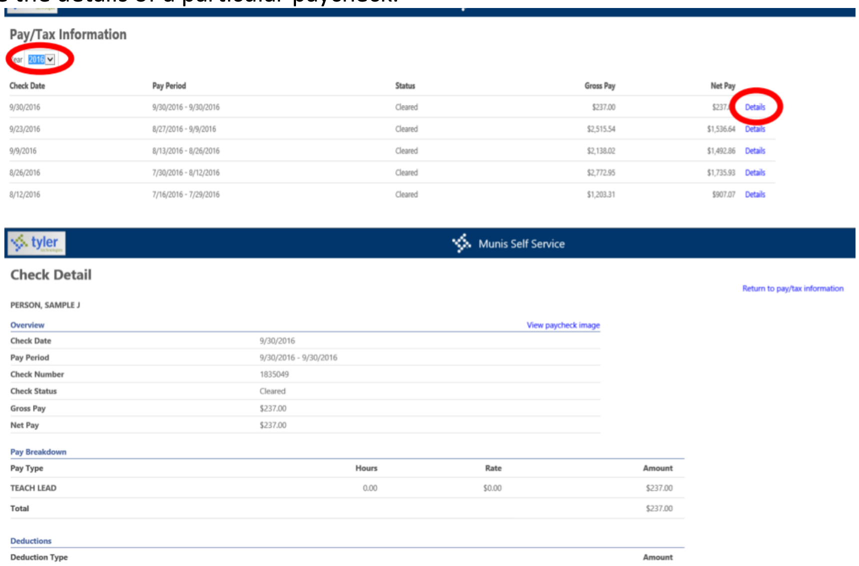
Pay/Tax Information Menu

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.



YTD Information

Use this option to view all earnings to date.

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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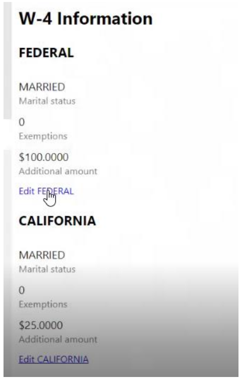
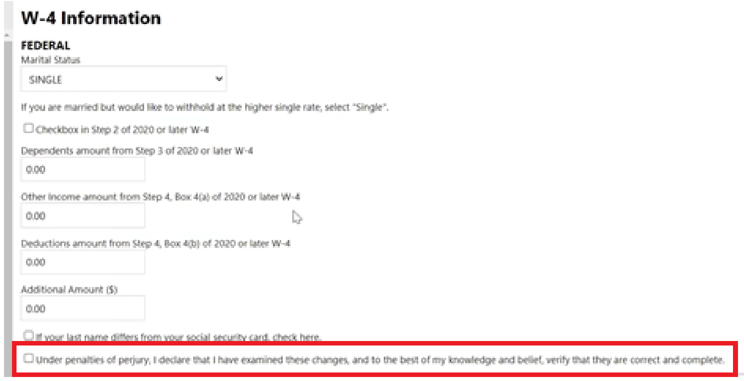
W-4

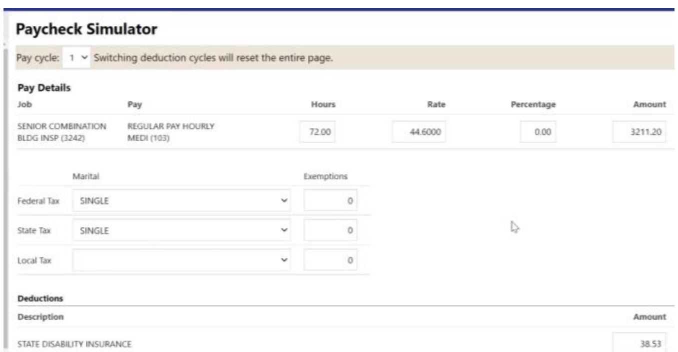
The W-4 option allows you to view and update your federal withholding information. You can change your W-4 options at any time by clicking on "Edit Federal" or "Edit State". Any changes on this screen will take up to **two pay periods to be processed by payroll.** **Note:** When editing, be sure to read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





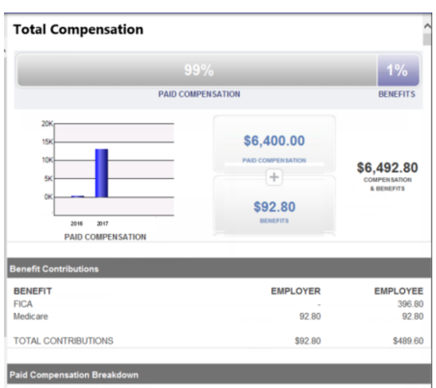
Paycheck Simulator

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 **<u>NOT</u>** 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.



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.



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Direct Deposit

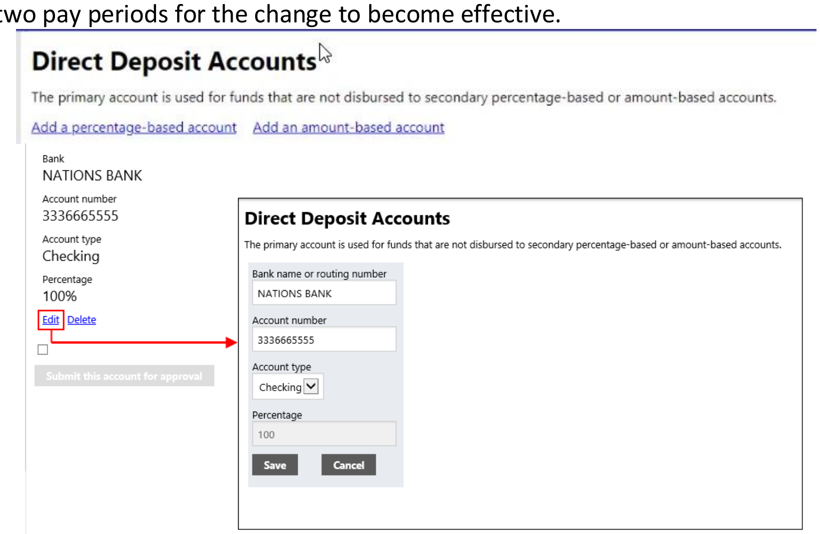
This option allows you to view or update your direct deposit information. To Edit Direct Deposit Information:

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.

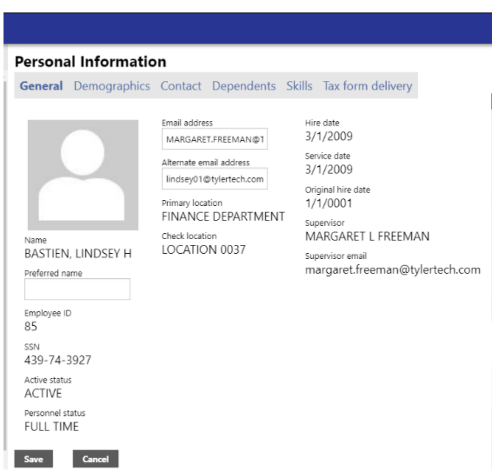


Personal Information

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



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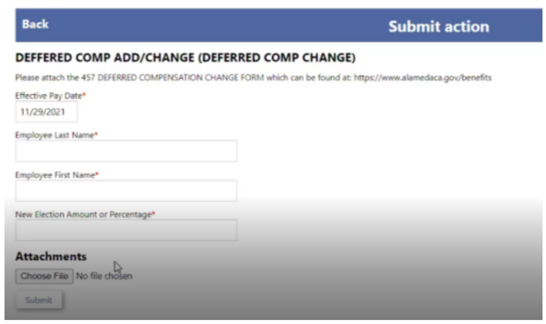
Add/View Changes

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

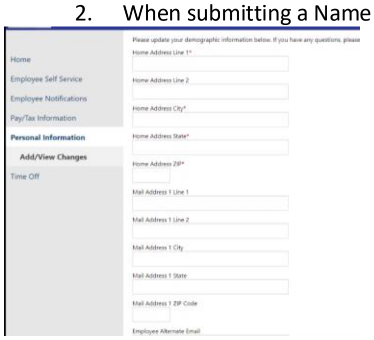
To Add Changes:

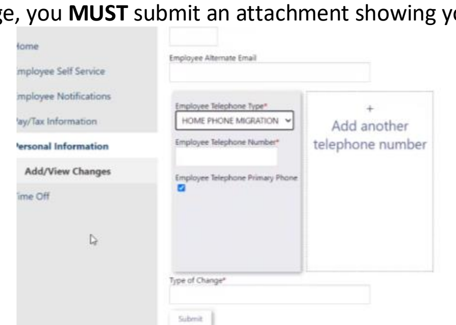
1. Click Add an action – Users can choose to make Benefit Changes or Other

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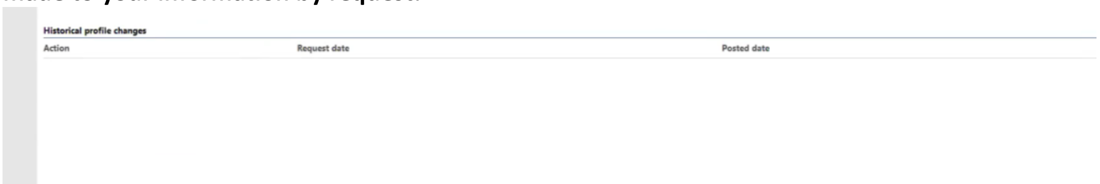
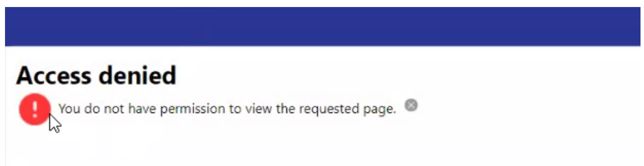
Note: ESS will show all your Historical Profile Changes at the bottom of the screen. Historical profile changes are all the changes that have been made to your information by request.



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.