User Reference

Employee Self Service v10x

By CMiC

Proprietary Notice

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Risk of Use Notice

User Reference Guide – Version: **CMiC Open Enterprise v10x** Printed: **May 4, 2020**

Contents

Employee Self Service – Administrator Guide

Overview – Employee Self Service Administrator Guide

CMiC's Employee Self Service (ESS) is a web-based application that can be used by employees, applicants and administrators to perform the following tasks online.

This guide is for ESS Administrators, and contains documentation about the screens relevant to administrators. For details about the screens relevant to employees, please refer to the ESS Employee's user guide.

For Employees

For employees, the ESS module can be used to:

- view and print pay stubs
- view and update Employee Profile details, such as: address, emergency contacts, skills, certifications and licenses, education, memberships, and tax-relevant information
- submit benefit and deduction elections
- report benefit/deduction qualifying events
- apply for leaves
- view interim and annual evaluations
- submit training requests

Changes and requests are submitted to the employee's manager for approval, and the Payroll and HR modules are updated once the requests are approved.

For Applicants

For applicants, the ESS module is used to:

- create online applicant profile and apply for an open position online
- view application status and history

For Administrators

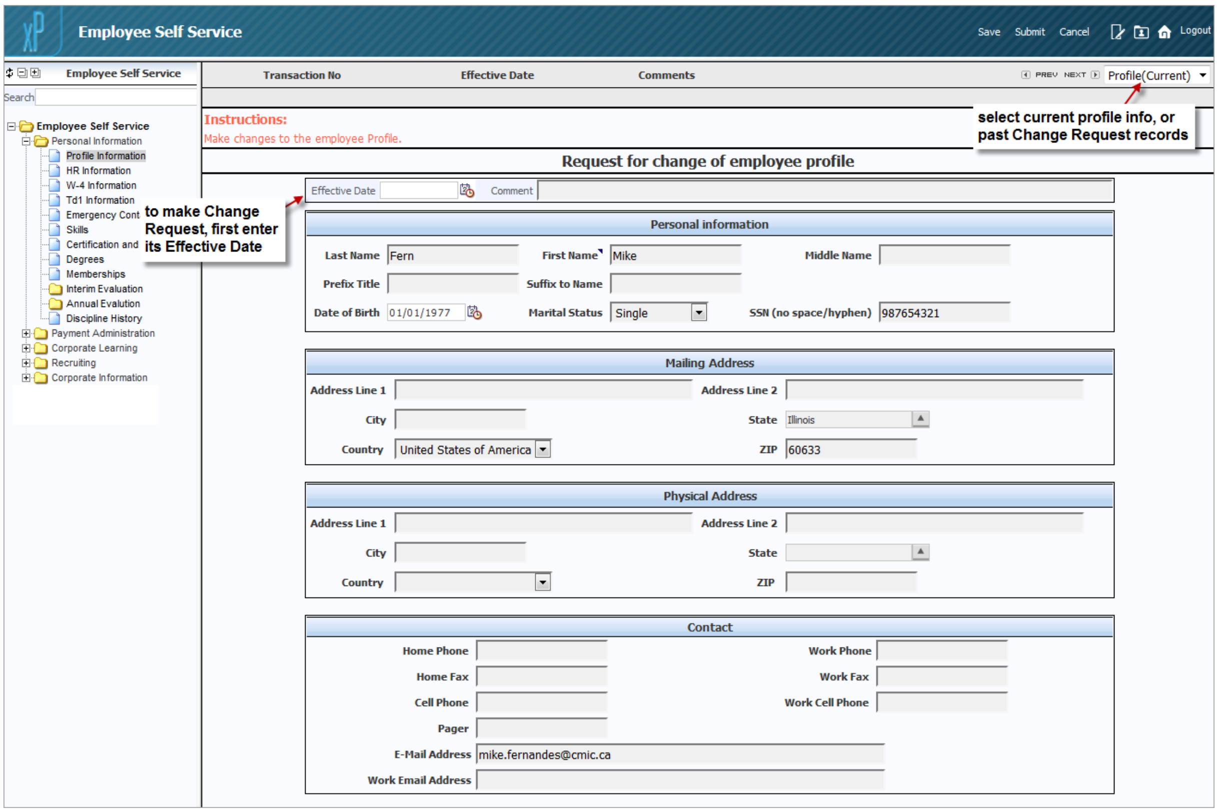
For administrators, the ESS module is used to:

- set up ESS module
- set up Open Enrollment and Qualifying Events
- approve or deny Change Requests for Employee Profile details
- approve or deny submitted benefit and deduction elections
- approve or deny submitted qualifying events
- approve or deny training requests

- submit job requisitions to HR for new hires
- review applicants' applications

Personal Information

Profile Information



Employees can use this screen to view and modify their basic profile information.

Then way in which modifications are made is by selecting the current Profile, **Profile (Current)**, from the drop-down list at the top right corner of the screen, and creating a Change Request. Note, however, only one Change Request is allowed at a time. Once the Change Request is created, it is submitted for approval.

The status of the Change Request can be:

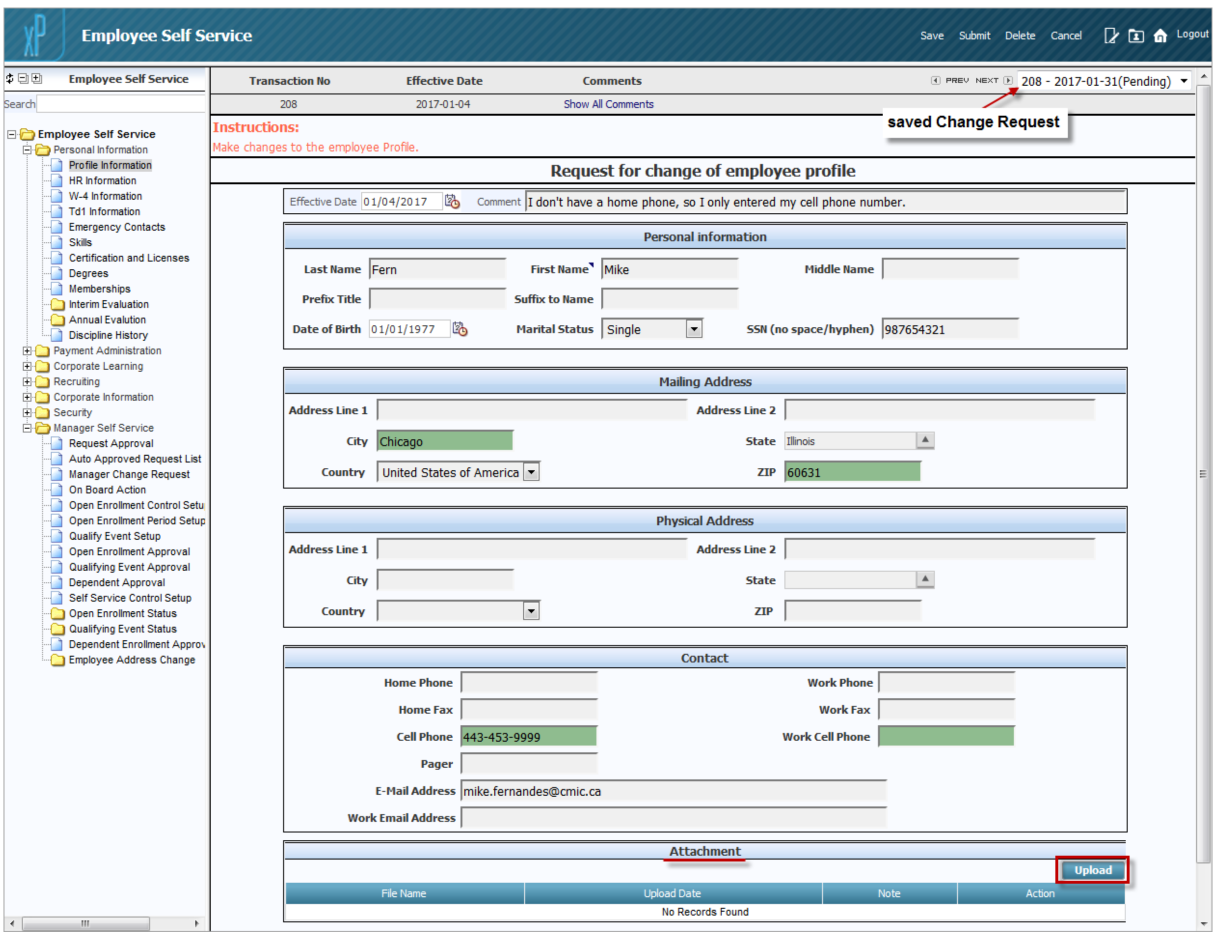
Status	Details
Pending	When a change is made to the current Profile, **Profile (Current)**, and [**Save**] is clicked, a Change Request record with a status of **Pending** is created.
Submitted	When a **Pending** Change Request is submitted using the [**Submit**] button, its status is changed to **Submitted**.
Approved	If the Employee's manager approves the Change Request, its status is changed to **Approved**, the Employee gets an email about the approval, and the approved Change Request will be available to the Employee in ESS.

Rejected	If the Employee's manager rejects the Change Request, its status is changed to **Rejected**, the Employee gets an email about the rejections, and the rejected Change Request will be available to the Employee in ESS.

Create Change Request – Change Profile Info

1. Select **Profile (Current)** from the drop-down list at the top-right of the screen, as shown above.
2. Enter the date for which the change is to be effective via the **Effective Date** field.
3. If required, enter a comment/note for your manager using the **Comment** field, next to the **Effective Date** field.
4. Modify the profile information as required.
5. Click the [**Save**] button along the top-right of the screen, which creates a Change Request record.

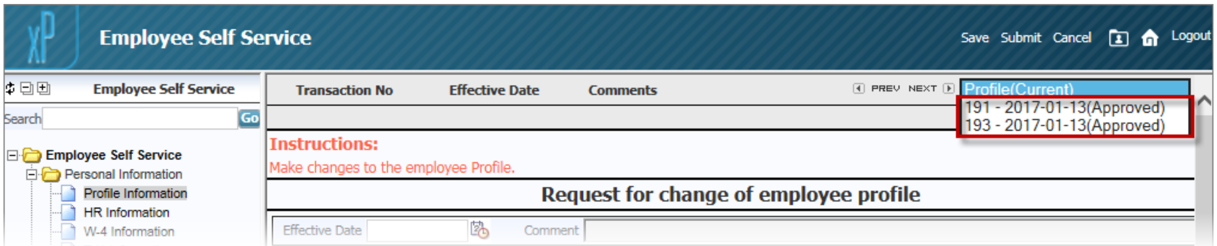
   Once saved, what is displayed is the Change Request, and the fields that were changed are highlighted in green, and the Change Request is set to the Pending state. Also, the **Attachment** section becomes available at the bottom of the screen to attach attachments, using the [**Upload**] button:



6. Once you are sure of the changes, click the [**Submit**] button along the top-right of the screen to set the Change Request to the Submitted state, and to have it sent to your manager.

   Note, once a Change Request is submitted, you cannot make further changes to your profile information until the Change Request is either approved or rejected.

7. After a Change Request is approved or rejected, you will be notified via an e-mail, and the approved/rejected Change Request becomes available via the drop-down list at the top-right of this screen, as shown below:



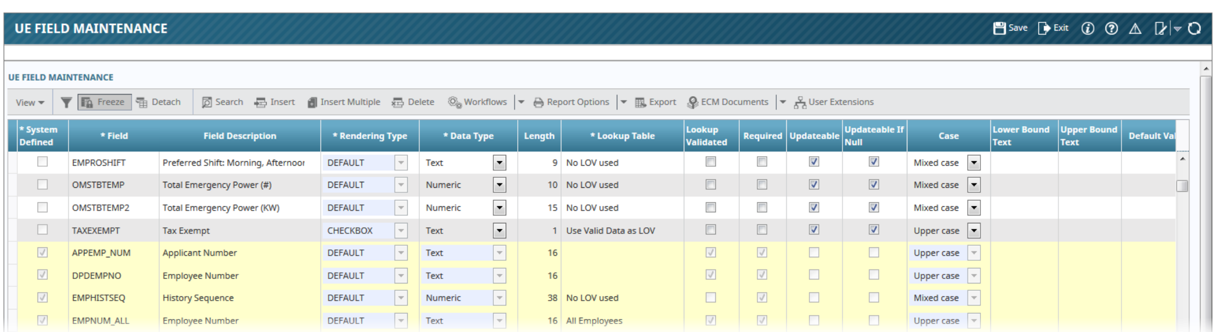
8. If any comments were entered for the approved/rejected Change Request by your manager, the **Show All Comments** link will be visible, as shown below, when the approved/rejected record is selected via the drop-down list at the top-right of the screen:

Change Request Approvals

For details, please refer to the *Profile Information – Change Request* section under the following sections: *Manager Self Service > Request Approval Screen.*

HR Information Setup

Create User-Extension Fields for HR Information Screen

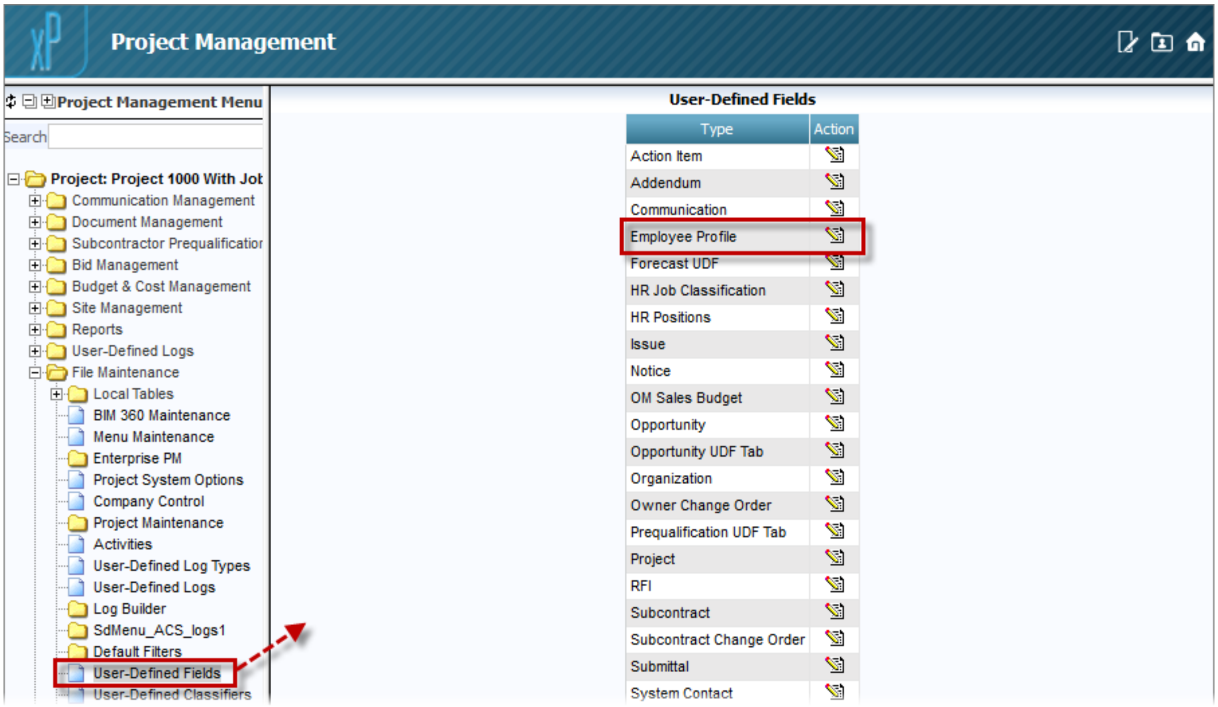


Pgm: UEFIELD – UE Field Maintenance; standard Treeview path: ***System > User Extensions > Field Maintenance***

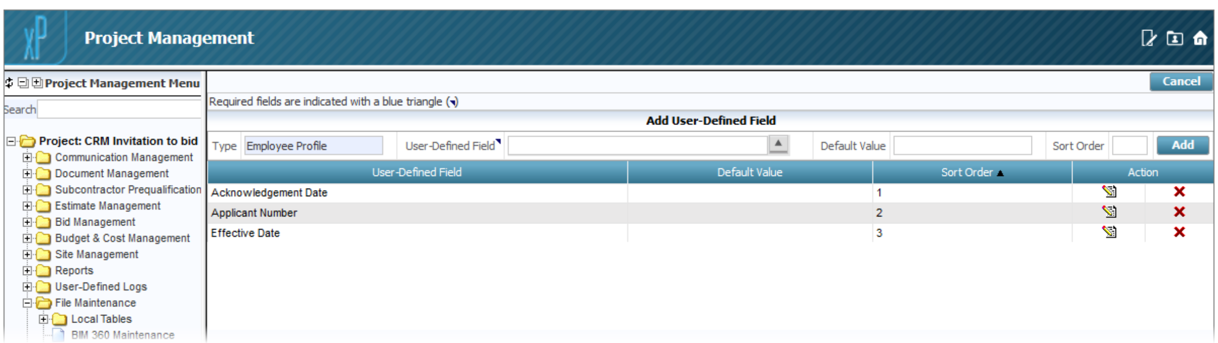
Use the Field Maintenance screen in the System module to create the User-Extension Fields to add to the HR Information screen.

For details about the Field Maintenance screen, please refer to the System Data user guide.

Add Created User-Extension Fields to HR Information Screen



Using the User-Defined Fields screen of the Project Management module, click the **Employee Profile** option's Edit icon, framed above, to launch the following screen:

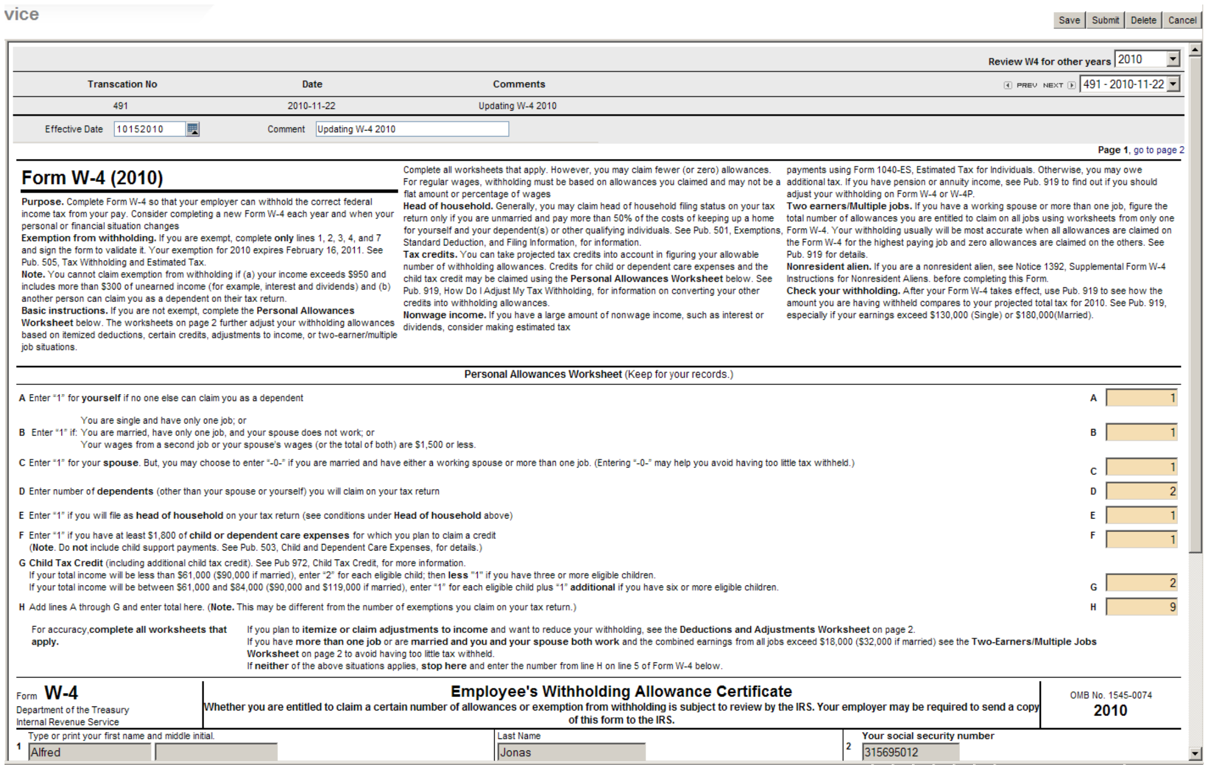


To add a User-Defined Field to the HR Information screen of the ESS module, click the **User-Defined Field**'s arrow, and select the field via the popup.

If the field should have a default value, use the **Default Value** field to enter it, and use the **Sort Order** field to enter the order that the field is to appear in the HR Information screen. Click the [**Add**] button to finish.

The added fields are now available in the HR Information screen of the ESS module, and on the **User Defined Fields** tab of the Employee Profile.

W-4 Information



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Save | Submit | Delete | Cancel

Review W4 for other years 2010

Transcation No	Date	Comments
491	2010-11-22	Updating W-4 2010

PREV NEXT 491 - 2010-11-22

Effective Date 10152010 Comment Updating W-4 2010

Page 1, go to page 2

Form W-4 (2010)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2010 expires February 16, 2011. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds $950 and includes more than $300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners/Multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens. before completing this Form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2010. See Pub. 919, especially if your earnings exceed $130,000 (Single) or $180,000(Married).

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for **yourself** if no one else can claim you as a dependent	A	1
B Enter "1" if: You are single and have only one job; or You are married, have only one job, and your spouse does not work; or Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.	B	1
C Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	1
D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return	D	2
E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above)	E	1
F Enter "1" if you have at least $1,800 of **child or dependent care expenses** for which you plan to claim a credit (**Note**. Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	1
G **Child Tax Credit** (including additional child tax credit). See Pub 972, Child Tax Credit, for more information. If your total income will be less than $61,000 ($90,000 if married), enter "2" for each eligible child; then **less** "1" if you have three or more eligible children. If your total income will be between $61,000 and $84,000 ($90,000 and $119,000 if married), enter "1" for each eligible child plus "1" **additional** if you have six or more eligible children.	G	2
H Add lines A through G and enter total here. (**Note.** This may be different from the number of exemptions you claim on your tax return.)	H	9

For accuracy, **complete all worksheets that apply.**

If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
If you have **more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $18,000 ($32,000 if married) see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074
2010

1 Type or print your first name and middle initial. Alfred | Last Name Jonas | 2 **Your social security number** 315695012

Employees can submit their W-4 changes for approval in the W-4 Information screen. Changes may be made in the Original record if it is available for editing. It will be editable if there are no W-4 requests to approve for the employee.

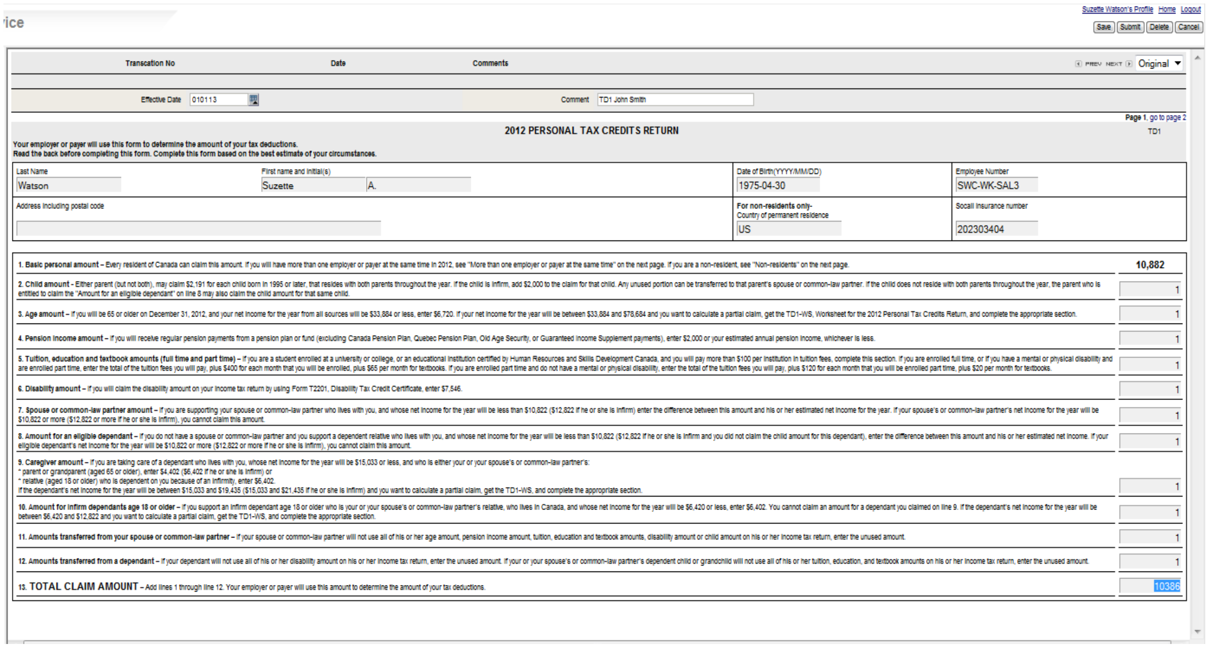
Changes should be made in the Original W-4 and saved. When the change is saved, a new record with the transaction number and current date is created. The Original record will not be editable at this time. Line 3 - Federal Filing Status (Single/Married) must be specified. Line 5 –"Total number of allowances you are claiming" and line 6 – "Additional amount, if any, you want withheld from each paycheck" may also be entered. Once approved, the Employee Profile will be updated with lines 3, 5 and 6, an employment history record will be created and the Original W-4 will be editable again.

Upon approval, a new employment history record is created in Payroll. The Federal Filing Status on the Tax tab of the Employee Profile will be updated with the value in line 3 of the W-4. The Primary Exemptions field on the Tax tab of the Employee Profile will be updated with line 5 of the W-4. Federal Withholding tax will be inserted in the Overrides pop-up on the Tax tab of the Employee Profile with the value entered in line 6 of the W-4. The Tax Amount will be the value from line 6 and the Amount Type will be "00" (Additional Tax).

To delete a saved W-4, press the [**Delete**] button. The Original W-4 will become available for editing and submission at this time.

To submit a modified W-4 for approval, press the [**Submit**] button. Once submitted, the W-4 will appear in the Personal Information Change Request Approval screen to be approved.

TD1 Information



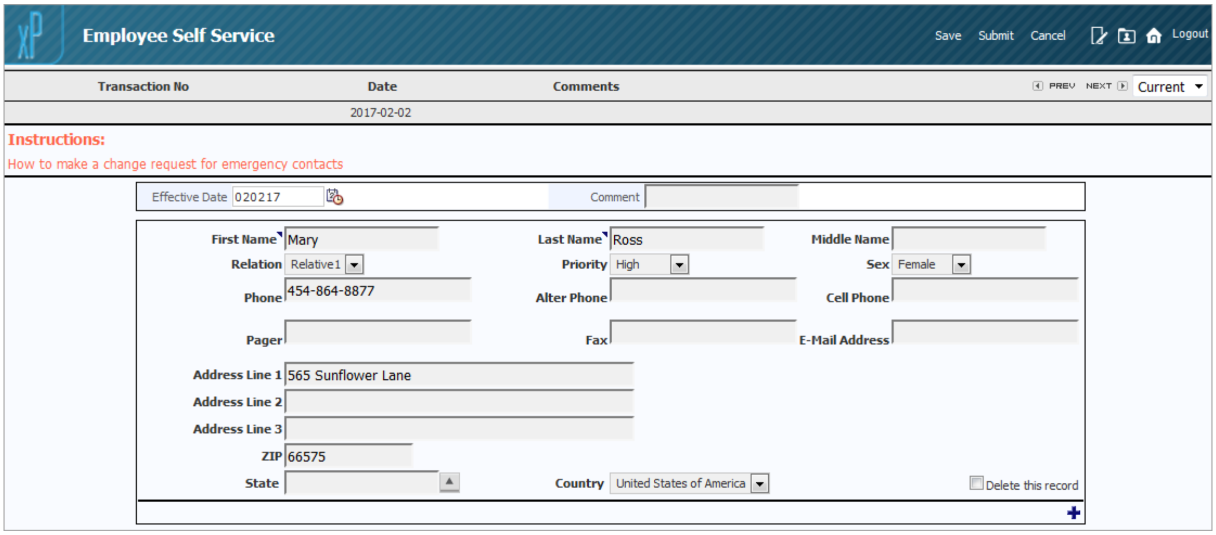
Employees can submit their TD1 changes for approval in the TD1 Information screen. Changes may be made in the Original record if it is available for editing. It will be editable if there are no TD1 requests to approve for the employee.

Changes should be made in the Original TD1 and saved. Completing the form allows tax deductions to be reduced if the employee is eligible for tax credits other than the basic personal exemption. When the change is saved, a new record with the transaction number and current date is created. The Original record will not be editable at this time. Once approved, the Employee Profile will be updated, an employment history record will be created and the Original TD1 will be editable again.

Upon approval, a new employment history record is created in Payroll. To delete a saved TD1, press the [**Delete**] button. The Original TD1will become available for editing and submission at this time.

To submit a modified TD1for approval, press the [**Submit**] button. Once submitted, the TD1 will appear in the Personal Information Change Request Approval screen to be approved.

Emergency Contact



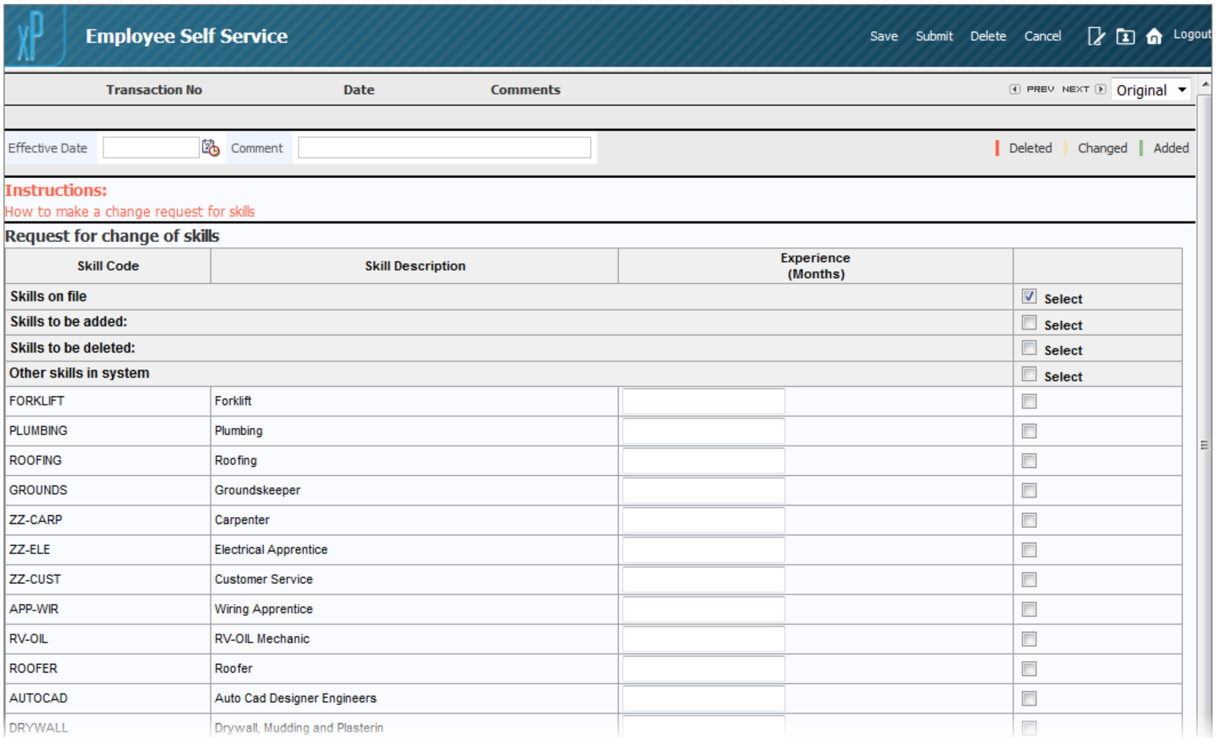
Emergency Contacts may be updated in this screen.

To add a new Emergency Contact, press the blue Add icon, enter an **Effective Date** and contact details. When done, press the [**Save**] button. A Pending record will be created to be submitted.

To remove an Emergency Contact, check the **Delete this Record** checkbox. When done, press the [**Save**] button.

To submit the Emergency Contact request for approval, press the [**Submit**] button. The Emergency Contact submitted will be available in the Personal Information Change Request Approval screen to be to be approved.

Skills



Employees' skills may be updated and submitted for approval. The **Skills on file** section will display skills that are currently set up on the Employee Profile.

To create a request, enter the **Effective Date**. A comment is optional. To add skill, search for it, enter the number of months of experience, and check the **Select** checkbox beside the skill.

Skills that are not in the system may be manually entered in the section below the **Other skills in system** section.

To remove skills, uncheck the **Select** checkbox beside the skills.

The skills to be added will be displayed in the **Skills to be added** section. A new record with the transaction number and current date will be created, and the Original record will not be editable. The Skills to be removed will be displayed in the **Skills to be deleted** section.

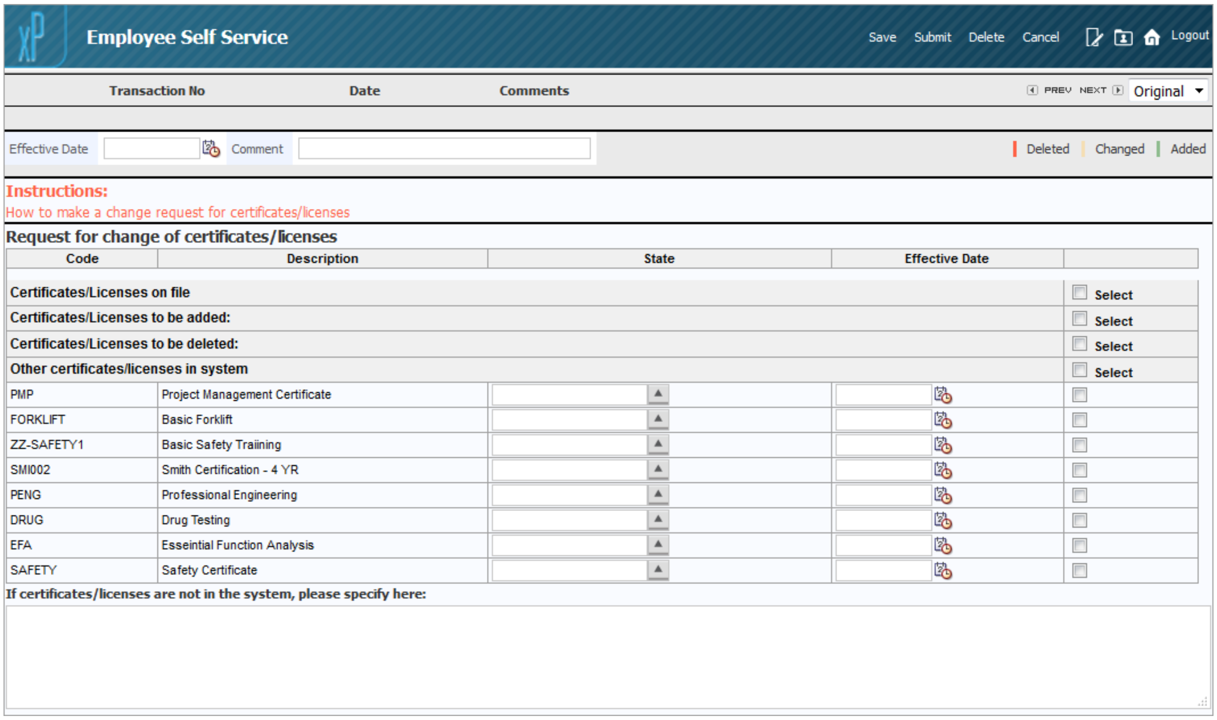
To delete a saved request, press the [**Delete**] button. To submit the request, press the [**Submit**] button, and use the [**Save**] button to save when finished.

If the **Skill Auto Approve** checkbox is checked in the Self Service Control Setup screen, the request will be automatically approved, and will be displayed in the Auto Approved Request List screen with a Submit Status of "**A**". If the checkbox is not checked, the request will not be automatically approved, and it will be displayed in the Personal Information Change Request Approval screen to be approved. It will also be displayed in the Auto Approved Request List screen with a Submit Status of "**S**".

Once approved, the skills added will be displayed in the **Skills on file** section, and the Original record will be editable again. The Original record will be updated with the changes that were approved, and the Skills will be updated in the Employee Profile also. Press the [**Skills**] button on the Employee Profile to view the updated skills.

If the Skills request was rejected, the record with the same transaction number will be editable for further changes.

Certifications and Licenses



Employees' certifications and licenses may be updated and submitted for approval. The **Certificates/Licenses on file** section will display certificates and licenses that are currently set up on the Employee Profile.

To create a request, enter the **Effective Date**. A comment is optional. To add a certificate/license, find it, enter the **State** and its **Effective Date**, and check its corresponding **Select**.

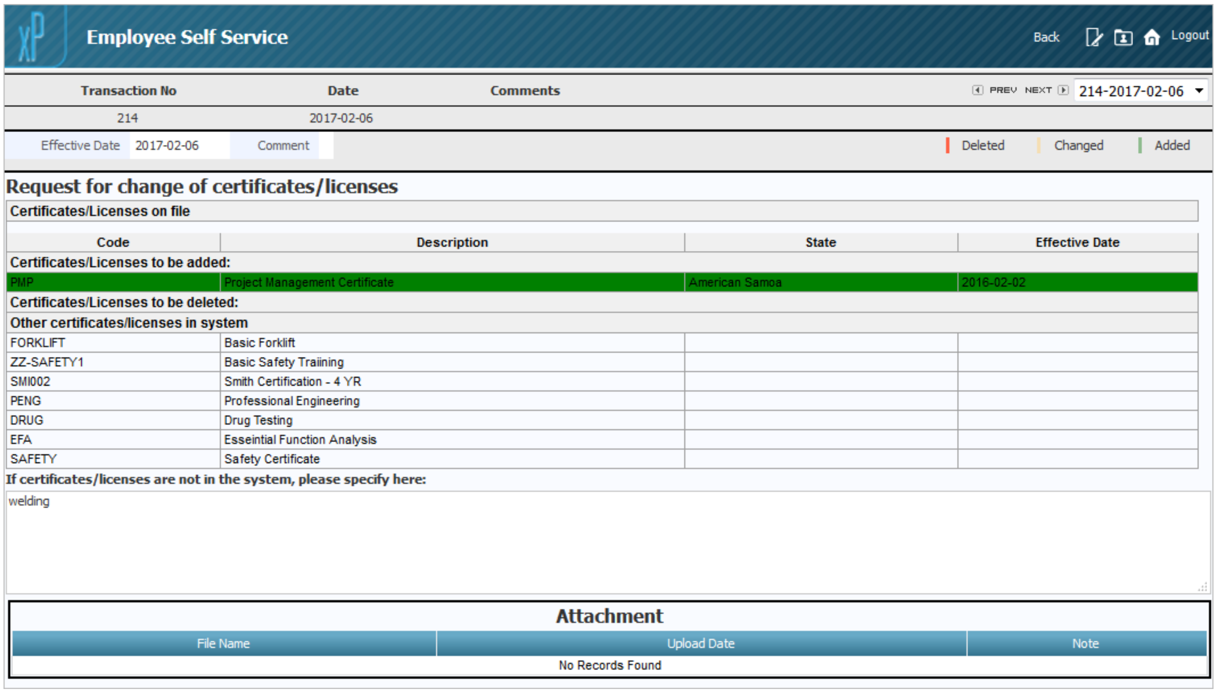
Certificates/Licenses that are not in the system may be manually added by checking the **Other Certificates/Licenses in system** checkbox, then entering their details in the textbox with the caption, "**If certificates/licenses are not in the system, please specify here**".

To remove a certificate/license, uncheck its corresponding **Select** checkbox. When done, press the **[Save]** button.

The certificates/licenses to be added will be displayed in the **Certificates/Licenses to be added** section. A new record with the transaction number and current date will be created, and the Original record will not be available for editing. The certifications/licenses to be deleted will be displayed in the **Certificates/Licenses to be deleted** section.

To delete a saved request, press the [**Delete**] button along the top of the screen.

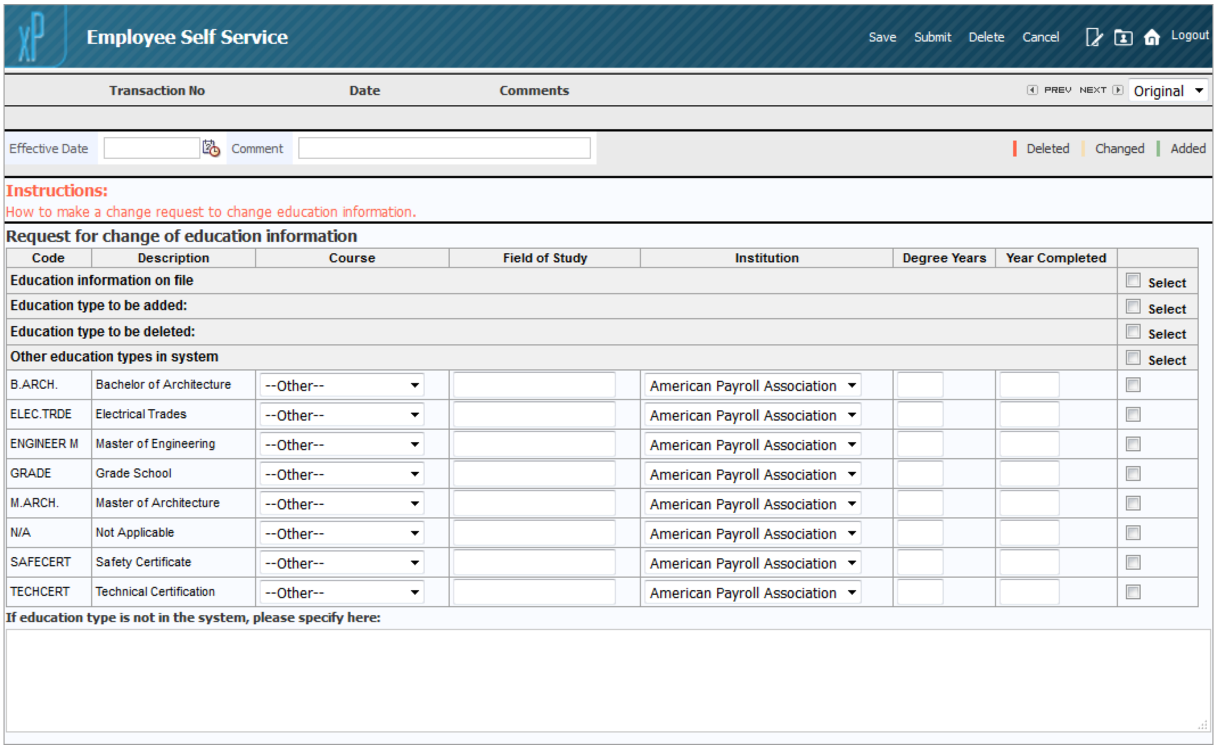
To submit the request, press the [**Submit**] button. If the **Certificate/License Auto Approve** checkbox is checked in the Self Service Control Setup screen, the certificate/license request will be automatically approved, and will be displayed in the Auto Approved Request List screen with a Submit Status of "**A**". If the checkbox is not checked, the certificate/license request will not be automatically approved, and it will be displayed in the Personal Information Change Request Approval screen to be approved. It will also be displayed in the Auto Approved Request List screen with a Submit Status of "**S**".



Once approved, the certificates/licenses added will be displayed in the **Certificates/Licenses on file** section, and the Original record will be editable again. The Original record will be updated with the changes that were approved. The Certificates/Licenses will be updated in the Employee Profile, and to view them, press the [**License/Cert**] button on the Employee Profile for the updated certificates/licenses.

If the Licenses/Certificates request was rejected, the record with the same transaction number will be editable for further changes.

Degrees



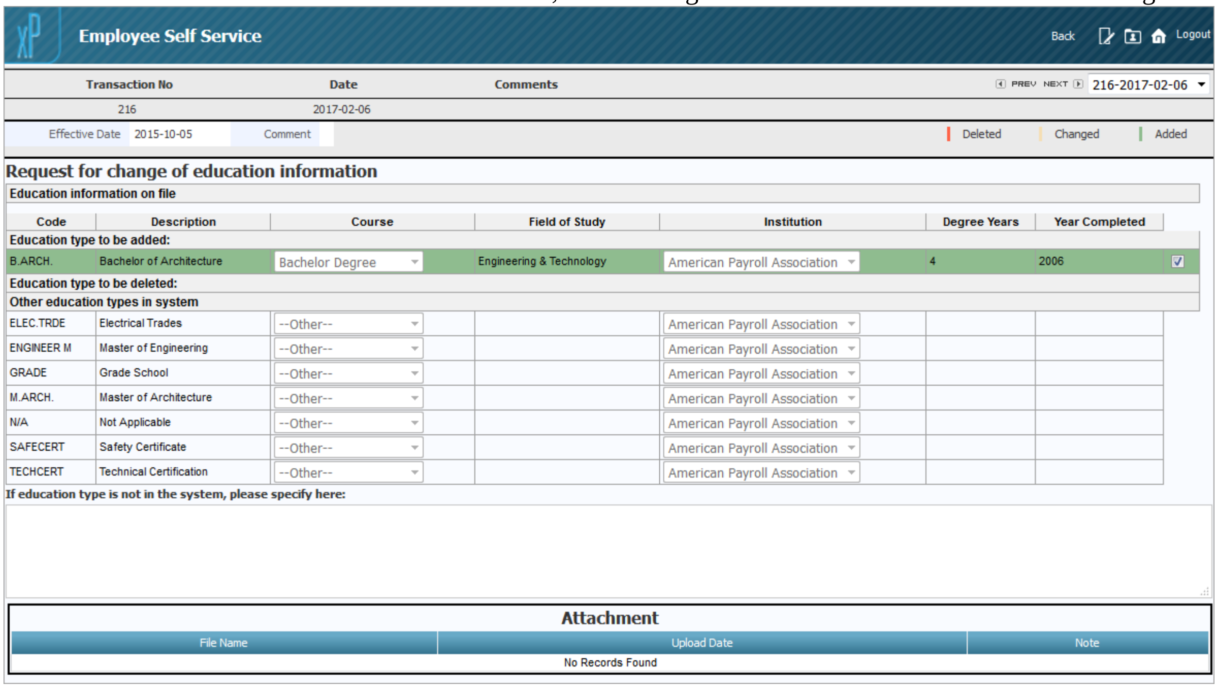
This screen is used to view and update an Employee's education information.

The **Education information on file** section displays degrees/diplomas that are currently set up in HR via the Degrees Maintenance screen (standard Treeview path: *HCM* > *File Maintenance* > *Degrees*).

To create a request, enter the **Effective Date**. A comment is optional. To add a degree/diploma, search for it, check its corresponding **Select** checkbox, select the **Course**, enter the **Field of Study**, select the **Institution**, and fill out the **Degree Years** and **Year Completed** fields.

Degrees that are not in the system may be manually added by checking the **Other education types in system** checkbox, then entering their details in the textbox with the caption, "**If education type is not in the system, please specify here**".

The Degrees to be added will be displayed in the **Education type to be added** section. A new record with the transaction number and current date will be created, and the Original record will not be available for editing.



The Degrees to be deleted will be displayed in the **Education type to be deleted** section.

To delete a saved request, press the **[Delete]** button.

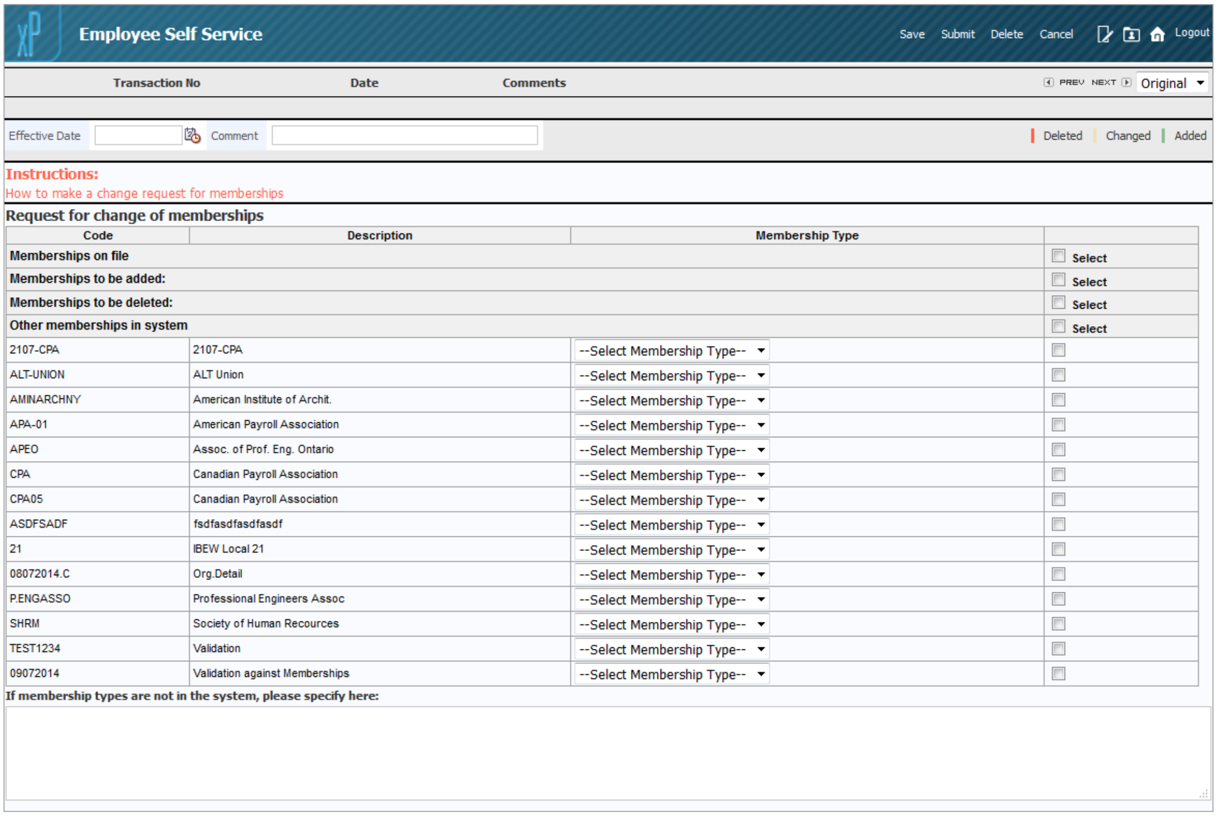
To submit the request, press the [**Submit**] button.

If the **Education Auto Approve** checkbox is checked in the Self Service Control Setup screen, the Change Request will be automatically approved, and it will be displayed in the Auto Approved Request List screen with a Submit Status of "**A**". If the checkbox is not checked, the Degrees request will not be automatically approved, and it will be displayed in the Personal Information Change Request Approval screen to be approved. It will also be displayed in the Auto Approved Request List screen with a Submit Status of "**S**".

Once approved, the degrees added will be displayed in the **Education information on file** section, and the Original record will be editable again. The Original record will be updated with the changes that were approved.

If the Change Request was rejected, the record with the same transaction number will be editable for further changes.

Memberships

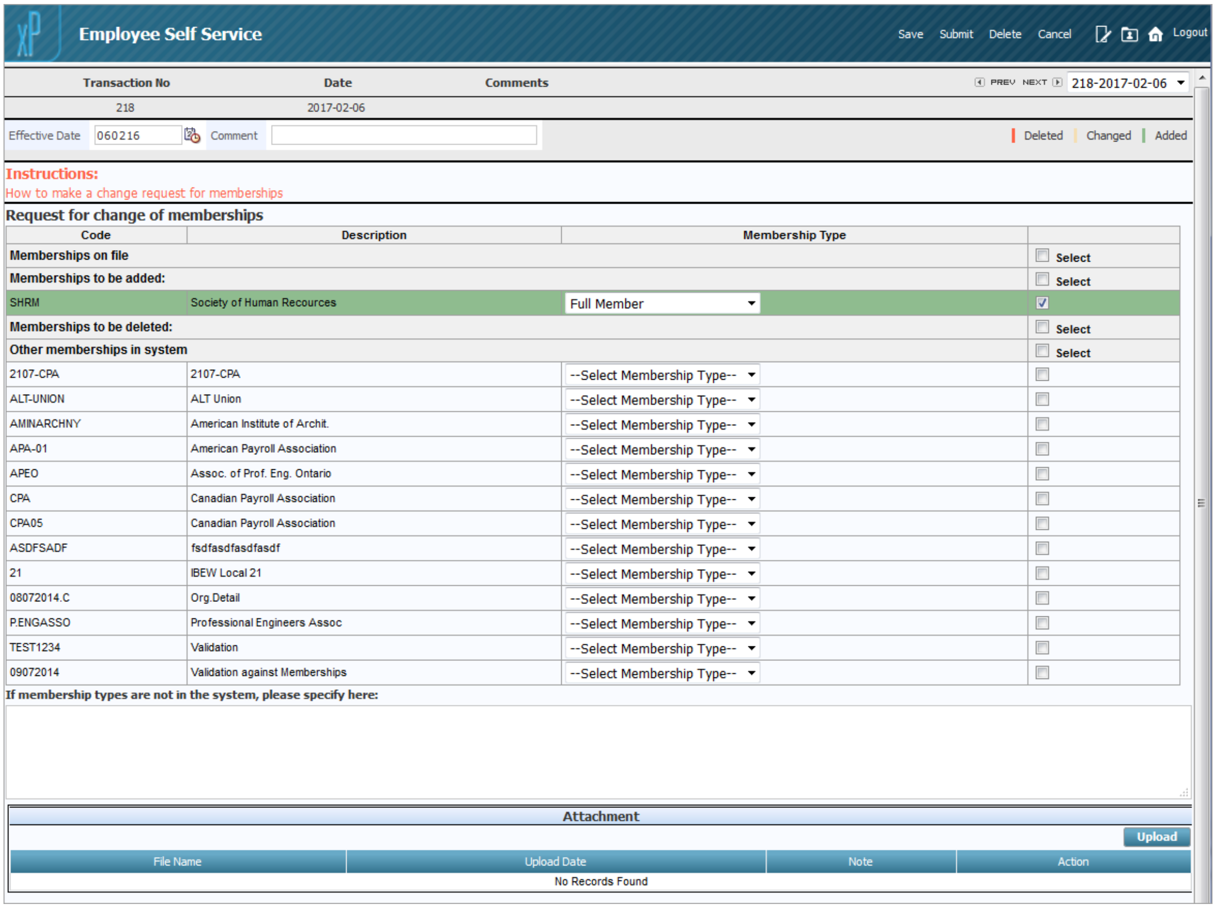


This screen is used to view and update an Employee's Membership information.

The **Memberships on file** section displays memberships that are currently set up in HR.

To create a request, enter the **Effective Date**. A comment is optional. To add a membership, find it, select its **Membership Type** and check its corresponding **Select** checkbox.

Memberships that are not in the system may be manually added by checking the **Other memberships in system** checkbox, then entering their details in the textbox with the caption, "**If membership types are not in the system, please specify here**". When done, press the [**Save**] button.



The Memberships to be added will be displayed in the **Memberships to be added** section. A new record with the transaction number and current date will be created, and the Original record will not be available for editing. The memberships to be deleted will be displayed in the **Memberships to be deleted** section.

To delete a saved request, press the [**Delete**] button.

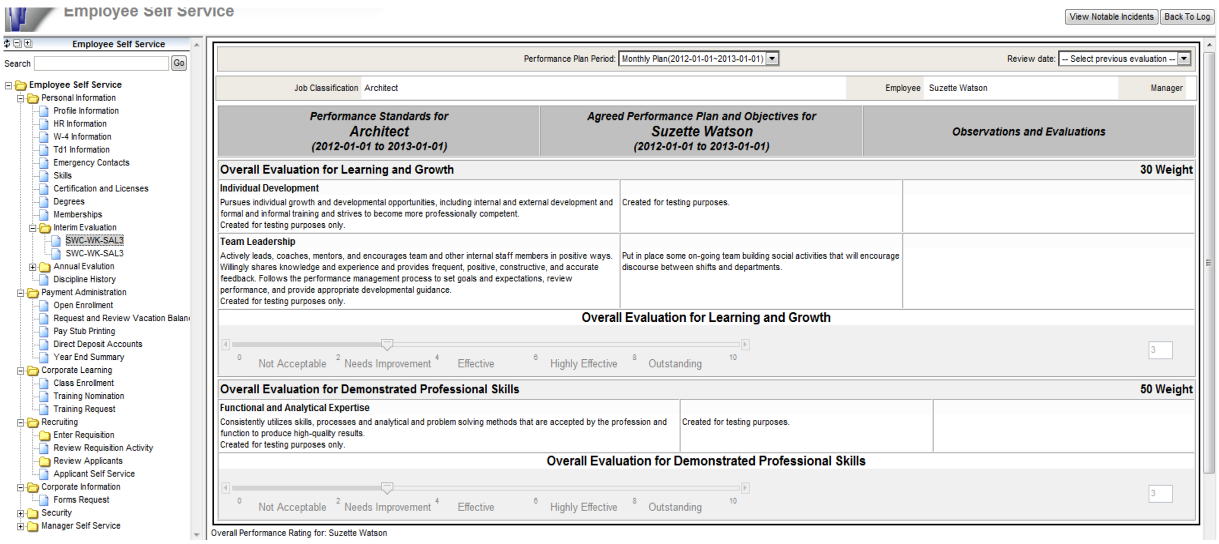
To submit the request, press the [**Submit**] button.

If the **Membership Auto Approve** checkbox is checked in the Self Service Control Setup screen, the Memberships request will automatically be approved, and it will be displayed in the Auto Approved Request List screen with a Submit Status of "**A**". If the checkbox is not checked, the Memberships request will not be automatically approved, and will be displayed in the Personal Information Change Request Approval screen to be approved. It will also be displayed in the Auto Approved Request List screen with a Submit Status of "**S**".

Once approved, the Memberships added will be displayed in the **Memberships on file** section, and the Original record will be editable again. The Original record will be updated with the changes that were approved. The memberships will be updated in HR in the Personnel **->** Memberships screen also.

If the Change Request was rejected, the record with the same transaction number will be editable for further changes.

Interim Evaluation



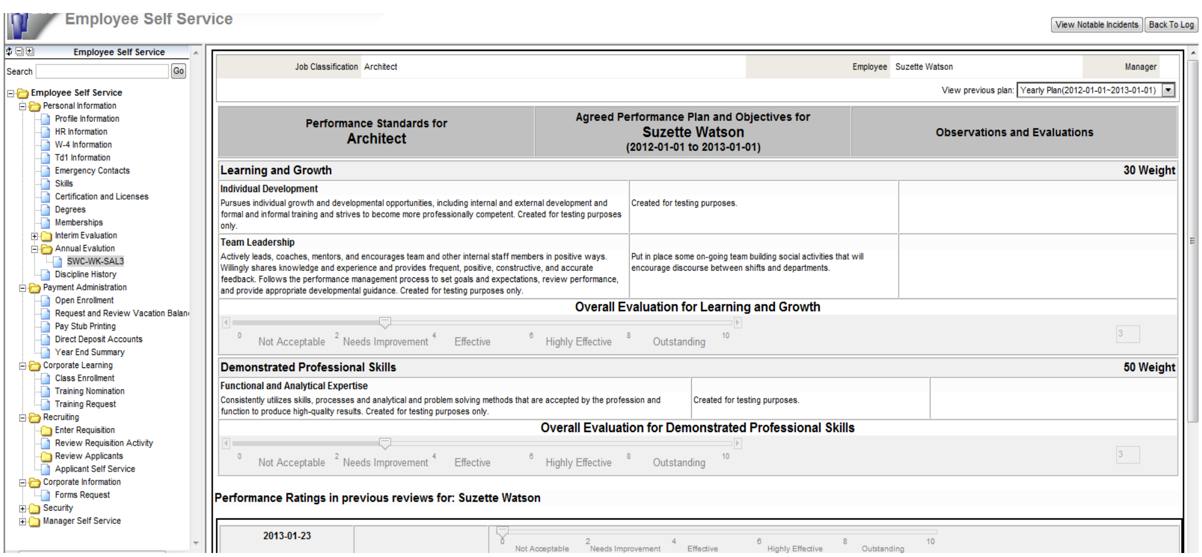
This screen is used by employees to review their Interim evaluations by their managers.

The system will default to the latest created review, and previous reviews are also available.

Interim Evaluations allow managers to enter observations/notes against each section of an employee's performance plan, and to rate the performance in each category. For managers, Interim Evaluations are created in the HCM module, using the Interim Evaluations screen (standard Treeview path: *HCM > Performance Management > Interim Evaluations*). For details, please refer to the HCM user guide.

There is an option to open [**View Notable Incidents**] for employees review. For details, please refer to the HCM user guide.

Annual Evaluation



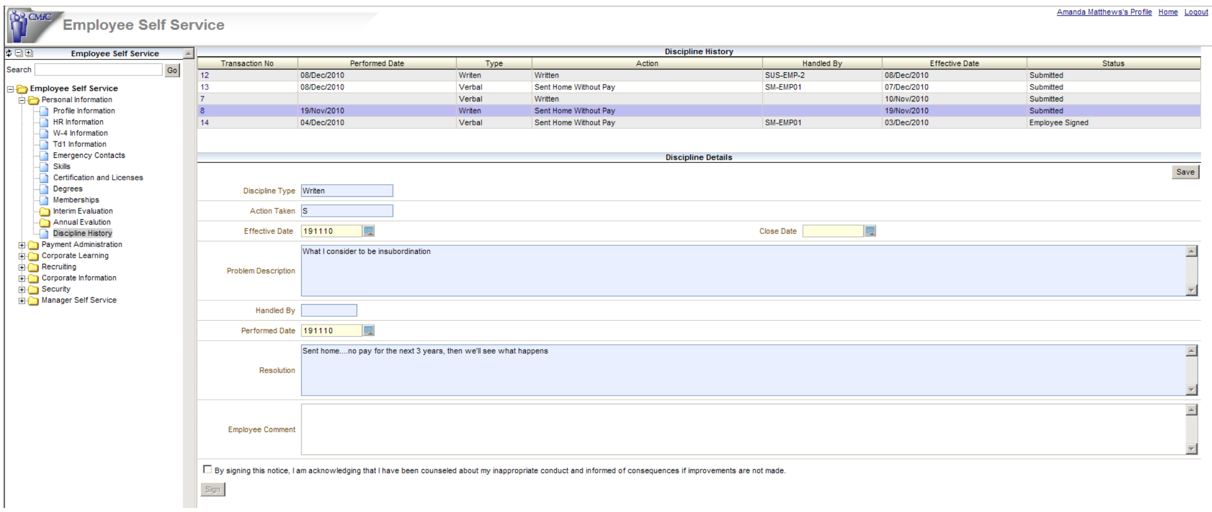
This screen is used by employees to review their Annual Evaluations, and to review Notable Incidents.

This screen defaults to the latest created review, and previous ones can also be viewed through this screen.

Annual evaluations have been designed to be pre-populated with all the items from the interim evaluations that were flagged to be carried forward to the Final Evaluation. Annual Evaluations allow the manager to enter additional observations/notes against each section of the employee's performance plan, and to rate the performance in each category, between 'Outstanding' and 'Unacceptable'. Additionally, revision to the values carried forward from the Interim Evaluations may also be made.

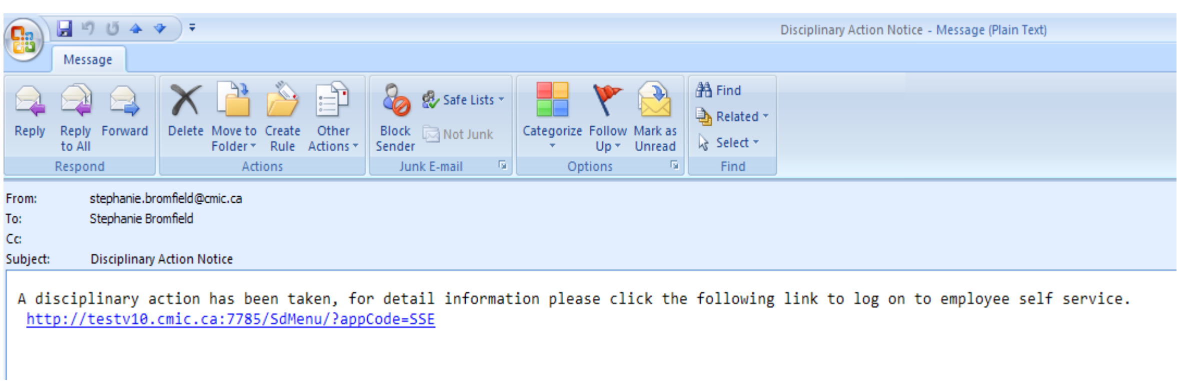
For further details about Annual Evaluations, please refer to the HCM user guide.

Discipline History



This screen is used by employees to view current and past Disciplinary notices. The Discipline History is the JSP version of Discipline Tracking in HR Forms.

Managers create Disciplinary records via the Employee Discipline History screen of the HCM module (standard Treeview path: *HCM > Performance Management > Employee Discipline History*). These records are created in draft form, which are not available to anyone. Once the manager submits the record, the employee will be able to see it in the Discipline History screen of the Employee Self Service system. The manager can also send a predefined email to the employee that will inform him/her of the Disciplinary Action, and it will contain the URL to the ESS system.

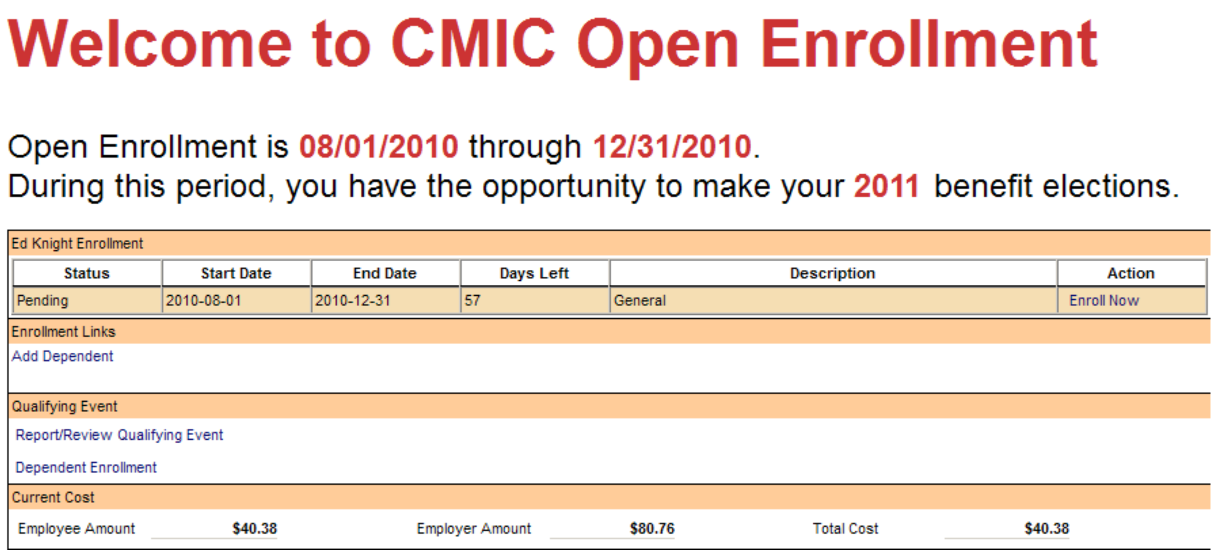


The employee will be able to open the item in ESS, and add their own comments, as well as add their electronic signature to indicate that they have seen the document.

Payment Administration

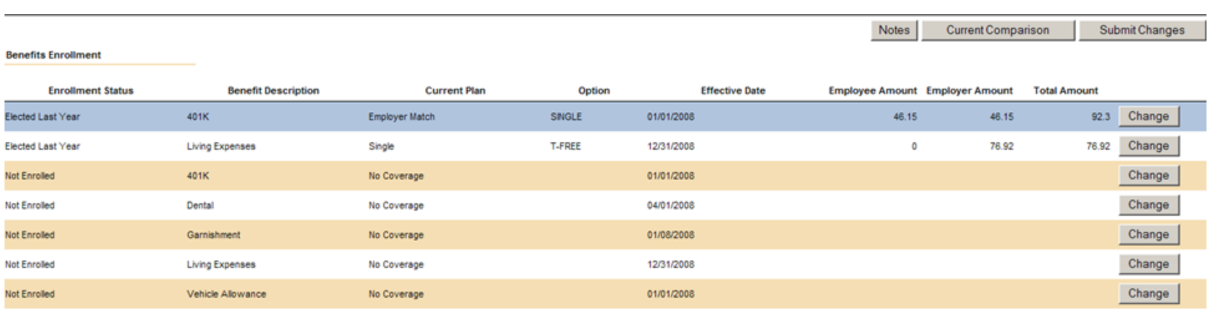
Open Enrollment

Open Enrollment allows employees to make benefit/deduction elections from the benefit package offered by their company. The plans and options that they are eligible for and elected in are displayed for the employee to make their selections. During a fixed period range, Open Enrollment allows the employee to elect the benefit/deduction plans and options in which they would like to participate. Once submitted, the requests are made available in the Open Enrollment Approval screen for approval and the Payroll/HR modules are updated accordingly. Qualifying Events and Dependent requests also require approval.



The employee can enroll in different benefit plans/options, or make changes to existing plans/options after clicking on the **Enroll Now** link to enroll. The link is displayed only one period at a time. The Period Start and End Date for “General” periods (not Qualifying Events) are determined by the period dates set up in the Open Enrollment Period Setup screen.

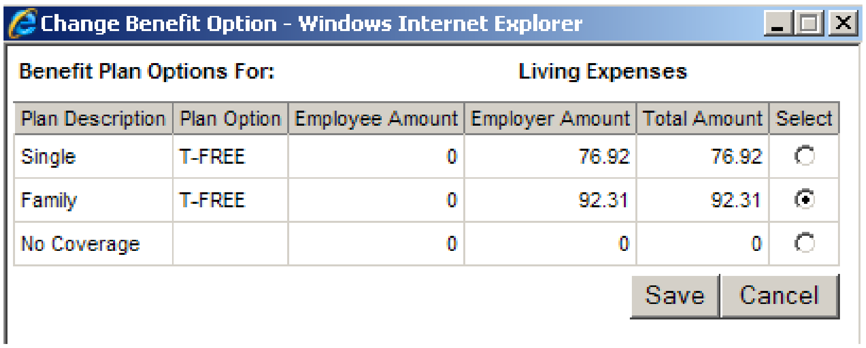
Enrolling



The **Allow Open Enrollment** checkbox in the Master Benefit/Deduction screen in HR determines which benefits/deductions are visible in Open Enrollment.

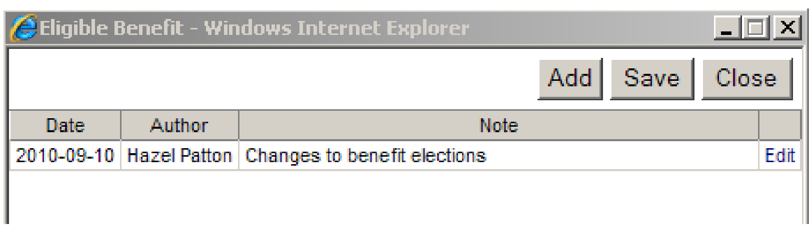
Eligible and elected benefits/deductions are listed here. The Employee Amount is the actual amount the employee pays on deductions. The Employer Amount is the amount the employer pays, i.e. the employer contribution of a deduction, a cash or non-cash benefit.

To change the election press the [**Change**] button beside the benefit/deduction and select the new coverage.



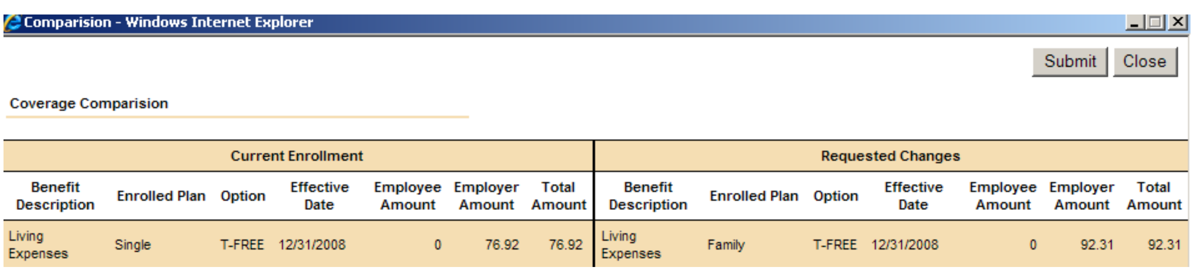
The plans/options for the particular benefit are displayed in a pop-up screen for selection. When done, press the [**Save**] button.

Notes may be added to the Benefit Enrollment record.



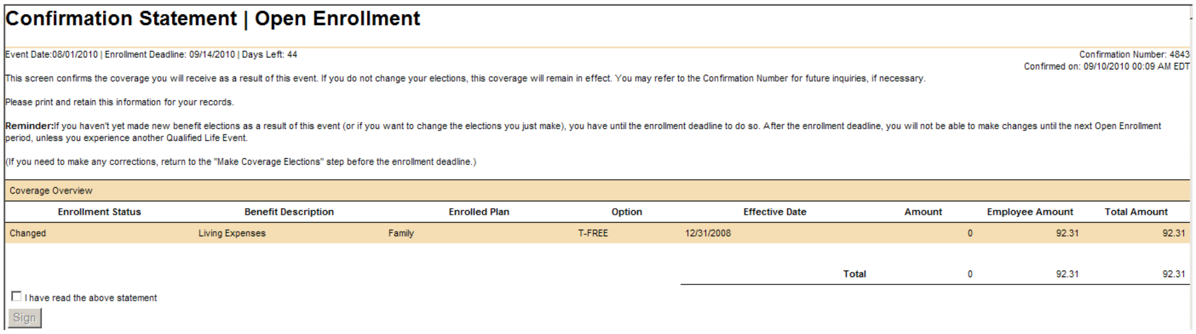
To enter or view notes, press the [**Notes**] button. To add a note, press the [**Add**] button, and enter the note. When done, press [**Save**]. To edit the note, click on the **Edit** link.

To compare the current enrollment with the new request press the [**Current Comparison**] button.



The current enrollment and the requested changes are displayed for the employee to review.

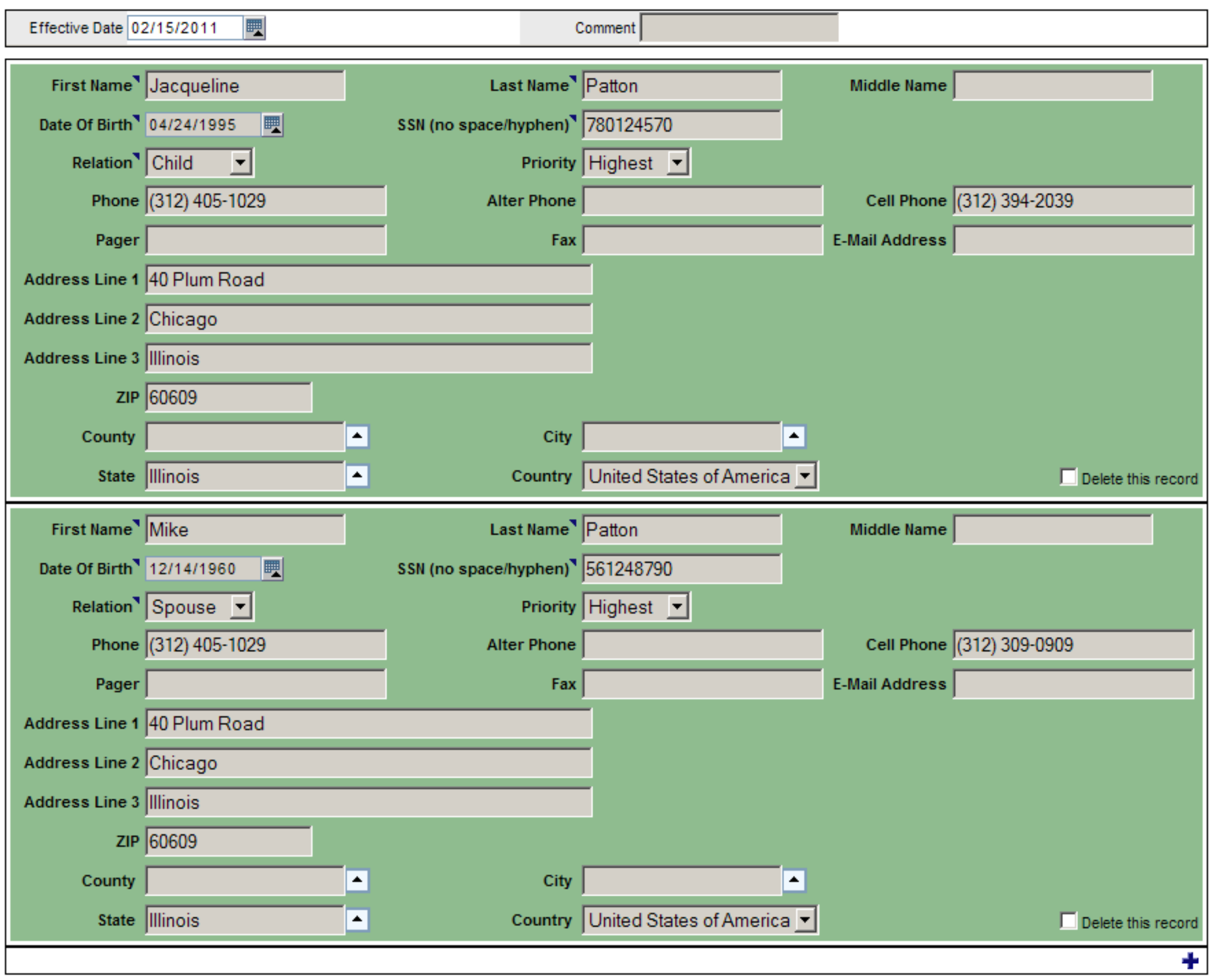
To submit the changes press the [**Submit**] button. To submit the changes without reviewing the comparison, press the [**Submit Changes**] button.



A confirmation is displayed with a [**Sign**] button for signing the confirmation. Once submitted, the Status of the benefit enrollment line in the Welcome to Open Enrollment screen is changed from Pending to Submitted. The **Enroll Now** link is changed to **Review Changes**, and the employee may click on this link to review the changes made. The request will be available to the approver to approve in the Open Enrollment Approval screen.

If the request is rejected, the link for the Action in the Welcome to Open Enrollment screen gets updated to "**Make More Changes**", and the employee can click on this link to make further changes and re-submit for approval.

Add Dependent



Dependents may be added/removed from the employee by pressing the **Add Dependent** link.

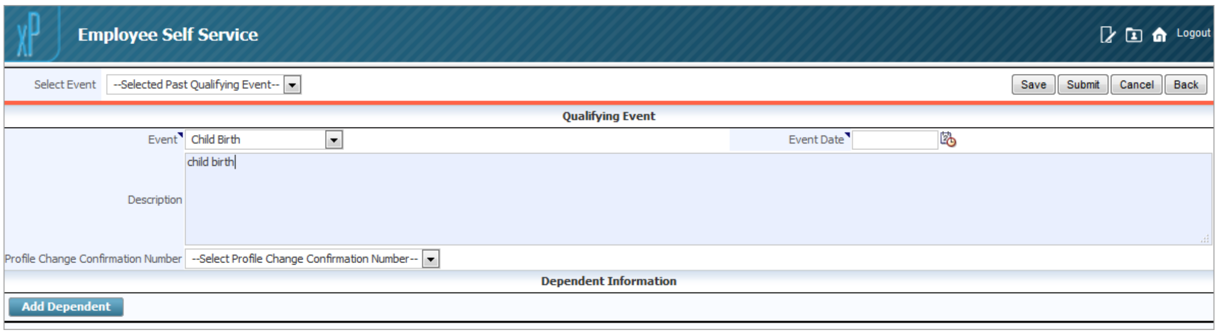
To make a dependent request, enter an **Effective Date**. A comment is optional.

To add dependents, press the blue Add icon at the bottom-right of the current record, and enter the details for the Dependents. The First Name, Last Name, Date of Birth, SSN and Relation are required fields. Enter the details and save. To drop a dependent, check the **Delete this record** checkbox and hit [**Save**].

To submit the changes, press the [**Submit**] button. The status will be changed to Submitted, and the request will be available in the Dependent Approval screen for the approver to approve.

Once approved, the status in Add Dependent will be changed to Approved. Once approved, the Current record is available for editing again.

Report/Review Qualifying Event



A Qualifying Event is a change in status such as marriage, birth of a child, etc. that requires reporting, and changes to the benefit/deduction election. The period range for the qualifying event is determined by the number of days specified in Qualified Event Days in the Open Enrollment Control Setup screen.

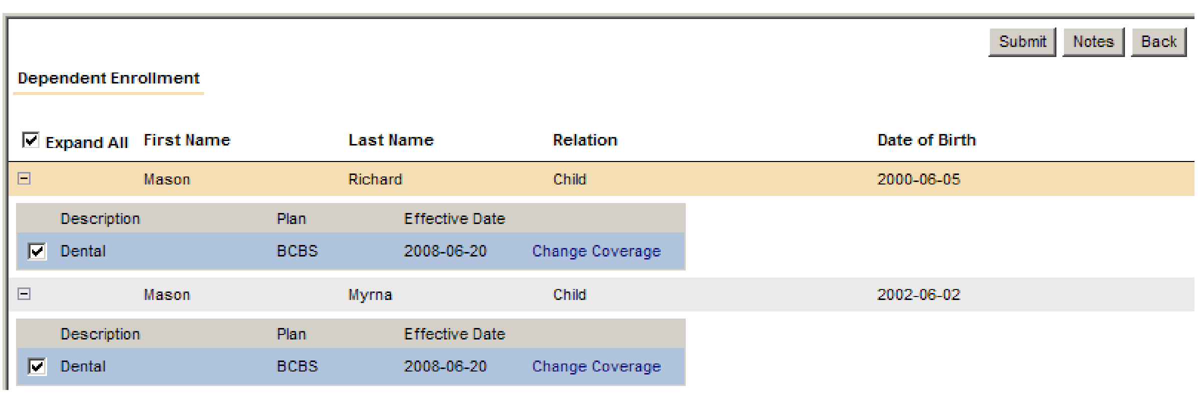
Select the Event from the drop-down list and enter an **Effective Date** (Events are setup in the Qualify Event Setup screen). Select the Profile Change Confirmation Number and/or Dependent Change Confirmation Number if required.

To enter a note, press the [**Notes**] button. To add the note, press the [**Add**] button. When done, press the [**Save**] button.

To add an attachment, press the [**Attachments**] button.

To save the Qualifying Event, press the [**Save**] button. To submit the changes, press the [**Submit**] button, and the request will be displayed in the Qualifying Event Approval screen for approval. Once approved, the qualifying event will be displayed in the Open Enrollment screen, if the period range is current.

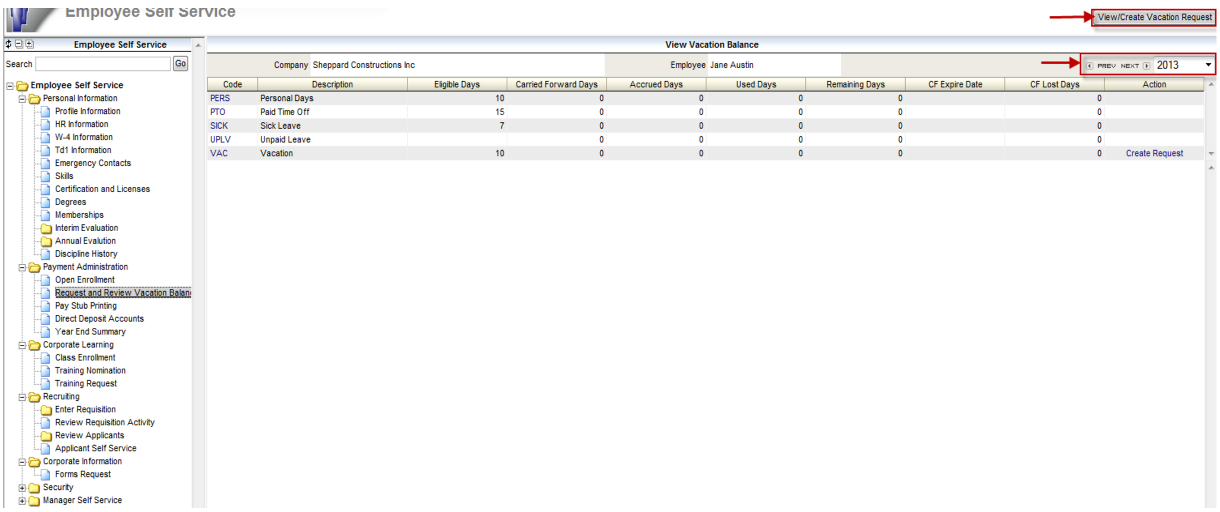
Dependent Enrollment



Dependents can be enrolled in benefits/deductions by checking the dependent to be enrolled, and pressing the [**Submit**] button for approval. The blue Add icon beside the benefit/deduction allows the user to see the details.

Notes may be entered by using the [**Notes**] button.

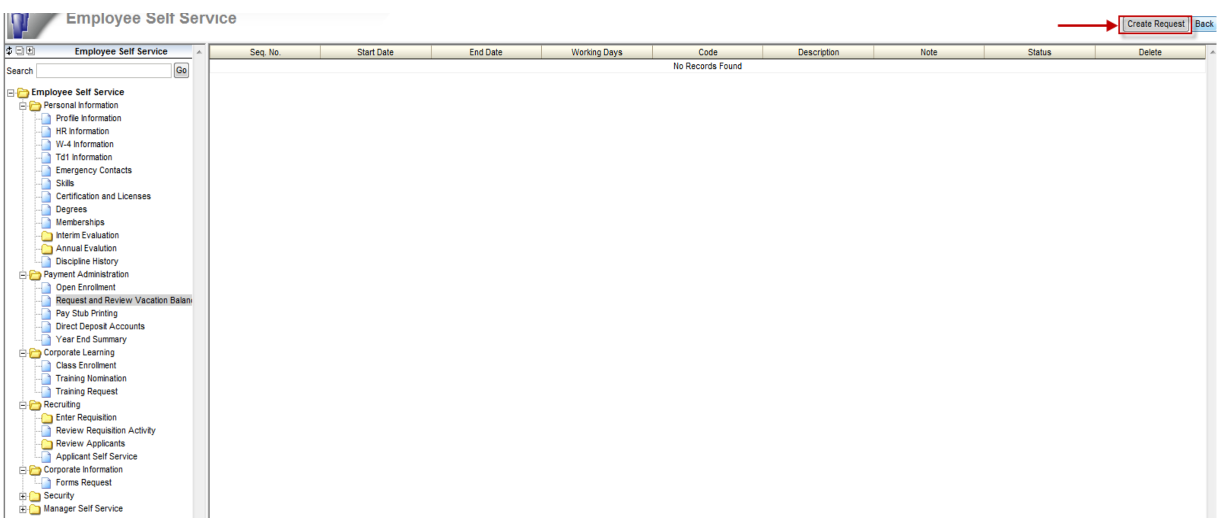
Request and Review Vacation Balances



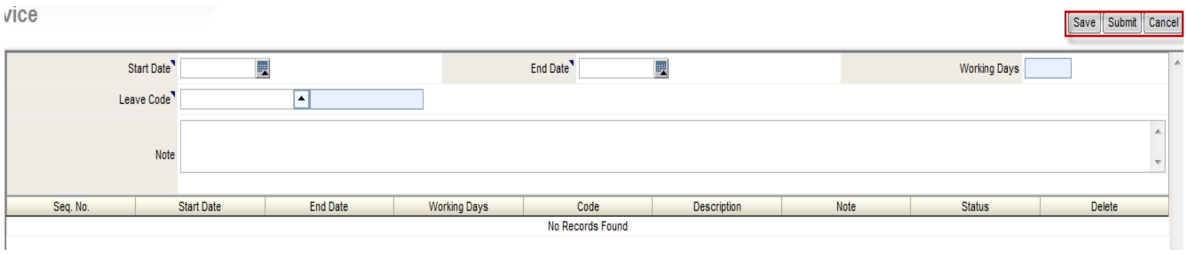
This screen is used by employees to view their vacation balances, and to request vacations/unpaid leaves, and paid time off. There are options to view vacation uses and balances for current and previous years.

When users click the [**Drop Down Menu**] in the year field, or [**Prev/Next**] arrow that are located next to the year field, he can chooses to see vacation balances for this specific year.

In order to request Vacation, employees click [**View/Create Vacation Request**] in the right top corner of the screen. New screen opens.

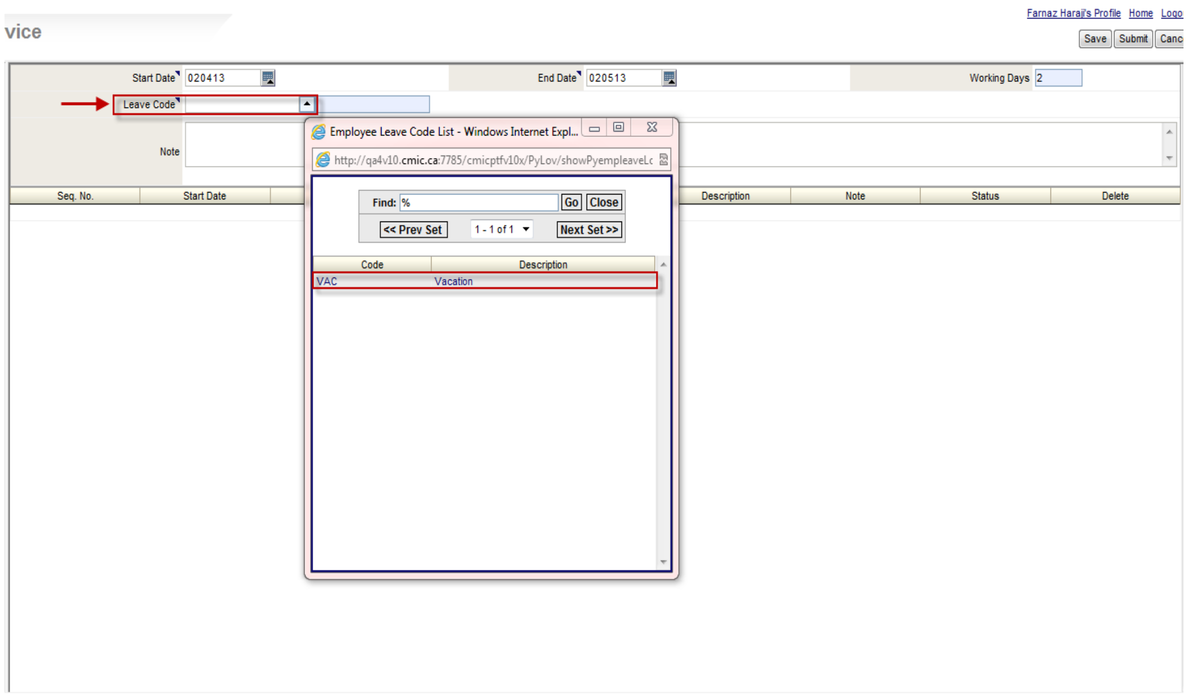


Then Click [**Create Request**].

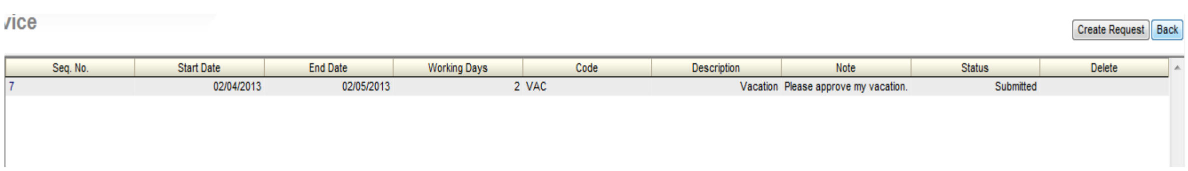


First, user enters [**Start Date**] and [**End Date**] for vacation. Second, user clicks on [**Leave Code**] drop down menu and chooses the appropriate Leave code. It is optional whether to enter the note or not.

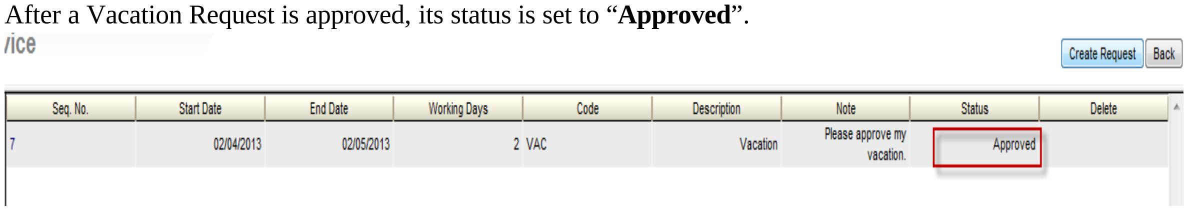
Then click [**Submit**].



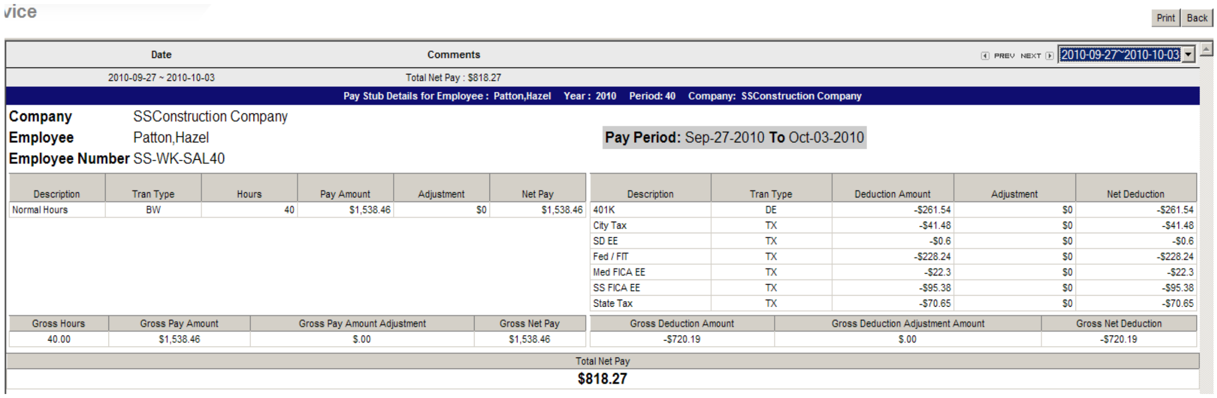
The next screen that opens shows user Sequence Number of vacation request, with all details and the status of the request. This request will be sent to the HR department for approve.



After a Vacation Request is approved, its status is set to "**Approved**".

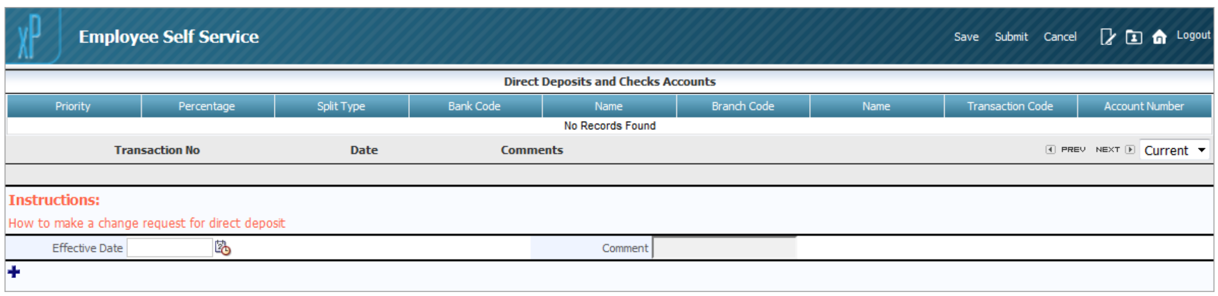


Pay Stub Printing



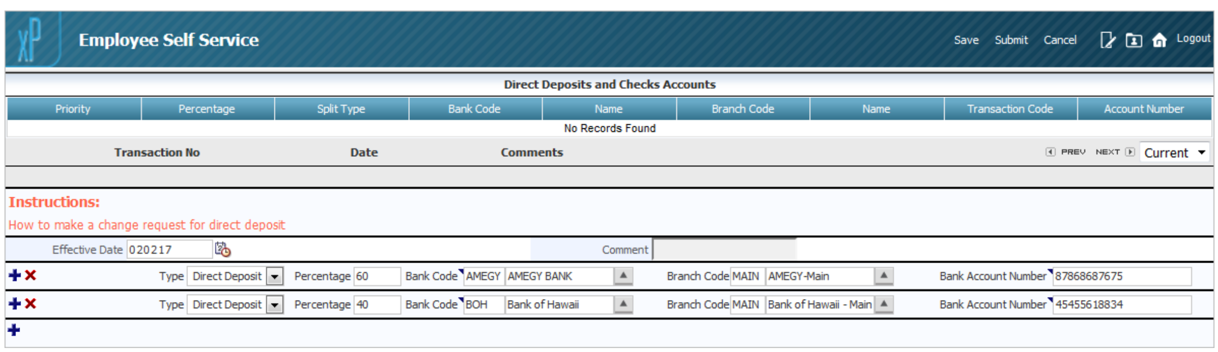
This screen is used by employees to view or print their Pay Stubs. The employee may select a Pay Stub from the drop-down list at the top of the screen. To print it, the **[Print]** button is used.

Direct Deposit Accounts



This screen is used by employees to enter or update their direct deposit account details.

To make changes, first enter the [**Effective Date**], then click the blue Add icon ✚.



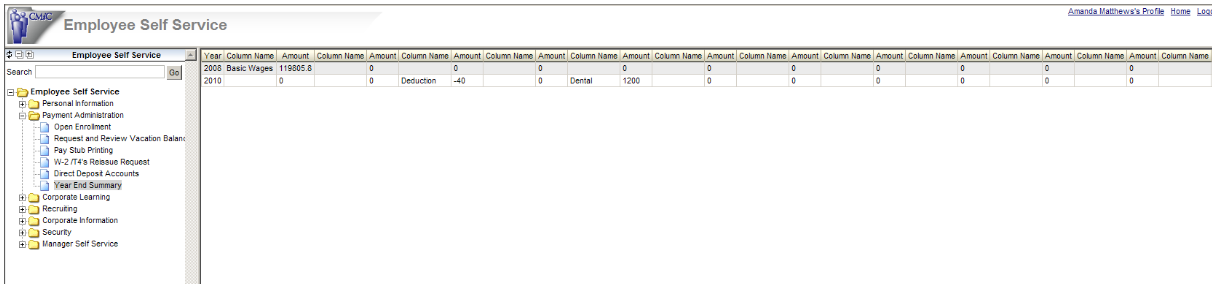
Then, fill out the mandatory fields: **Type**, **Percentage**, **Bank Code**, **Branch Code** and **Bank Account Number**.

Once finished, click [**Submit**] to submit the changes for approval.

By clicking the blue Add icon ✚, user can enter more direct deposit accounts, but the total of their **Percentage** fields must equal 100.

NOTE: If one or more direct deposit accounts are on file, with their **Percentage** fields equaling 100, adding an account will overwrite the old account details with the new account details.

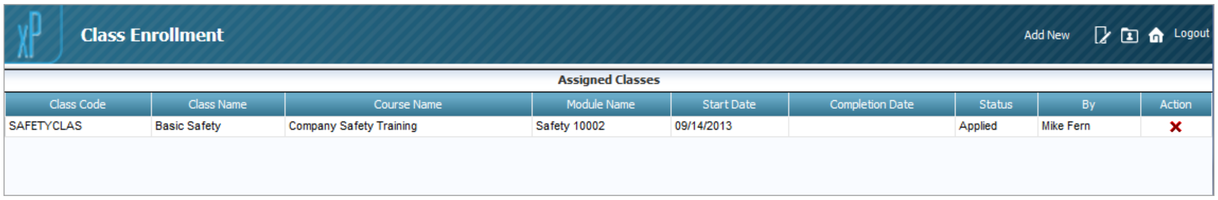
Year End Summary



This screen shows a list of the information defined under the ‘Self Service Year End Summary’ definition of W2 Mapping (Forms version), for all years that the employee has worked, except for the current payroll year.

Corporate Learning

Class Enrollment

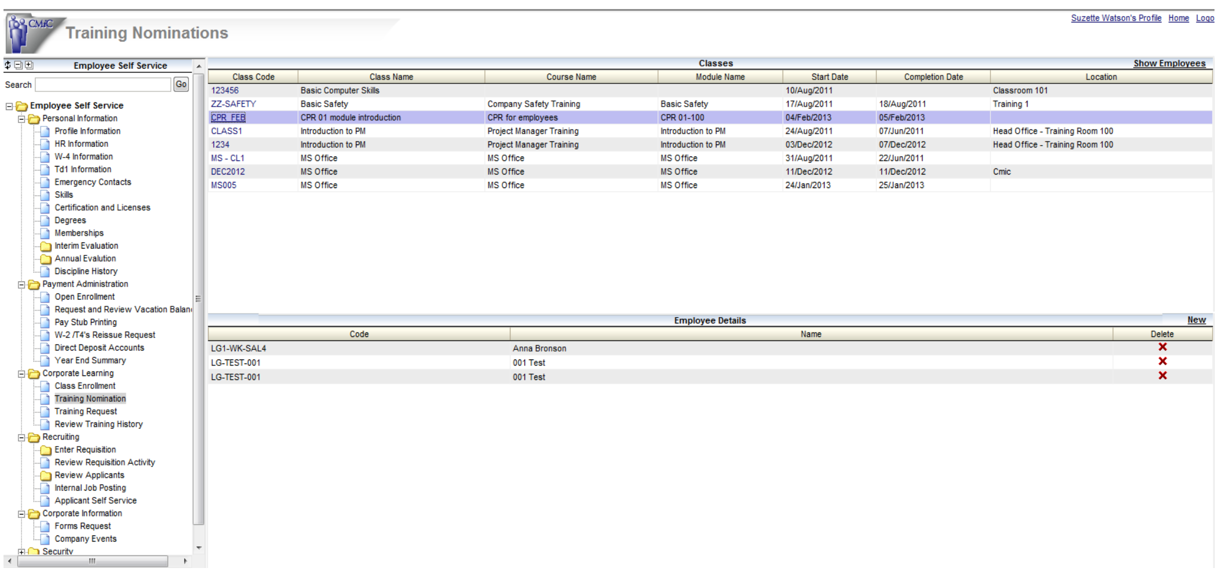


This screen allows employees to enroll themselves in different classes.

Use the [**Add New**] button to select a class from a list of classes not yet taken.

> This displays a multi select list of values, when the required classes have been selected use the [**Update**] button to enroll into the selected classes.

Training Nomination

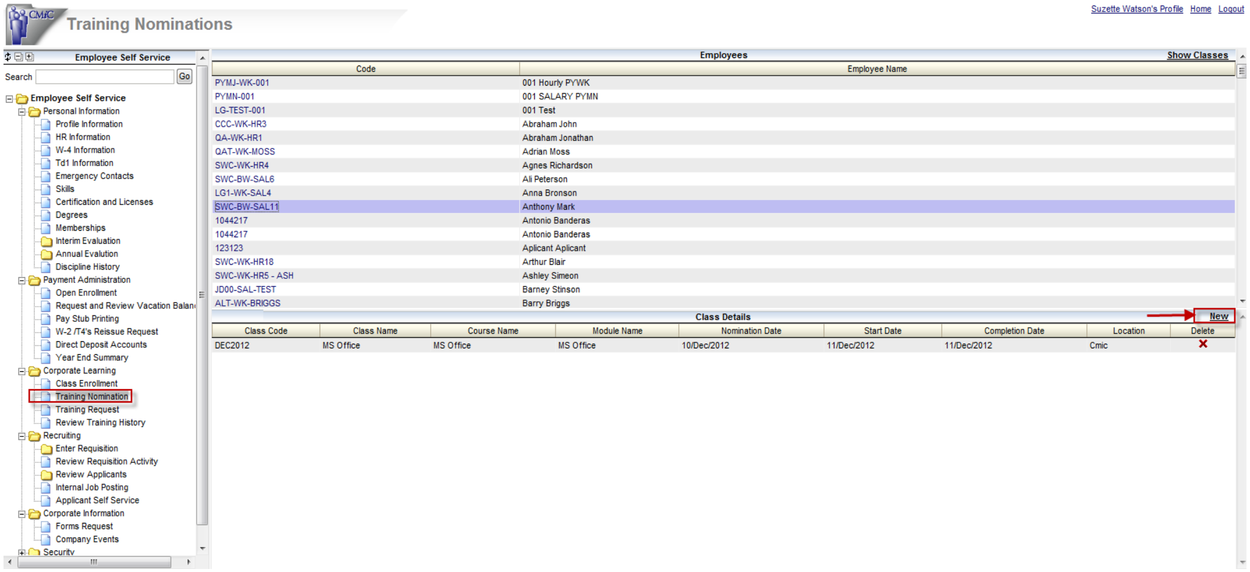


This program allows user of the ESS module to nominate employees to different classes within Courses and Modules.

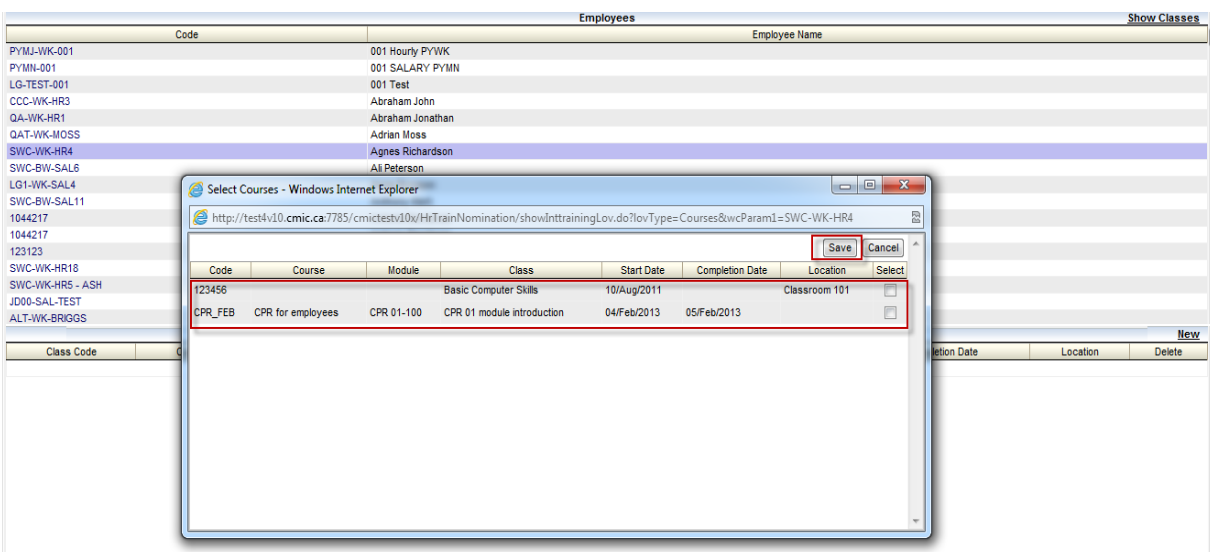
(I) When user clicks [**Show Classes**] in the right-top corner of the screen the list of classes is displayed. By clicking on the class code, user can see the list of employees that were nominated for this class.

On this screen, users can nominate new employees for a class by clicking [**New**], or delete the employee from the class by clicking on [X] in the Employee Details section.

(II) When user clicks [**Show Employees**] in the right-top corner of the screen, the list of employees is displayed. When users click on an Employee Code, the details of the class nominated for the employee can be seen in the lower section of the screen.

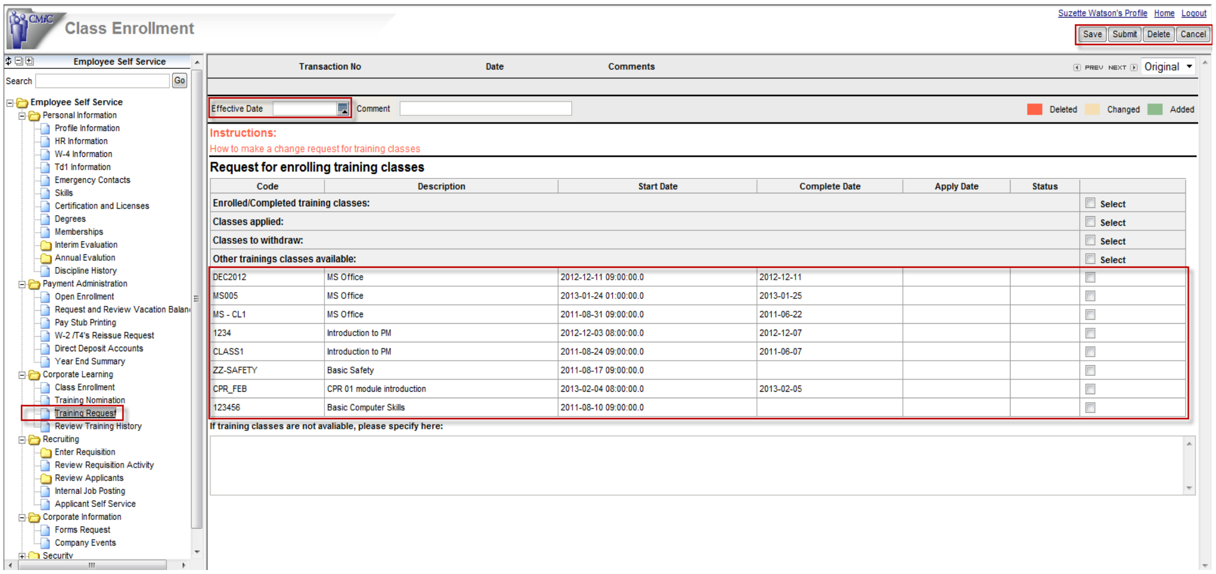


On this screen, users can nominate new employees for a class by clicking [**New**], or delete employee from the class by clicking on [X] in the Employee Details section.



List of available classes is displayed in the popup. Use the **Select** checkbox to select a class, then click [**Save**].

Training Request

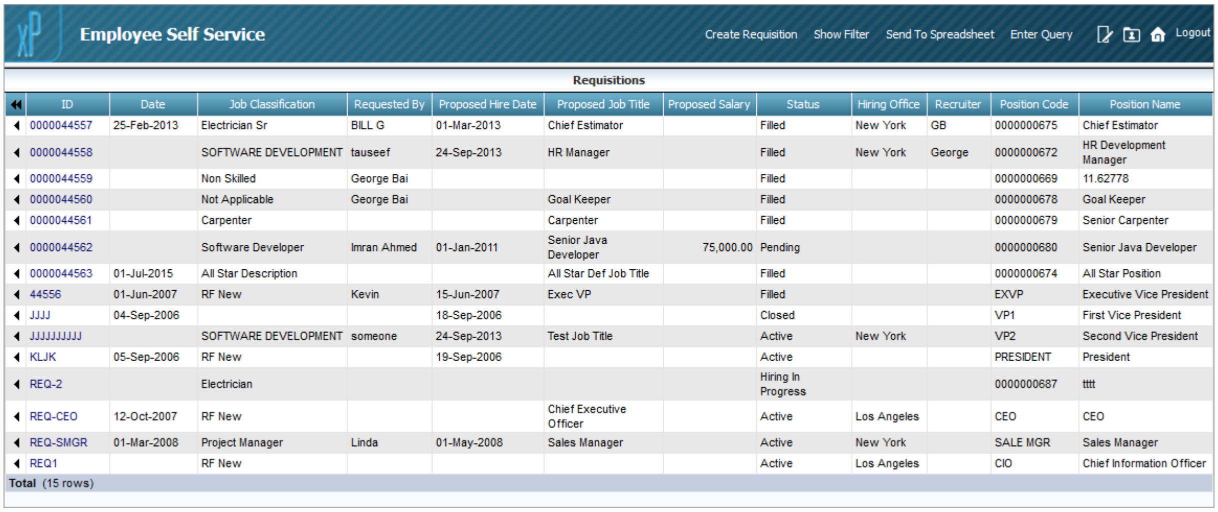


This screen is used to request training, view enrolled classes, and to see classes completed in the past.

To enroll in a class, first enter an **Effective Date**, then select a class under the **Other training classes available** section. Click [**Submit**] when finished, to submit the request for approval.

Recruiting

Enter Requisition



ID	Date	Job Classification	Requested By	Proposed Hire Date	Proposed Job Title	Proposed Salary	Status	Hiring Office	Recruiter	Position Code	Position Name
0000044557	25-Feb-2013	Electrician Sr	BILL G	01-Mar-2013	Chief Estimator		Filled	New York	GB	0000000675	Chief Estimator
0000044558		SOFTWARE DEVELOPMENT	tauseef	24-Sep-2013	HR Manager		Filled	New York	George	0000000672	HR Development Manager
0000044559		Non Skilled	George Bai				Filled			0000000669	11.62778
0000044560		Not Applicable	George Bai		Goal Keeper		Filled			0000000678	Goal Keeper
0000044561		Carpenter			Carpenter		Filled			0000000679	Senior Carpenter
0000044562		Software Developer	Imran Ahmed	01-Jan-2011	Senior Java Developer	75,000.00	Pending			0000000680	Senior Java Developer
0000044563	01-Jul-2015	All Star Description			All Star Def Job Title		Filled			0000000674	All Star Position
44556	01-Jun-2007	RF New	Kevin	15-Jun-2007	Exec VP		Filled			EXVP	Executive Vice President
JJJJ	04-Sep-2006			18-Sep-2006			Closed			VP1	First Vice President
JJJJJJJJJ		SOFTWARE DEVELOPMENT	someone	24-Sep-2013	Test Job Title		Active	New York		VP2	Second Vice President
KLJK	05-Sep-2006	RF New		19-Sep-2006			Active			PRESIDENT	President
REQ-2		Electrician					Hiring In Progress			0000000687	tttt
REQ-CEO	12-Oct-2007	RF New			Chief Executive Officer		Active	Los Angeles		CEO	CEO
REQ-SMGR	01-Mar-2008	Project Manager	Linda	01-May-2008	Sales Manager		Active	New York		SALE MGR	Sales Manager
REQ1		RF New					Active	Los Angeles		CIO	Chief Information Officer
Total (15 rows)											

This page allows the user to enter a requisition to the HR department to start the hiring process for a new or existing position.

The Hiring Requisitions page starts as a log, displaying all Requisitions. To edit an existing requisition, click its **ID** link. To add a new Requisition, use the [**Create Requisition**] button.

When entering the requisition, the Requisition Name, Job Description and Responsibilities will default from the Position selected. The Desired Attributes of the Requisition will default from the Job Classification. The Requisition Name defaults from the Job Title of the Position. If the Position Name is entered before the Job Classification, the associated Job Classification will be populated. The Hiring Office LOV provides a list of Geographical Areas.

There are three required fields when entering a Requisition: **Requisition ID**, **Job Classification** and **Position Name**.

- The Requisition ID must be unique; it can contain characters or numbers, with a maximum length of 10.

- Once the position is entered, the Requisition Name, Job Description and Responsibilities fields will be updated to match the position's definition.
- The Desired Attributes will default from the Job Classification.

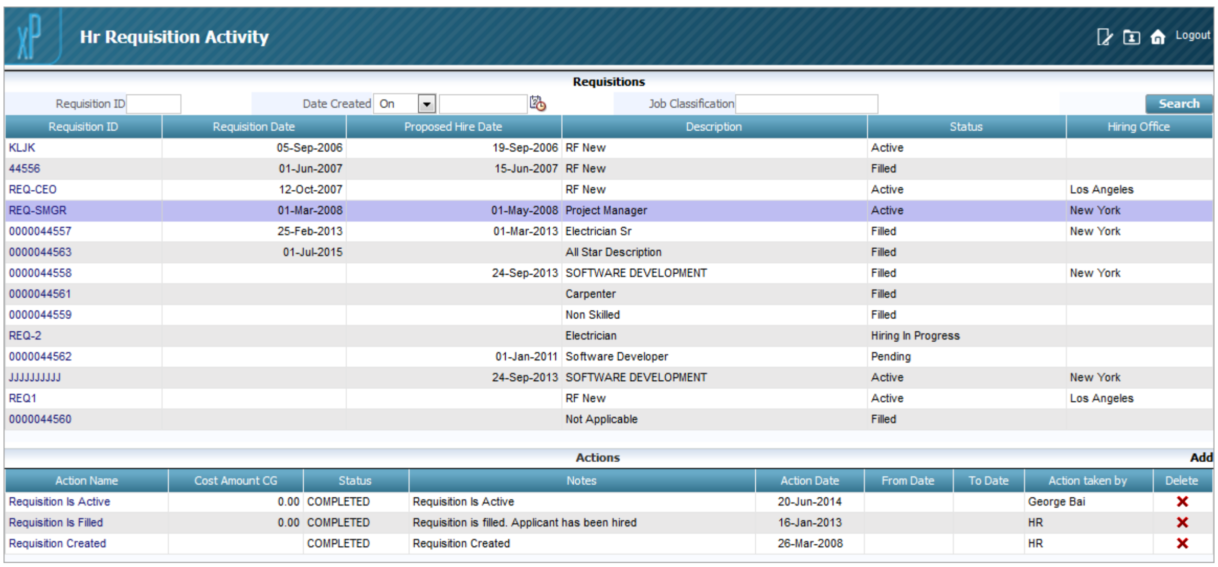
Any of these defaulted fields may be changed, including the Desired Attributes.

Pre-Requisites:

Mandatory: Job Classification, Position Name, Requisition ID.

Optional: Hiring Actions, Skills, Education, Certification and Licenses, Training Courses and Modules, Memberships and Organizations

Review Requisition Activity



Requisition ID	Requisition Date	Proposed Hire Date	Description	Status	Hiring Office
KLJK	05-Sep-2006	19-Sep-2006	RF New	Active	
44556	01-Jun-2007	15-Jun-2007	RF New	Filled	
REQ-CEO	12-Oct-2007		RF New	Active	Los Angeles
REQ-SMGR	01-Mar-2008	01-May-2008	Project Manager	Active	New York
0000044557	25-Feb-2013	01-Mar-2013	Electrician Sr	Filled	New York
0000044563	01-Jul-2015		All Star Description	Filled	
0000044558		24-Sep-2013	SOFTWARE DEVELOPMENT	Filled	New York
0000044561			Carpenter	Filled	
0000044559			Non Skilled	Filled	
REQ-2			Electrician	Hiring In Progress	
0000044562		01-Jan-2011	Software Developer	Pending	
JJJJJJJJJ		24-Sep-2013	SOFTWARE DEVELOPMENT	Active	New York
REQ1			RF New	Active	Los Angeles
0000044560			Not Applicable	Filled	

Actions Add

Action Name	Cost Amount CG	Status	Notes	Action Date	From Date	To Date	Action taken by	Delete
Requisition Is Active	0.00	COMPLETED	Requisition Is Active	20-Jun-2014			George Bai	
Requisition Is Filled	0.00	COMPLETED	Requisition is filled. Applicant has been hired	16-Jan-2013			HR	
Requisition Created		COMPLETED	Requisition Created	26-Mar-2008			HR	

This screen is both an entry and a query screen, and when it first opens, it displays all requisitions. It is used to review the actions taken on one or more requisitions, it allows for the updating of existing actions taken, and it allows the entry of new actions taken.

[**Search**] – Button

Requisition ID	Requisition Date	Proposed Hire Date	Description	Status	Hiring Office
KLJK	05-Sep-2006	19-Sep-2006	RF New	Active	
44556	01-Jun-2007	15-Jun-2007	RF New	Filled	

To search for Requisitions, use the [**Search**] button search against the **Requisition ID**, **Date Created** and **Job Classification** fields.

Requisition ID

This field can be used to select a range of Requisition ID's by using the '%' wildcard characters either before or after the value – for example 1% will return any requisition ID that start with the number 1.

Date Created

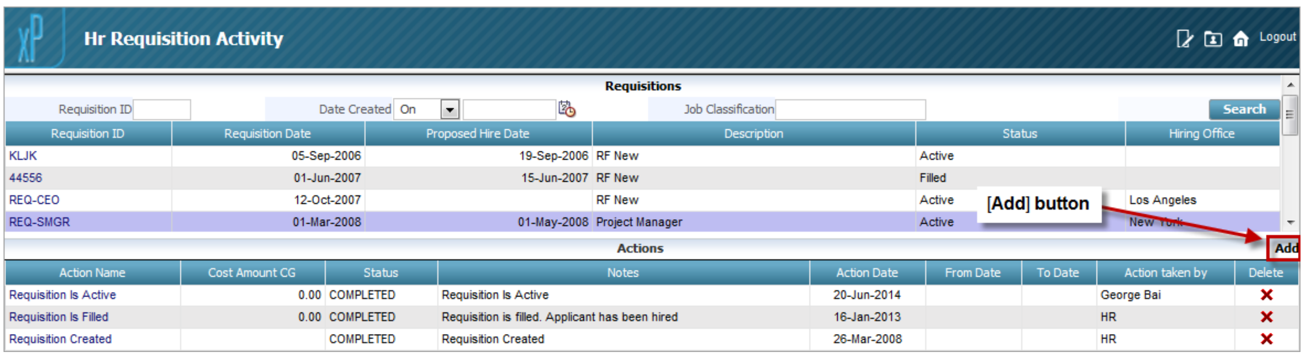
This is a drop down list that allows the user to select one of 3 values, On, Before or After to determine how to utilize the actual date field. This allows for the querying of requisitions created on a specific date or after a specific date.

Job Classification

This field can be used to select a group of Positions with similar names by using the '%' wildcard characters either before or after the value – for example "Elec%" will return any requisition IDs for any Job Classification where the title of the classification starts with "Elec".

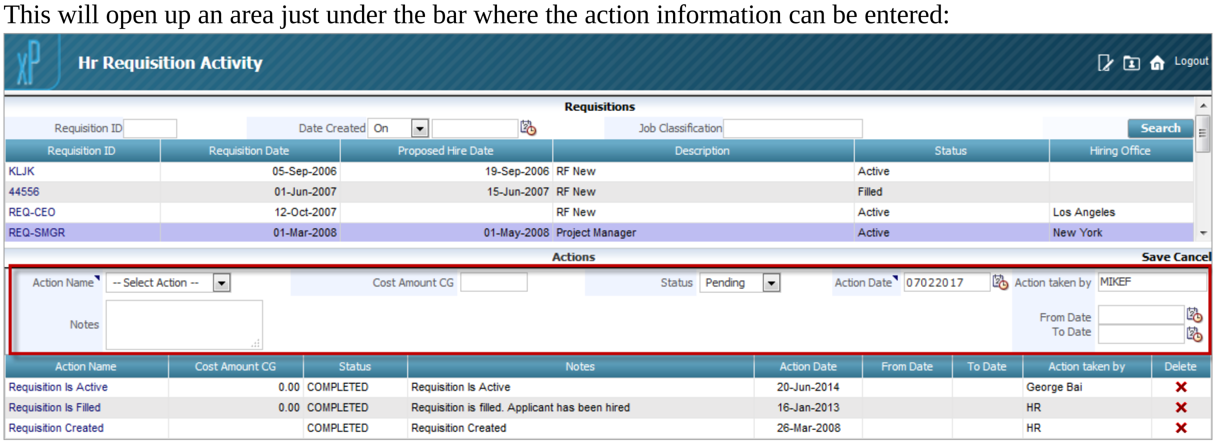
Once the required requisition has been found, highlight the requisition clicking on the linked field. This will then display all related action records in the bottom section of the screen.

[**Add**] – Button (Add New Action Taken)



To add an action to the requisition, use the [**Add**] button of the **Actions** section.

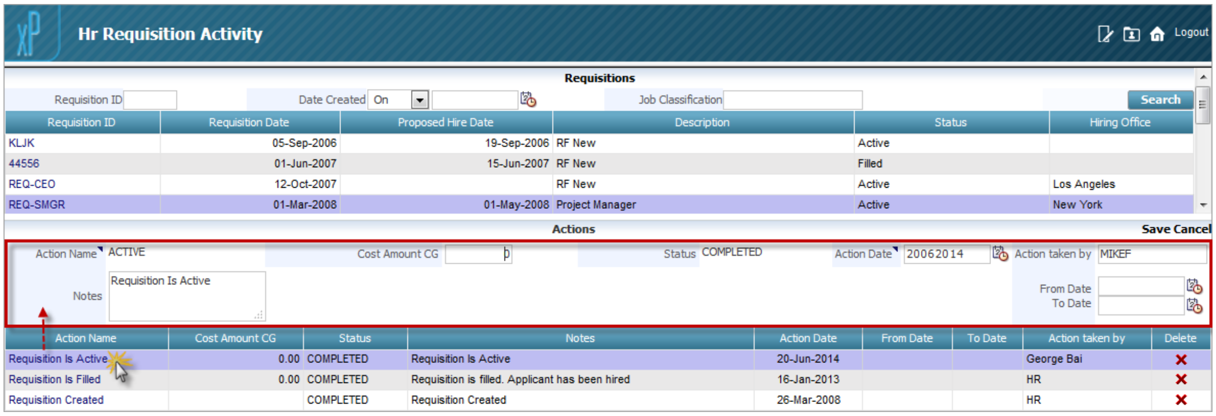
This will open up an area just under the bar where the action information can be entered:



- Selected the Action Name from the drop down list (Required)
- If applicable enter the cost amount, this is for reference only
- Enter the status
- Enter the date of the action (Required)
- Enter the employee who performed the action. This defaults to the user id.
- Enter any notes and dates if necessary.

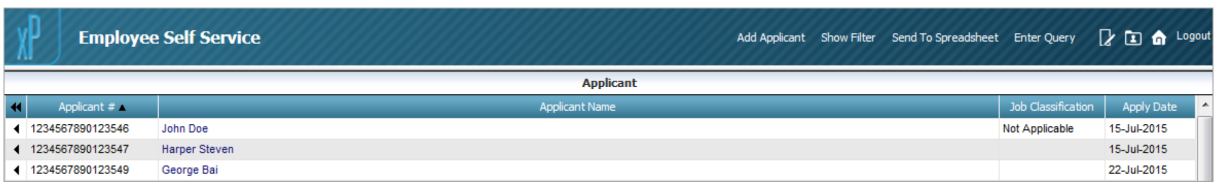
When complete use the [**Save**] button.

Update Existing Action



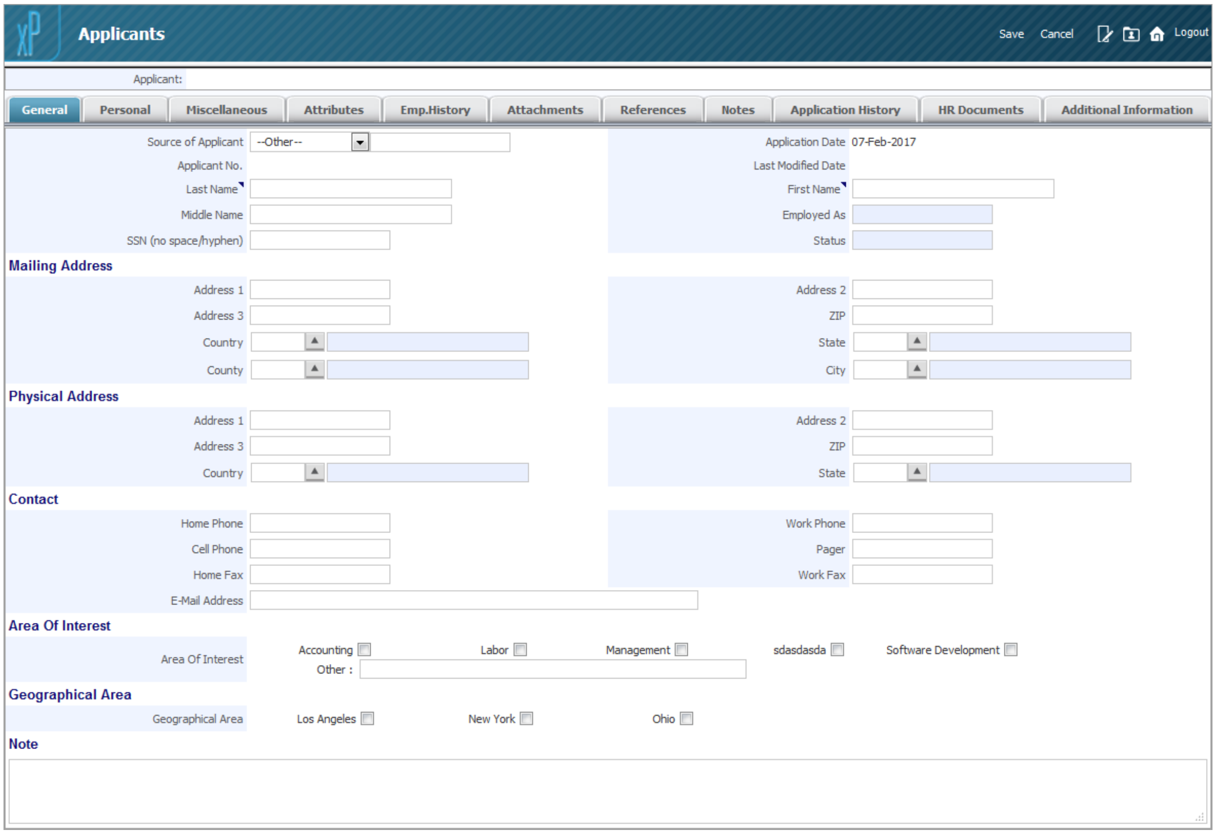
To edit an existing action taken, click its **Action Name** link. The selected Action will then be editable in the display area just above the table, as shown above. Update the information as required and click [**Save**].

Review Applicants



This page allows administrators to review, edit and delete applicant's information, and to add new applicants.

[**Add Applicants**] – Button



To add an applicant, click the [**Add Applicant**] button along the top of the screen, which brings up the screen shown above.

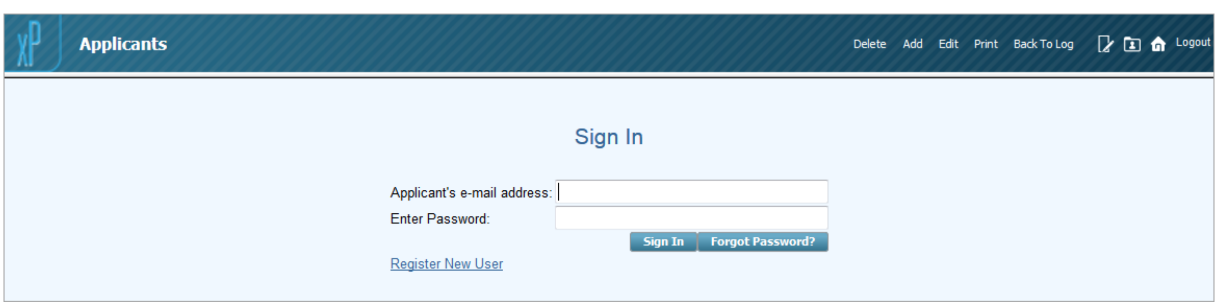
After filling out all relevant and mandatory fields, click [**Save**].

User have an option to **Delete**, **Edit** or **Print** applicants information, as well as go back to list of existing applicants [**Back to Log**].

Edit Existing Applicant

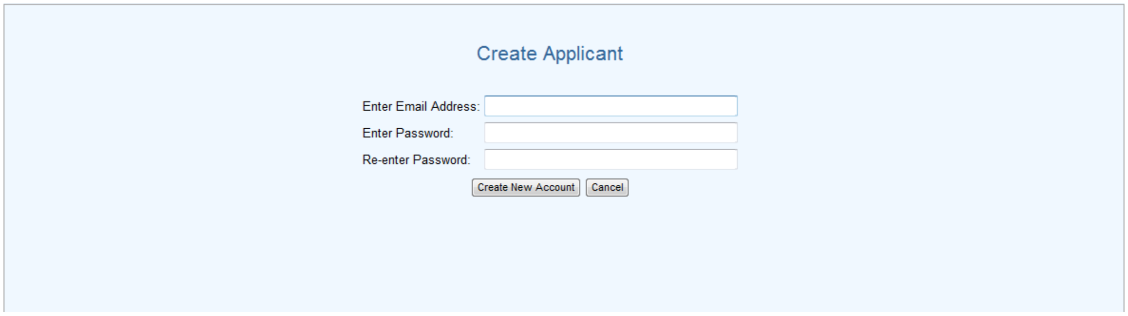
To edit an existing Applicants record, when the screen is in Log mode, click the applicant's **Applicant Name** link. On the next screen, click the [**Edit**] button along the top of the screen.

Applicant Self Service

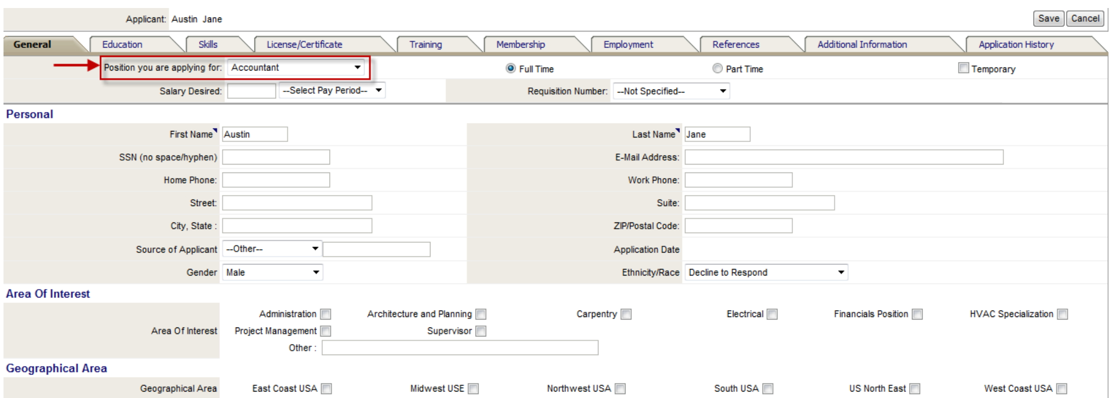


This screen allows users to create applicant profiles, to apply for different positions.

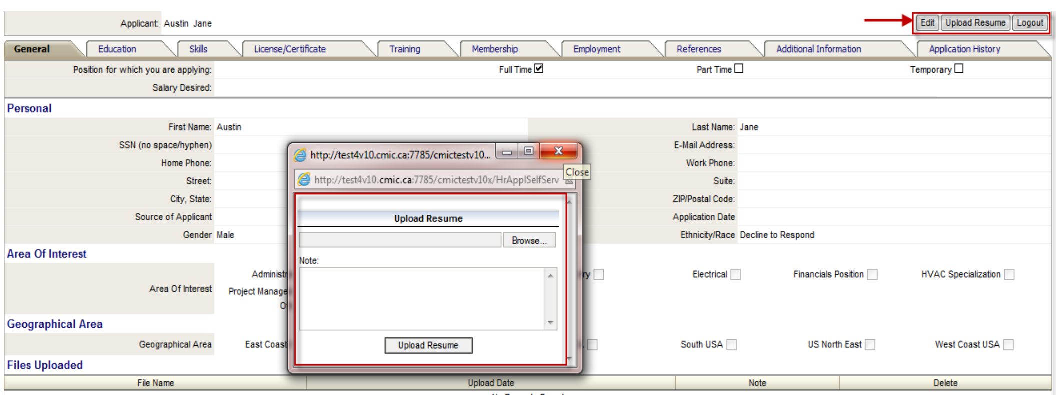
- A new user has to register by clicking [**Register New User**].



- Then an applicant has to fill out an E-mail address and Password. When the applicant fills out the application, he can choose the position that he wants to apply for by using the **Position you are applying for** list of values.

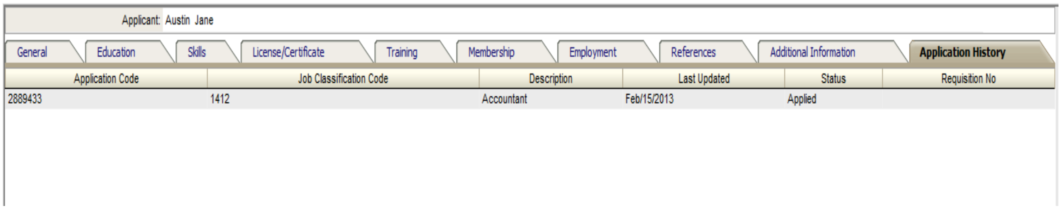


- After logging in, the applicant fill outs all relevant and mandatory fields and click [**Save**].



- Applicant can upload his/her resume by clicking [**Upload Resume**] as well as Edit his/her profile by clicking [**Edit**] buttons on the right upper corner of the screen.

- On the **Application History** tab, applicants can see the application history and status of the application.



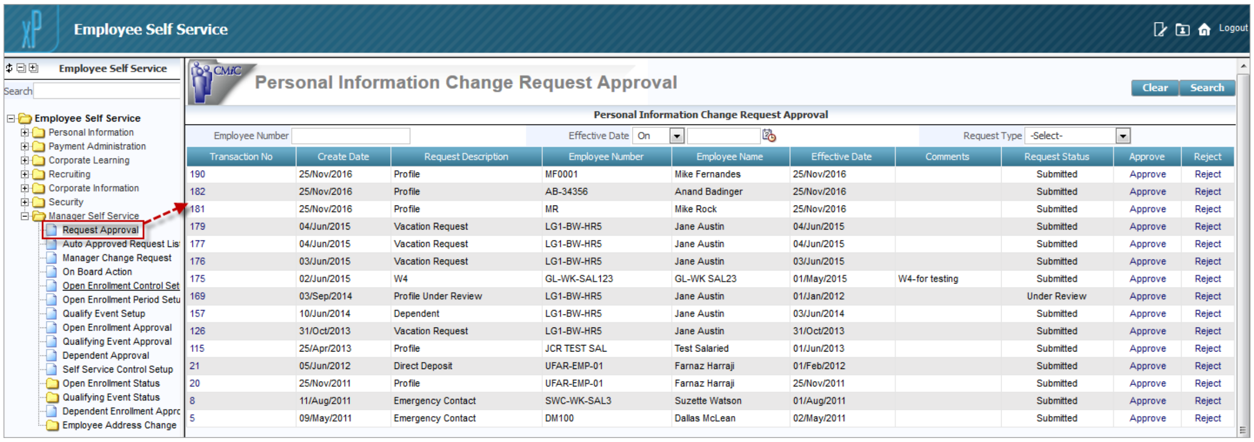
Corporate Information

Forms Request

The screen is used as display-only mode of the Forms Request node in Employee Self Service.

Manager Self Service

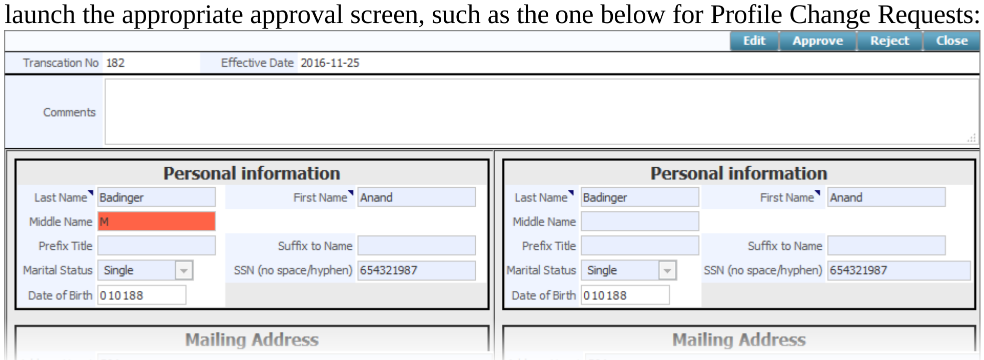
Request Approval – Screen

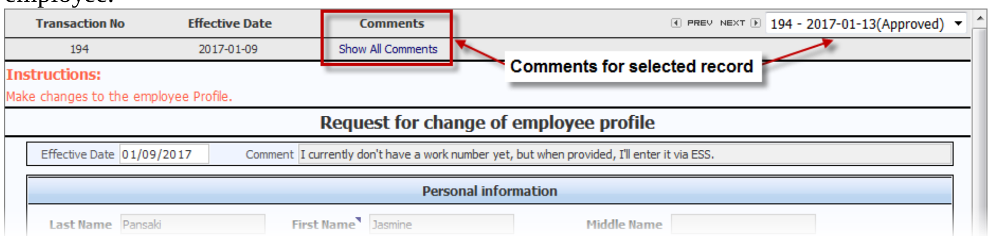


Submitted requests, excluding those from Open Enrollment, are found in the **Request Approval** (Personal Information Change Request Approval) screen, where they may be approved or rejected. The blue **Approve** and **Reject** links at the end of each row are used to approve and reject requests.

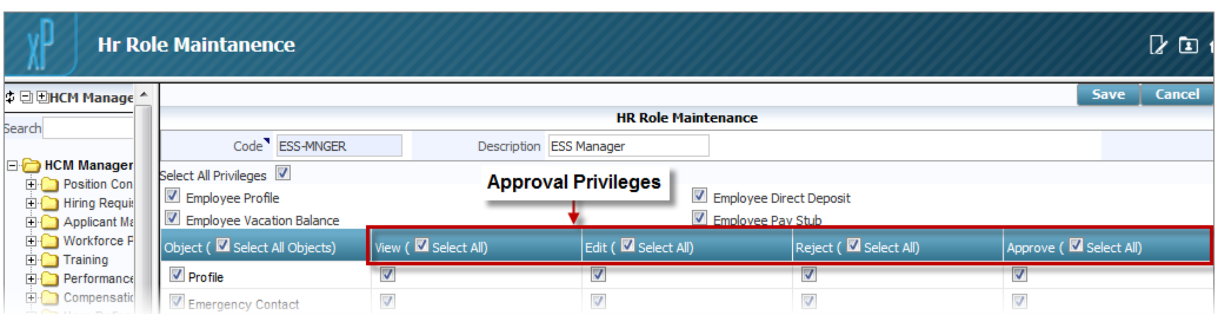
When the request is approved or rejected, an e-mail notification is sent to the Employee's e-mail address, as specified on their Employee Profile.

The following table provides details for the columns of this screen:

Column	Details
Transaction No	This is an identifying transaction number for a Change Request, which is also a link to launch the appropriate approval screen, such as the one below for Profile Change Requests: 
Create Date	Date Change Request was created.
Request Description	Type of employee information for Change Request (e.g., Profile, Vacation Request, W4, Dependent…).
Employee Number	Employee's employee number.

<table>
<tr><td>Employee Name</td><td>Employee’s name.</td></tr>
<tr><td>Effective Date</td><td>Date change is to be effective.</td></tr>
<tr><td>Comments</td><td>Use this field to enter comments/notes for the employee, in regards to the approved or rejected Change Request. As shown below, if comments are entered, the Show All Comments link will be visible when the approved/rejected record is selected by the employee.

</td></tr>
<tr><td>Request Status</td><td>Status of Change Request:<table><tr><td>Submitted</td><td>Submitted by Employee, and not yet modified by an admin.</td></tr><tr><td>Under Review</td><td>Change Request was edited and saved in the screen launched by clicking the Transaction No link, using the screens [Edit] and [Save] buttons.</td></tr></table>Note that approved and rejected Change Requests are removed from this screen. Only Change Requests requiring approval operations are listed.</td></tr>
<tr><td>Approve</td><td>Click to approve the Change Request; once approved, it is removed from this screen, and an e-mail notification is sent to the employee.</td></tr>
<tr><td>Reject</td><td>Click to reject the Change Request; once rejected, it is removed from this screen, and an e-mail notification is sent to the employee.</td></tr>
</table>

Approval Privileges for ESS Admins



*Sample of HR Role Maintenance screen; standard Treeview path: **HCM > File Maintenance > HR Role Maintenance**.*

Change Request records can be viewed, approved and rejected by ESS Administrators, depending on the Approval privileges granted to the HR Security Role assigned to them.

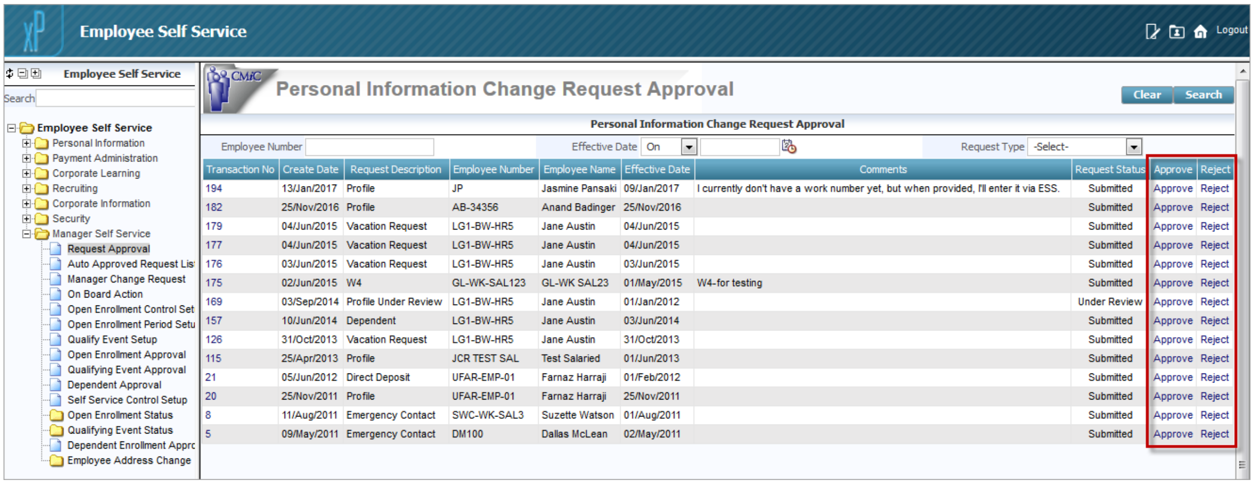
Also, for Change Requests to change Profile Information, if the ESS Administrator has the “**Edit**” Approval privilege for Profile Information, the administrator can edit the submitted Change Request.

For further details, please refer to the *HR Security Roles Setup* section of this guide.

Viewing Change Requests

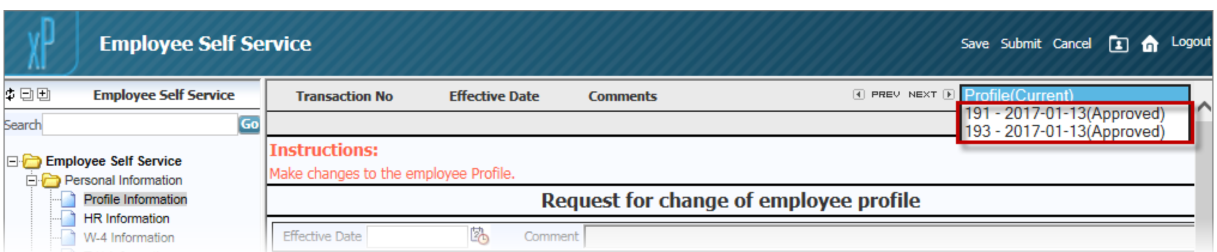
To view the details of a submitted Change Request, simply click its **Transaction No** link, and a popup will appear to display its details.

Approving & Rejecting Requests

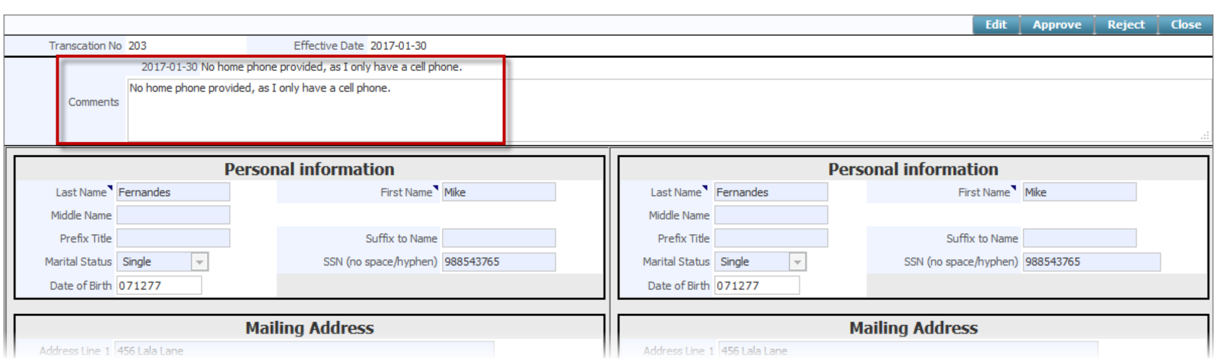


To approve and reject Change Requests, the **Approve** and **Reject** links on the main Request Approval screen must be used, even if the [**Approve**] or [**Reject**] buttons were used in the popup launched by clicking a Change Request's **Transaction No** link.

When a request is approved or rejected, the Employee will be notified via e-mail, and the approved/rejected record will be available to the Employee in the screen used to request the change, as shown below.



Communication Between Employees & Admins via Comments

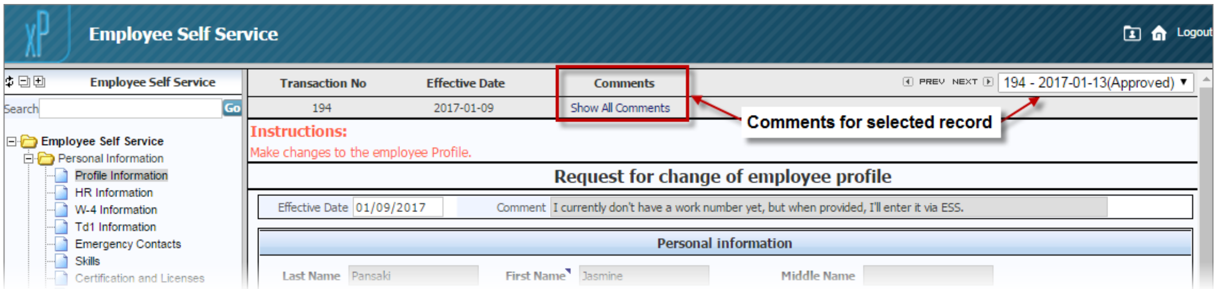


Sample of Change Request for Profile Information, with comments entered by employee for administrator.

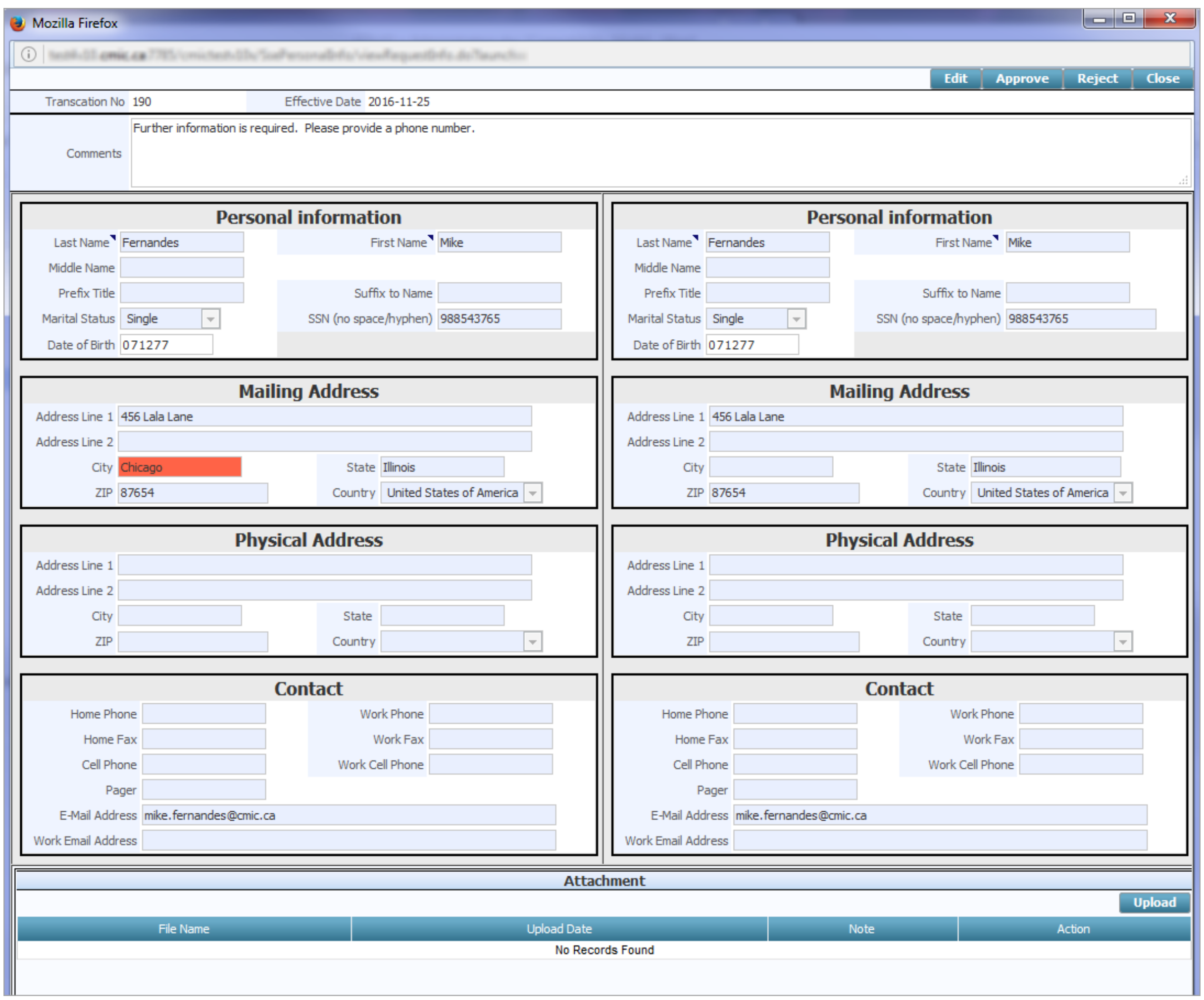
Communication between Employees and ESS Administrators is done via comments.

As shown above, if comments were entered for the administrator, they would show up in the **Comments** textbox. Also, the **Comments** textbox can be used to provide comments for the employee.

If any comments were entered for the approved/rejected Change Request by an administrator, the **Show All Comments** link will be visible, as shown below, when the approved/rejected record is viewed by the employee.



Profile Information – Change Request



Sample of Profile Change Request Approval screen.

Shown above is a sample of the Change Request popup for Profile Information.

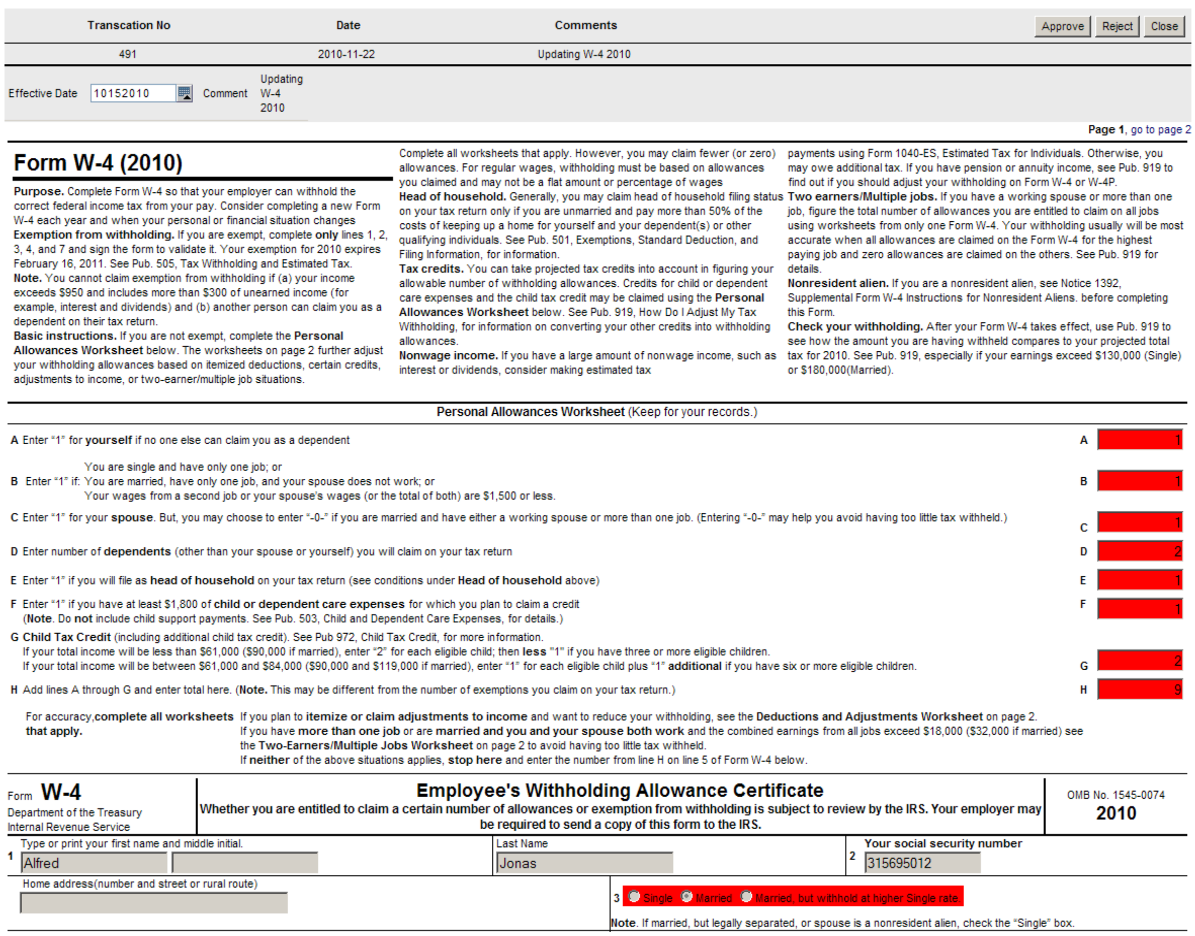
For Change Requests for Profile Information, if the ESS Administrator has the “**Edit**” Approval privilege for Profile Information, the administrator can edit the submitted Change Request via the [**Edit**] button.

To edit a submitted Change Request for Profile Information, press the [**Edit**] button and make any necessary changes to the record on the left pane. The Request Status on the Personal Information Change Request Approval screen will be changed from “**Submitted**” to “**Under Review**”.

To approve a submitted request, press the [**Approve**] button. Once approved, the Employee Profile will be updated with the new changes and a history record will be created in Payroll. The Current Profile will be updated with the new changes, and it will be available for editing in the Profile Information screen. A history of approved records is kept via the drop-down list at the top of the Profile Information screen. Also, the request will be removed from the list of submitted requests in the Request Approval screen.

To reject a submitted request, press the [**Reject**] button. The rejected record will become available for editing again by the employee in the Profile Information screen so that it may be re-submitted. The request will also be removed from the list of submitted requests in the Request Approval screen.

W-4 – Change Request



Transcation No	Date	Comments	Approve Reject Close
491	2010-11-22	Updating W-4 2010	

Effective Date 10152010 Comment Updating W-4 2010

Page 1, go to page 2

Form W-4 (2010)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes
Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2010 expires February 16, 2011. See Pub. 505, Tax Withholding and Estimated Tax.
Note. You cannot claim exemption from withholding if (a) your income exceeds $950 and includes more than $300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.
Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations.
Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages
Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.
Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.
Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.
Two earners/Multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.
Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens. before completing this Form.
Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2010. See Pub. 919, especially if your earnings exceed $130,000 (Single) or $180,000(Married).

Personal Allowances Worksheet (Keep for your records.)

A Enter “1” for **yourself** if no one else can claim you as a dependent	A	1
B Enter “1” if: You are single and have only one job; or You are married, have only one job, and your spouse does not work; or Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.	B	1
C Enter “1” for your **spouse**. But, you may choose to enter “-0-” if you are married and have either a working spouse or more than one job. (Entering “-0-” may help you avoid having too little tax withheld.)	C	1
D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return	D	2
E Enter “1” if you will file as **head of household** on your tax return (see conditions under **Head of household** above)	E	1
F Enter “1” if you have at least $1,800 of **child or dependent care expenses** for which you plan to claim a credit (**Note**. Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	1
G Child Tax Credit (including additional child tax credit). See Pub 972, Child Tax Credit, for more information. If your total income will be less than $61,000 ($90,000 if married), enter “2” for each eligible child; then **less** "1" if you have three or more eligible children. If your total income will be between $61,000 and $84,000 ($90,000 and $119,000 if married), enter “1” for each eligible child plus “1” **additional** if you have six or more eligible children.	G	2
H Add lines A through G and enter total here. (**Note.** This may be different from the number of exemptions you claim on your tax return.)	H	9

For accuracy,**complete all worksheets that apply.** If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
If you have **more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $18,000 ($32,000 if married) see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074
2010

1 Type or print your first name and middle initial. Alfred
Last Name Jonas
2 **Your social security number** 315695012
Home address(number and street or rural route)
3 Single Married Married, but withhold at higher Single rate
Note. If married, but legally separated, or spouse is a nonresident alien, check the “Single” box.

To access the W-4 for approval, click on the **Transaction No.** of the request to be approved in the Request Approval screen.

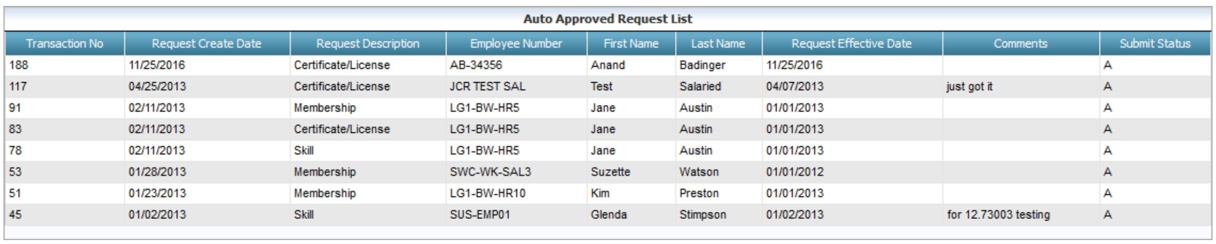
To approve the W-4 request, press the **[Approve]** button. Once approved, the Employee Profile in Payroll will be updated. A new Employment History record will be created, and the Federal Filing Status will be updated to reflect the status (Single/Married) entered in line 3 on the W-4. The Federal Filing Status for “Single” is “01” and “Married” is “02”.

The Primary Exemption field on the **Tax Tab** of the Employee Profile will be updated with the value entered in line 5 on the W-4 screen. Federal Withholding tax will be inserted in the Overrides pop-up on the **Tax** tab of the Employee Profile, with the value entered in line 6 on the W-4. The Tax Amount will be the value from line 6 and the Amount Type will be “00” (Additional Tax). Once approved, the Original W-4 will be editable again, and will be updated with the latest changes that were approved.

To reject the W-4 request, press the [**Reject**] button. The record with the same transaction number will be editable in the W-4 Information screen for further changes.

The W-4 may also be approved or rejected by clicking on the Approve or Reject link in the Personal Information Change Request Approval screen.

Auto Approved Request List – Screen



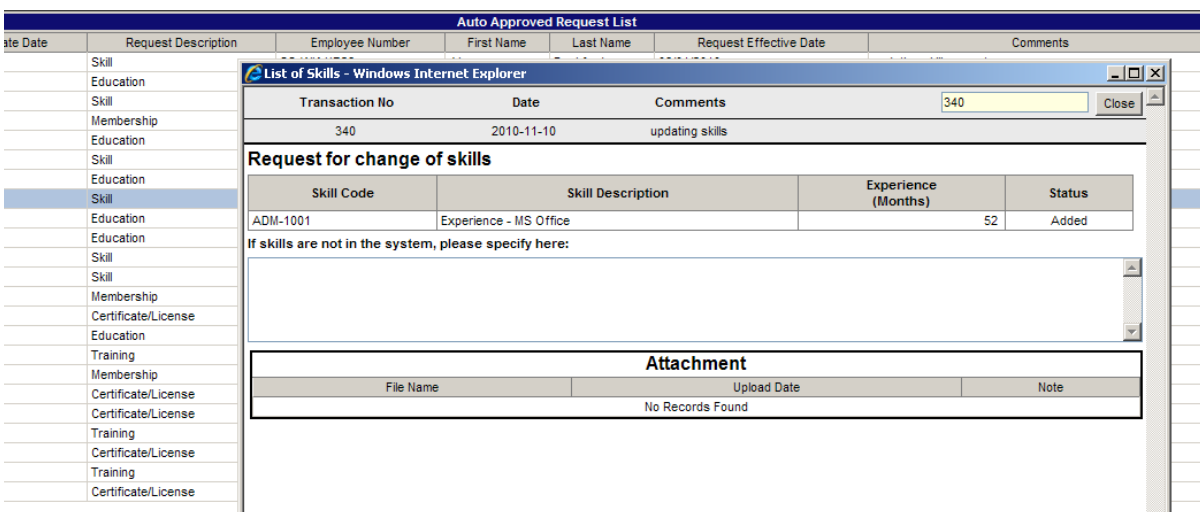
Auto Approved Request List

Transaction No	Request Create Date	Request Description	Employee Number	First Name	Last Name	Request Effective Date	Comments	Submit Status
188	11/25/2016	Certificate/License	AB-34356	Anand	Badinger	11/25/2016		A
117	04/25/2013	Certificate/License	JCR TEST SAL	Test	Salaried	04/07/2013	just got it	A
91	02/11/2013	Membership	LG1-BW-HR5	Jane	Austin	01/01/2013		A
83	02/11/2013	Certificate/License	LG1-BW-HR5	Jane	Austin	01/01/2013		A
78	02/11/2013	Skill	LG1-BW-HR5	Jane	Austin	01/01/2013		A
53	01/28/2013	Membership	SWC-WK-SAL3	Suzette	Watson	01/01/2012		A
51	01/23/2013	Membership	LG1-BW-HR10	Kim	Preston	01/01/2013		A
45	01/02/2013	Skill	SUS-EMP01	Glenda	Stimpson	01/02/2013	for 12.73003 testing	A

Submitted and approved requests to add/remove Skills, Education, Certifications/Licenses and Memberships are displayed in this log. Submitted requests are displayed with a status of “**S**”, and approved requests are displayed with a status of “**A**”.

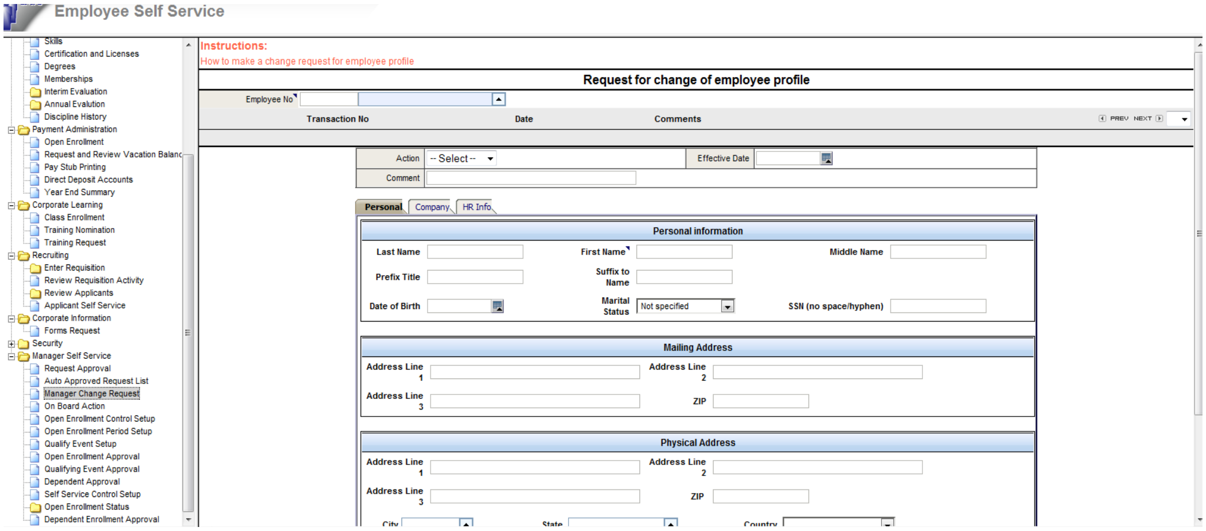
Skills, Education, Certifications/Licenses and Memberships with a status of “**A**” have either been approved manually or automatically without going through the normal approval process.

Requests are automatically approved after submittal when the flag is checked in the Self Service Control Setup screen.

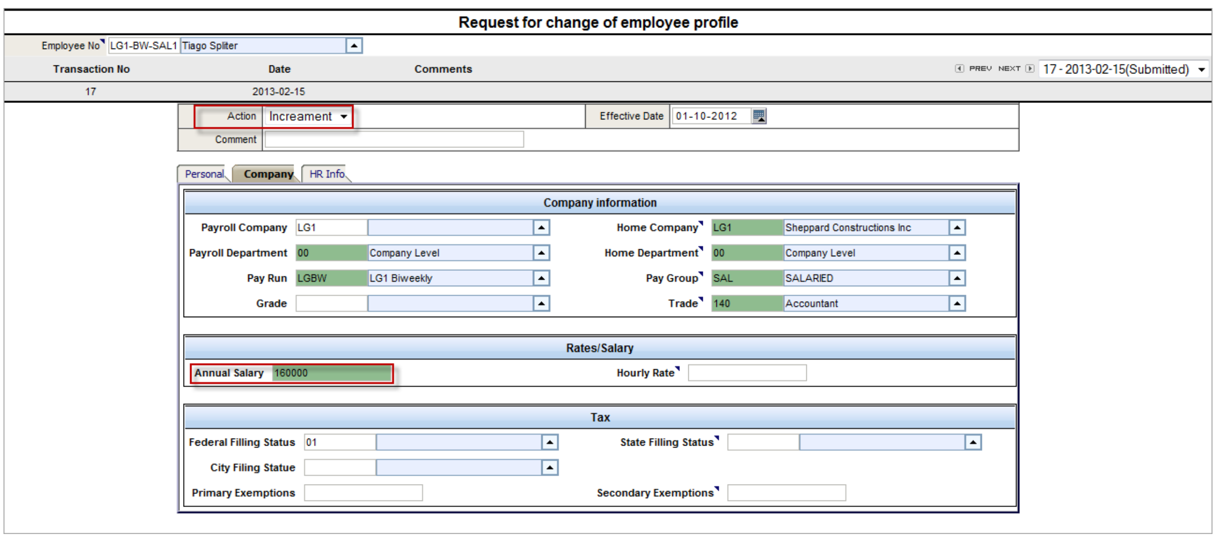


Users may click on the **Transaction No.** of any record to view the details.

Manager Change Request – Screen



This screen is used by administrators to request a change to an Employee Profile record.



The admin chooses the Employee Number, Action, and Effective Date, then makes a required change.

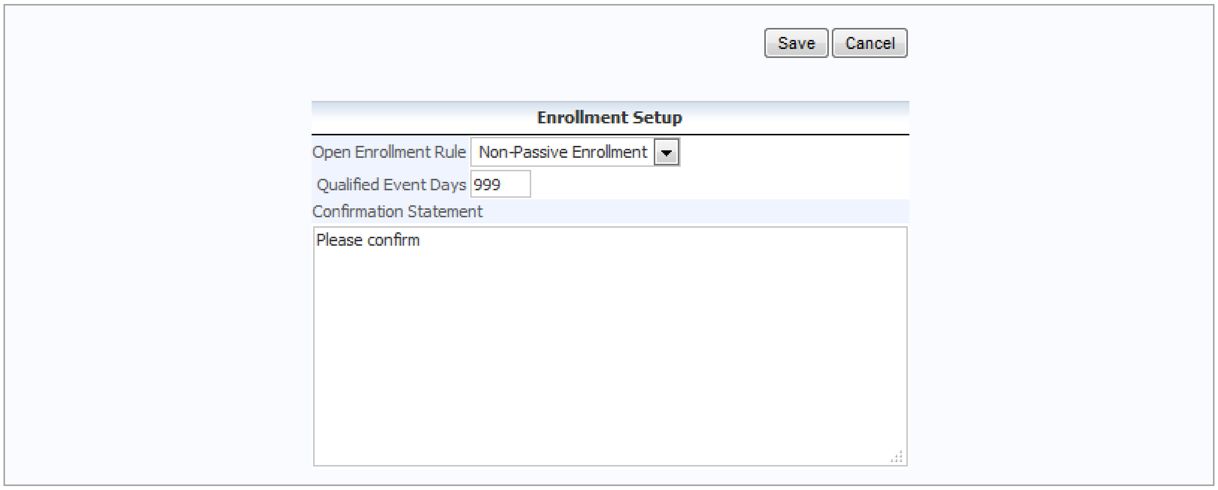
Then [**Submit**] the change.

After the request for change has been submitted, it cannot be edited or changed on the same screen.

On Board Action – Screen

This functionality is currently not used.

Open Enrollment Control Setup – Screen



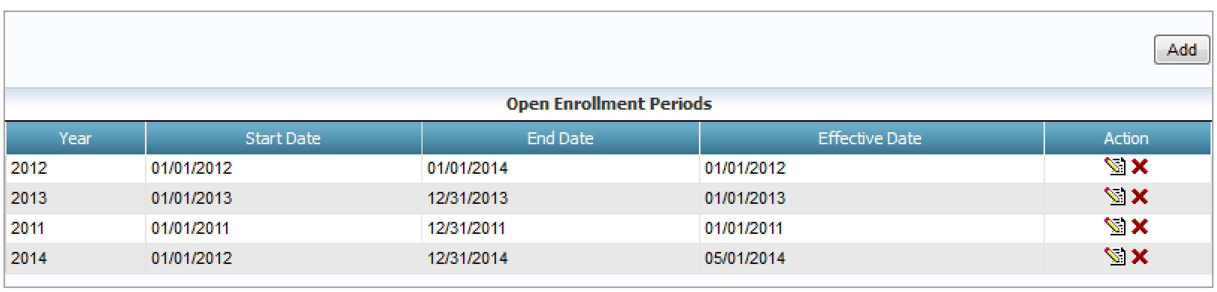
This Control File for Open Enrollment is used to specify the Open Enrollment Rule, Qualified Event Days and Confirmation Statement.

If the Open Enrollment rule is set to Passive Enrollment, the employee may review the changes made to their benefit/deduction elections but they do not have to make any changes and their current plans will continue after the period end date. For Non-Passive Enrollment, the employee must make their elections before the period end date.

The Qualified Event Days is the number of days that the employee has to make their benefit elections after the effective date of the Qualifying Event which is specified when reporting the Qualifying Event. The period start date for the Qualifying Event in the Open Enrollment screen will be the Qualifying Event effective date. The period end date is the Qualifying Event period start date + the number of days in the Qualified Event Days set up in the Control File.

The Confirmation Statement entered here will be displayed when the user submits changes to their benefit/deduction elections for approval.

Open Enrollment Period Setup – Screen

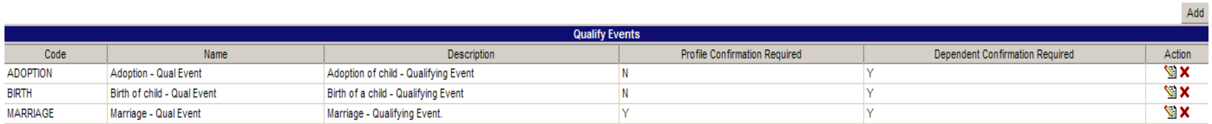


Year	Start Date	End Date	Effective Date	Action
2012	01/01/2012	01/01/2014	01/01/2012	
2013	01/01/2013	12/31/2013	01/01/2013	
2011	01/01/2011	12/31/2011	01/01/2011	
2014	01/01/2012	12/31/2014	05/01/2014	

The time during which the employee may make changes to their benefit/deduction elections is specified in this screen. This period range applies to "General" changes to the benefit/deduction elections, not Qualifying Event benefit/deduction elections.

Only one link (e.g. "Enroll Now") will appear in the Open Enrollment screen at a time. If the link is on a "General" period, it will only appear during the period dates specified here. The Start Date and End Dates in the Welcome to Open Enrollment screen will reflect the period dates entered here. After this time, the period will not be displayed in Open Enrollment and the employee will not be able to make any changes in that period.

Qualify Event Setup – Screen

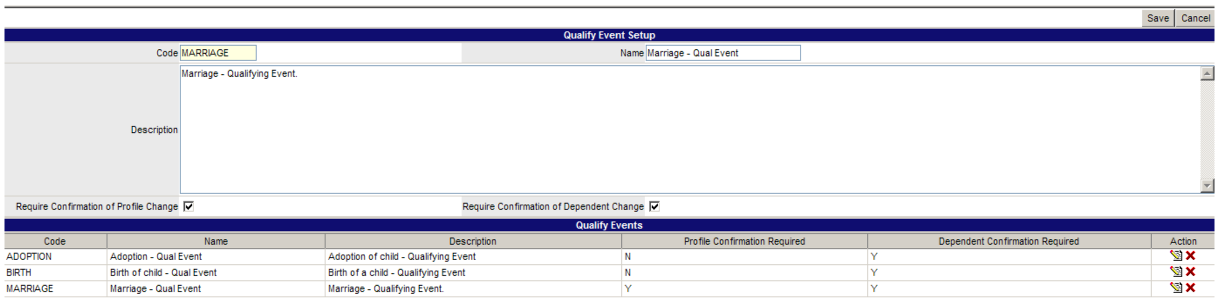


Add

Qualify Events					
Code	Name	Description	Profile Confirmation Required	Dependent Confirmation Required	Action
ADOPTION	Adoption - Qual Event	Adoption of child - Qualifying Event	N	Y	
BIRTH	Birth of child - Qual Event	Birth of a child - Qualifying Event	N	Y	
MARRIAGE	Marriage - Qual Event	Marriage - Qualifying Event.	Y	Y	

This setup screen allows employees to define different types of Qualifying Events.

These Qualifying Events may be submitted for approval so that new enrollments or changes to current elections may be made. To add a Qualifying Event, press the [**Add**] button.



Save Cancel

Qualify Event Setup

Code MARRIAGE Name Marriage - Qual Event

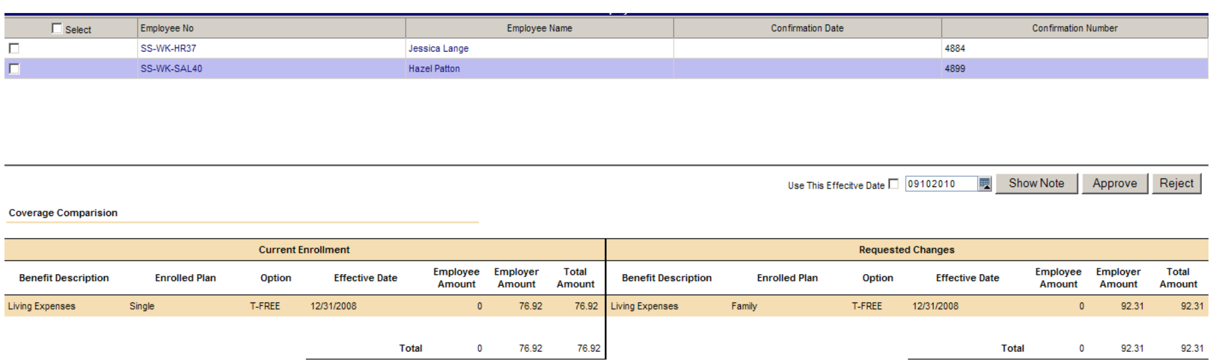
Description: Marriage - Qualifying Event.

Require Confirmation of Profile Change ☑ Require Confirmation of Dependent Change ☑

Qualify Events					
Code	Name	Description	Profile Confirmation Required	Dependent Confirmation Required	Action
ADOPTION	Adoption - Qual Event	Adoption of child - Qualifying Event	N	Y	
BIRTH	Birth of child - Qual Event	Birth of a child - Qualifying Event	N	Y	
MARRIAGE	Marriage - Qual Event	Marriage - Qualifying Event.	Y	Y	

Enter the Code, Name and Description. Check the Require Confirmation of Profile Change flag and/or Require Confirmation of Dependent Change flag if necessary. When done, press the [**Save**] button or [**Cancel**] to exit. If the Require Confirmation of Profile Change flag or Require Confirmation of Dependent Change flag is checked, then the Profile request or Dependent request associated with this Qualifying Event must be selected when submitting a Qualifying Event for approval.

Open Enrollment Approval – Screen



Select	Employee No	Employee Name	Confirmation Date	Confirmation Number
☐	SS-WK-HR37	Jessica Lange		4884
☐	SS-WK-SAL40	Hazel Patton		4899

Use This Effective Date ☐ 09102010 Show Note Approve Reject

Coverage Comparision

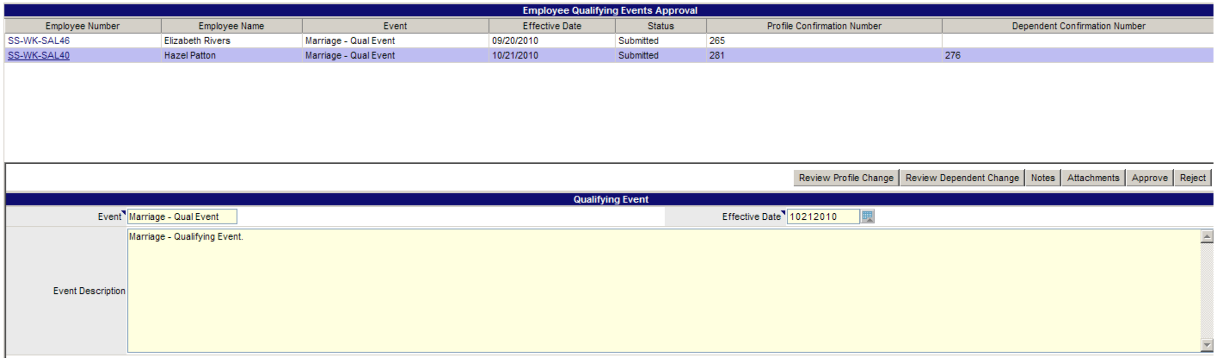
Current Enrollment							Requested Changes						
Benefit Description	Enrolled Plan	Option	Effective Date	Employee Amount	Employer Amount	Total Amount	Benefit Description	Enrolled Plan	Option	Effective Date	Employee Amount	Employer Amount	Total Amount
Living Expenses	Single	T-FREE	12/31/2008	0	76.92	76.92	Living Expenses	Family	T-FREE	12/31/2008	0	92.31	92.31
			Total	0	76.92	76.92				Total	0	92.31	92.31

Benefit/Deduction elections that have been submitted are available in the Open Enrollment Approval screen to be approved or rejected.

If the request is approved, the benefits/deductions will be elected for the employee and HR/Payroll will be updated. The Election By Employee and Election by Plans screens in HR should be updated, and the Employee Benefits Maintenance and Employee Deductions Maintenance screens in Payroll should be updated. If the request is rejected, it is removed from the Open Enrollment Approval screen and the employee will have to make more changes in Open Enrollment and then re-submit.

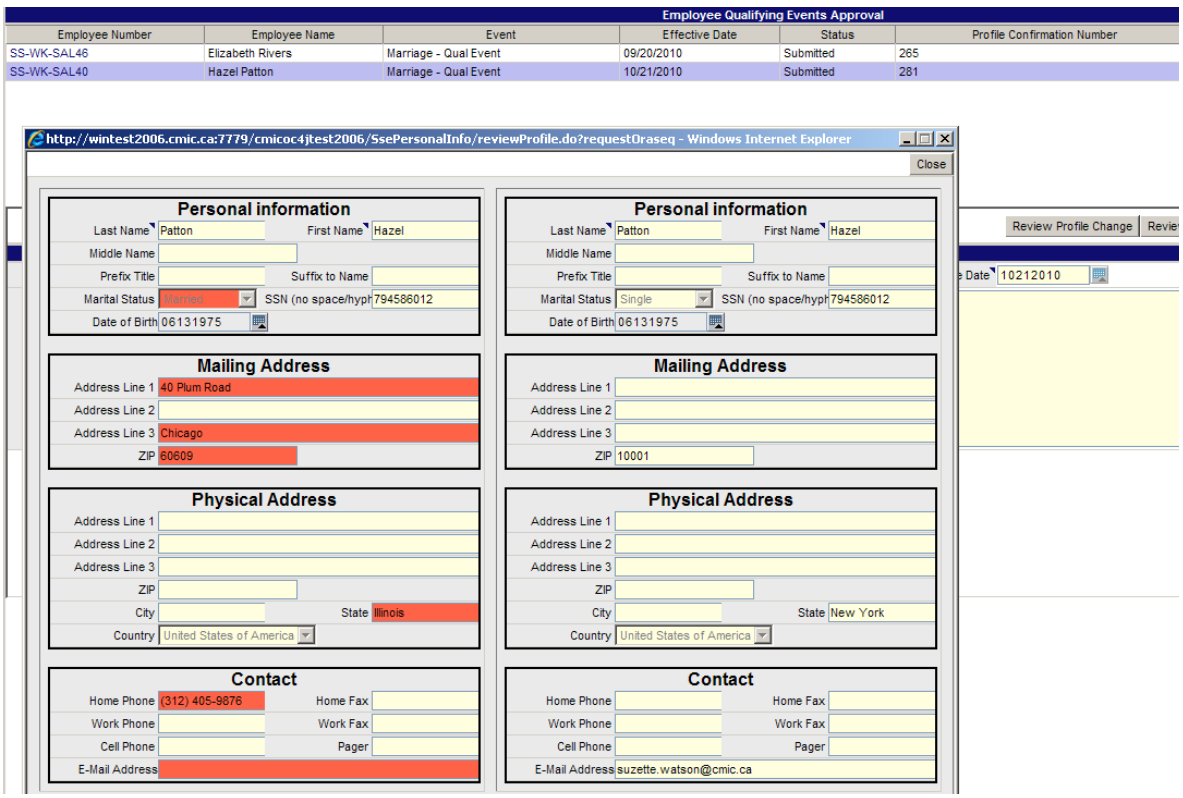
An email notification is sent to the employee's email address as specified on the Employee Profile when the request is approved or rejected.

Qualifying Event Approval – Screen

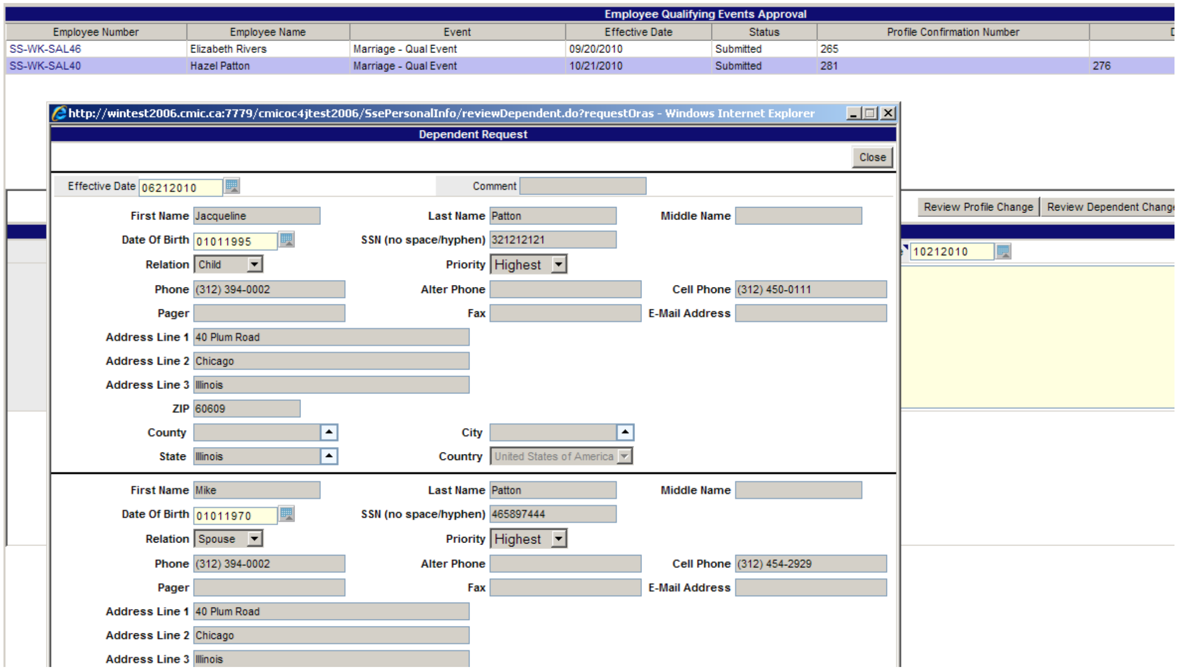


Qualifying Events that have been submitted are displayed in the Qualifying Events Approval screen for approval.

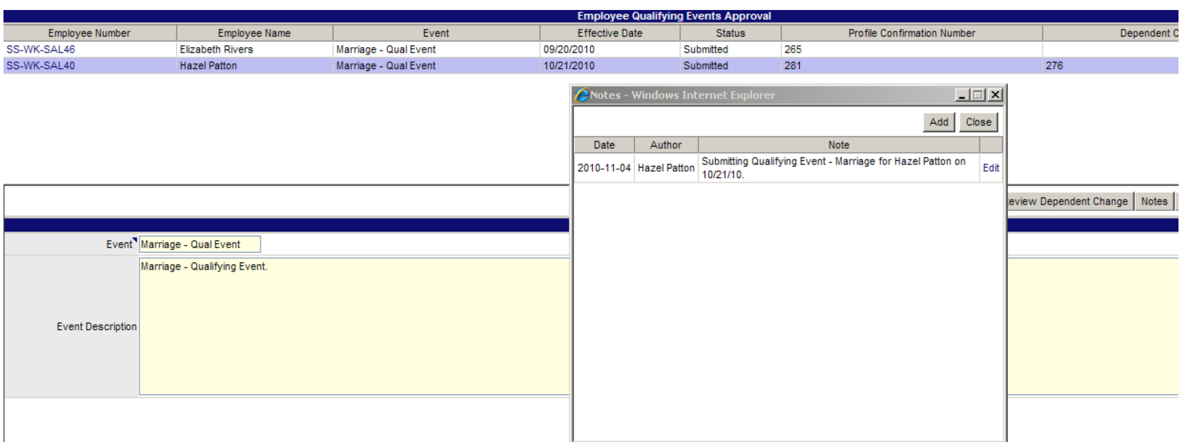
Select the Qualifying Event for the employee that will be approved.



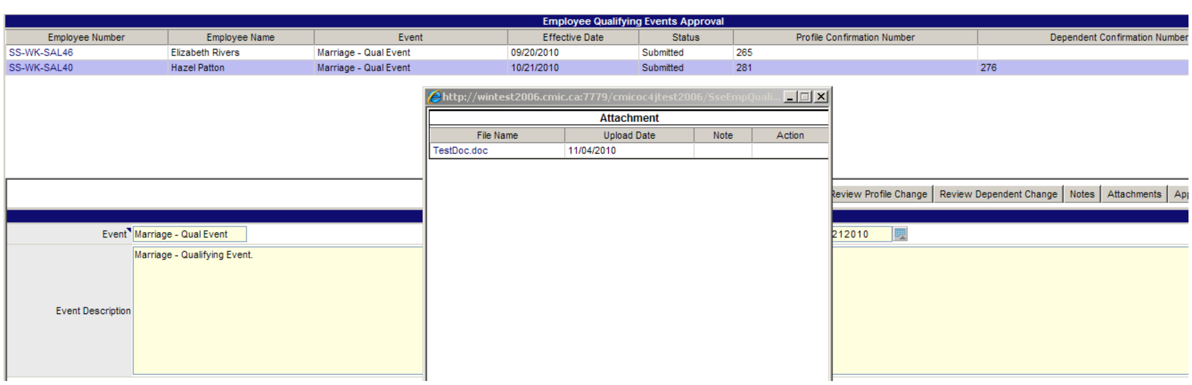
The [**Review Profile Change**] button displays the Profile record associated with the Qualifying Event that was assigned when submitting the Qualifying Event.



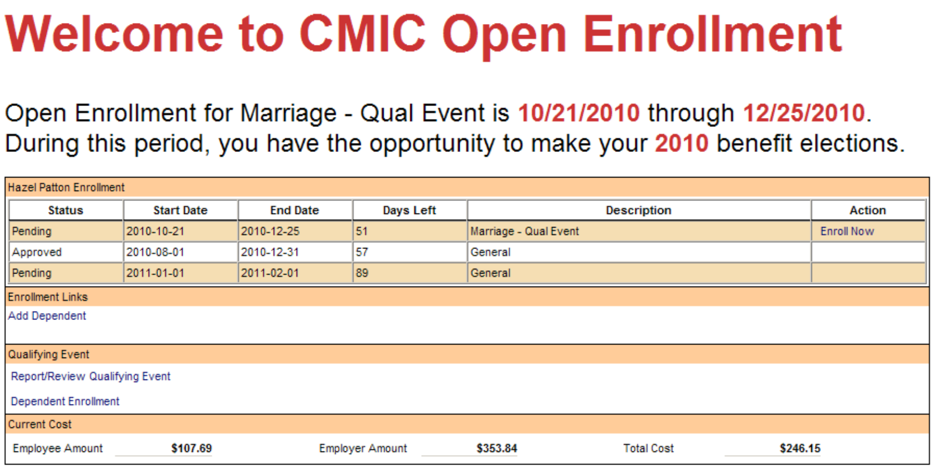
The [**Review Dependent Change**] button displays the dependent record associated with the Qualifying Event that was assigned when submitting the Qualifying Event.



The [**Notes**] button displays any notes that were submitted with the Qualifying Event. More notes may be added here.



The [**Attachments**] button displays any attachments that were submitted with the Qualifying Event.

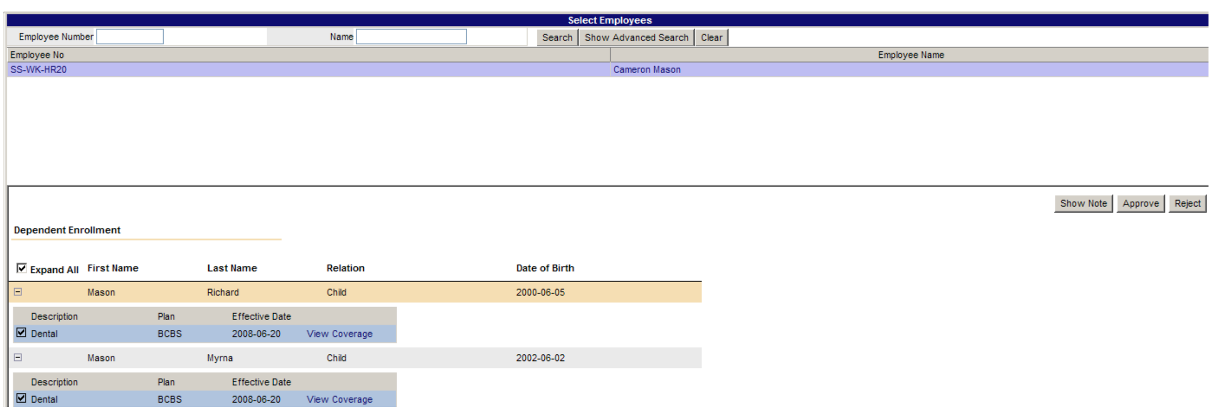


Press the [**Approve**] button to approve. When the request is approved, the Qualifying Event will appear in the Welcome to CMIC Open Enrollment screen if the period range is current.

Press the [**Reject**] button to reject the request. When the request is rejected, the record is removed from the Approval screen and the employee will have to make the necessary changes and re-submit.

An email notification is sent to the employee's email address as specified on the Employee Profile when the request is approved or rejected.

Dependent Approval – Screen

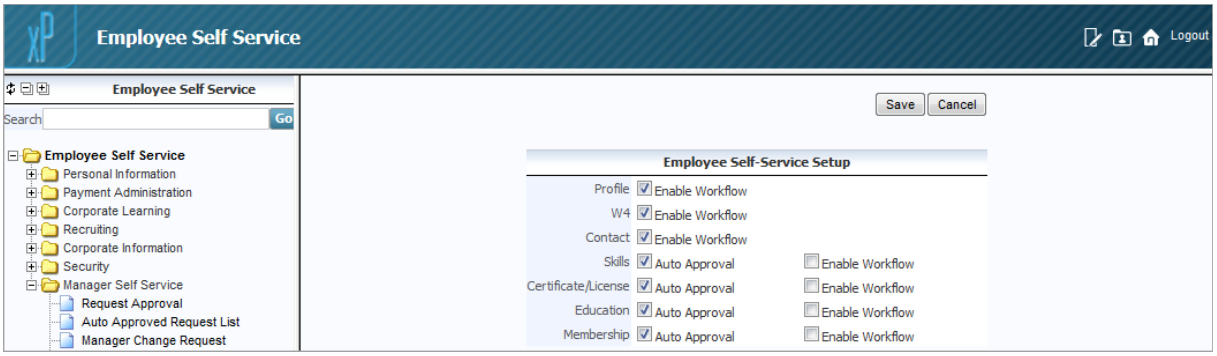


Dependent requests that have been submitted will be displayed in the Dependent Approval screen for approval.

The approver may approve or reject the dependent request by pressing the [**Approve**] or [**Reject**] button. Dependents are also updated in HR (i.e. Employee Relatives).

An email notification is sent to the employee's email address as specified on the Employee Profile when the request is approved or rejected.

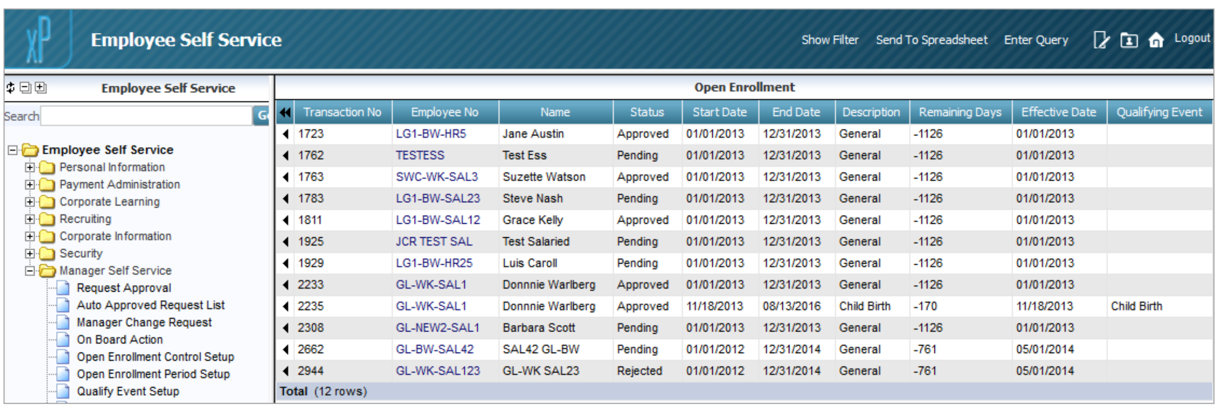
Self Service Control Setup – Screen



This screen is used to enable/disable Approval Workflows for changes to an Employee's Personal Information, and to set whether or not changes to an Employee's Skills, Certificate/License, Education, and Membership information are to be automatically approved (Employee's Profile gets updated without approvals)

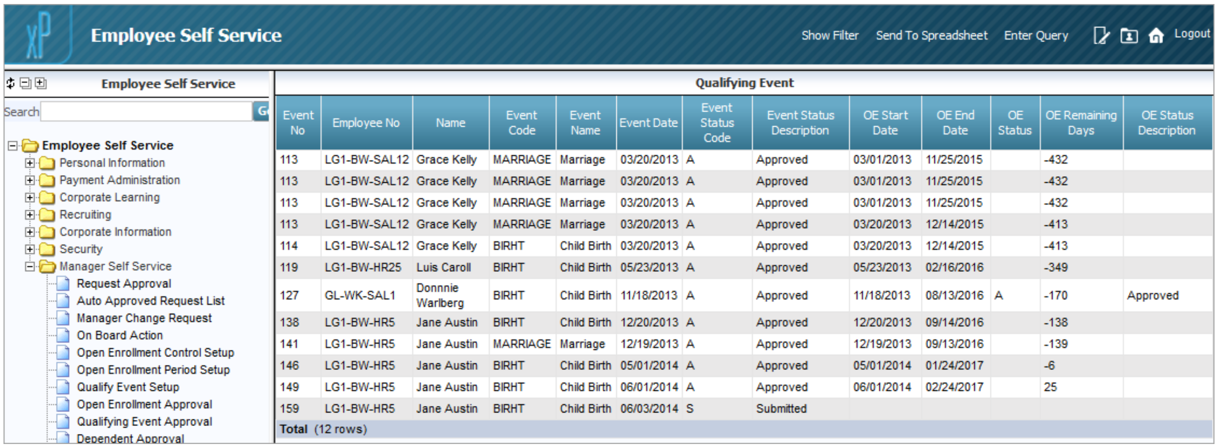
Employee Profile records will be updated once the requests are approved and the request will be displayed in the Auto Approved Request List screen with a Submit Status of "**A**". If the request has been submitted, but not automatically approved, it will appear in the Auto Approved Request List screen with a Submit Status of "**S**".

Open Enrollment Status – Log



The Open Enrollment Status log lists every request transaction related to benefit/deduction elections for employees, whether they are 'general' requests, or Qualifying Event requests. These transactions may be Pending, Submitted or Approved.

Qualifying Event Status – Log



This log screen lists basic details about Qualifying Events, such as their status.

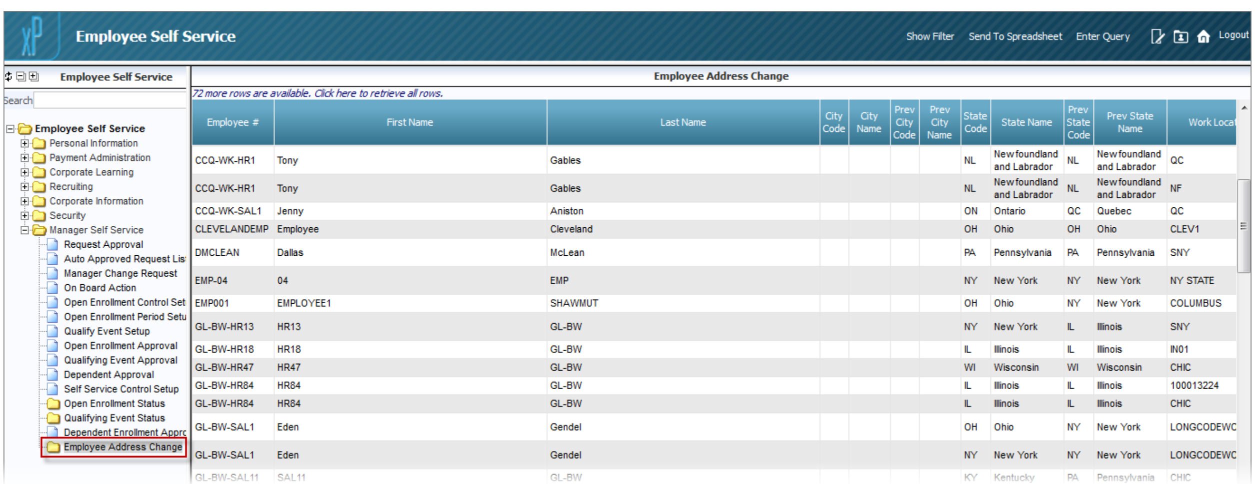
Dependent Enrollment Approval – Screen

This screen allows to Approve or Reject Benefit/Deduction elections for employee's dependents.

If the request is approved, the benefits/deductions will be elected for the employee's dependent and HR/Payroll will be updated. The Election By Employee and Election by Plans screens in HR should be updated, and the Employee Benefits Maintenance and Employee Deductions Maintenance screens in Payroll should be updated. If the request is rejected, it is removed from the Open Enrollment Approval screen and the employee will have to make more changes in Open Enrollment and then re-submit.

An email notification is sent to the employee’s email address as specified on the Employee Profile when the request is approved or rejected.

Employee Address Change – Log



This log screen lists Employee Address Change records and basic details about them.

Security

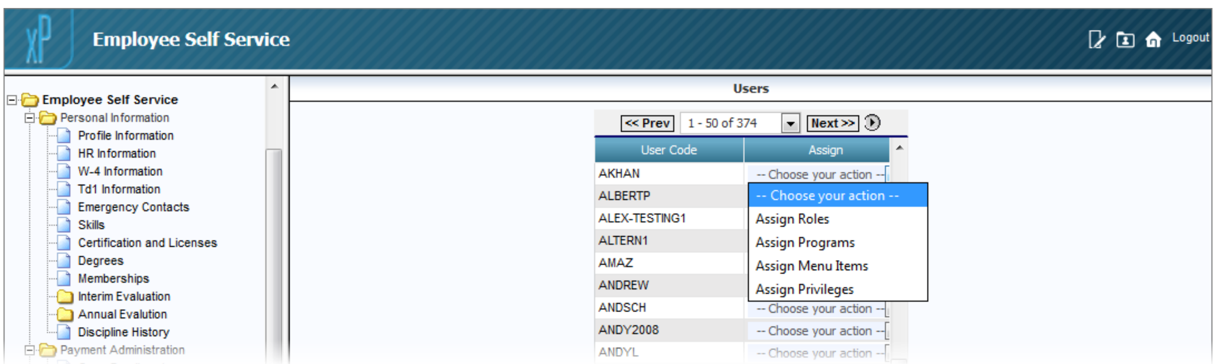
User Maintenance

For details about this screen, please refer to the System Data user guide.

Role Maintenance (JSP Security Roles)

For details about this screen, please refer to the Project Management user guide.

User Access



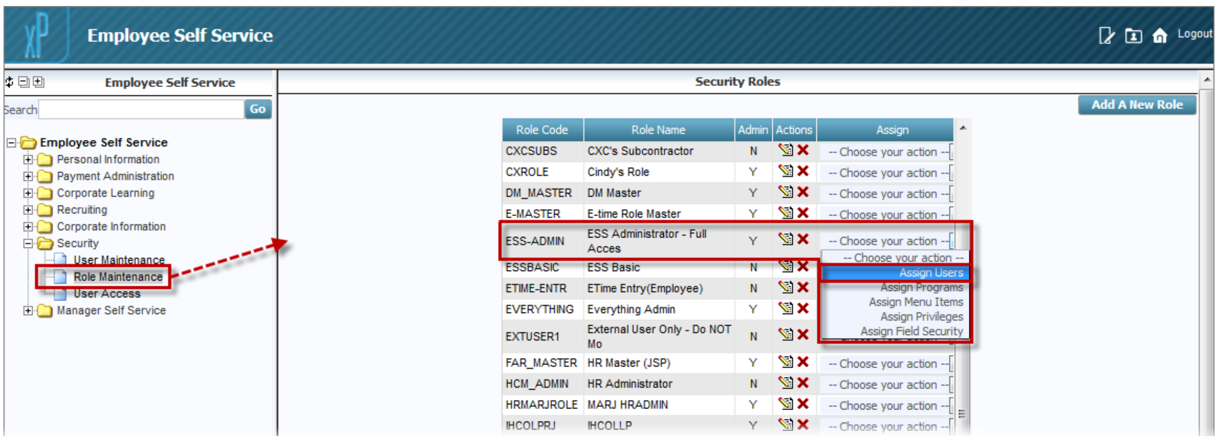
This screen is used to assign security roles, programs, menu items and privileges to User IDs.

ESS Setup

ESS Administrator Setup

The following steps are required to set up an Enterprise User as an ESS Administrator.

Step 1: **JSP Security Role Assignment**



Sample of JSP Role Maintenance screen, in PM JSP module.

JSP Security Roles are used to grant privileges for JSP based screens, such as those of the ESS module. The relevant JSP Security Roles maintenance screen is found in the ESS module, as shown above (standard Treeview path: ***ESS*** > ***Security*** > ***Role Maintenance***).

For the ESS system, JSP Security Roles are used to set which of its screens are available to users assigned them, for both ESS Administrators and Employees.

For details about setting up JSP Security Roles for the ESS system, please refer to the *JSP Security Roles Setup* subsection under the *ESS Setup* section of this guide.

Employees & JSP Role (ESSBASIC Role)

For Employees (not ESS Admins), the standard **ESSBASIC** JSP Security Role that comes with the system is used to set up which screens are available to them. This role does not need to be manually assigned to Employees, as the system automatically does that when they self-register.

ESS Administrators & JSP Roles

For ESS Administrators, one or more new JSP Security Roles need to be created and set up for them, to set which **Manager Self Service** screens in the ESS module are to be available to them. If all administrators are to have the same privileges, then only one role needs to be created for all of them, otherwise, a roll needs to be created for each variation of ESS administration duties.

The appropriate roles are assigned to ESS Administrators manually, using the **Assign Users** action of the JSP Role Maintenance screen, as shown in the previous screenshot.

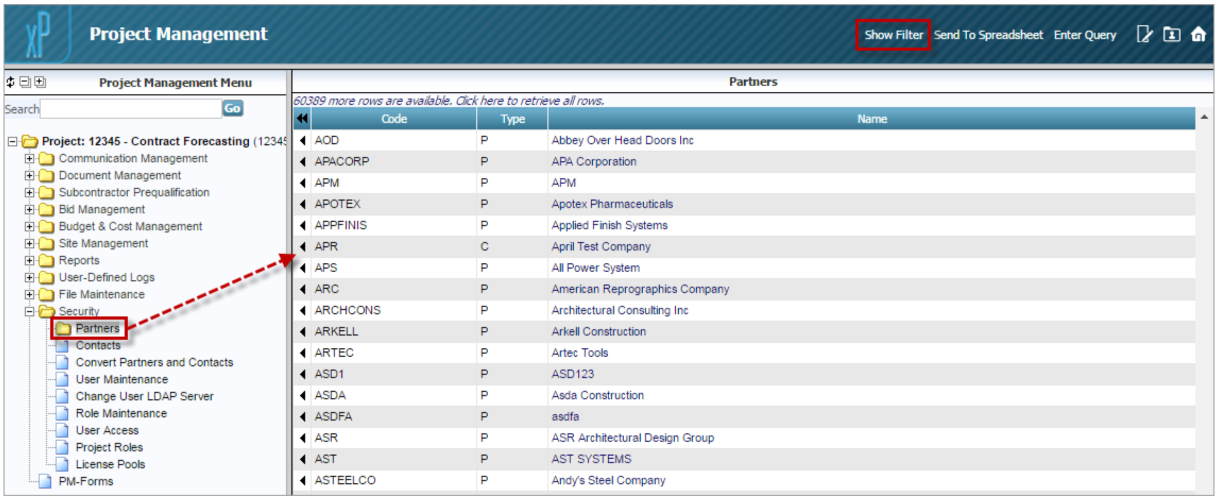
Step 2: **HR Security Role Assignment**

Sample of HR Role Maintenance screen in HCM module; standard Treeview path: ***HCM > File Maintenance > HR Role Maintenance****.*

HR Security Roles (HR Roles for short) are only required for ESS Administrators, and they are used to set up Approval security for them, to set which approval operations for Change Requests (e.g. requests to change dependent information, or to change benefit/deduction plan enrollments) they can perform.

For each type of Change Request, ESS Administrators can be granted **View**, **Approve** and **Reject** privileges. For Change Requests for Profile Information, ESS Admins can be granted **Edit** privileges to change data in the Change Requests.

For details about setting up HR Security Roles, please refer to the *HR Security Roles* subsection under the *ESS Setup* section of this guide.

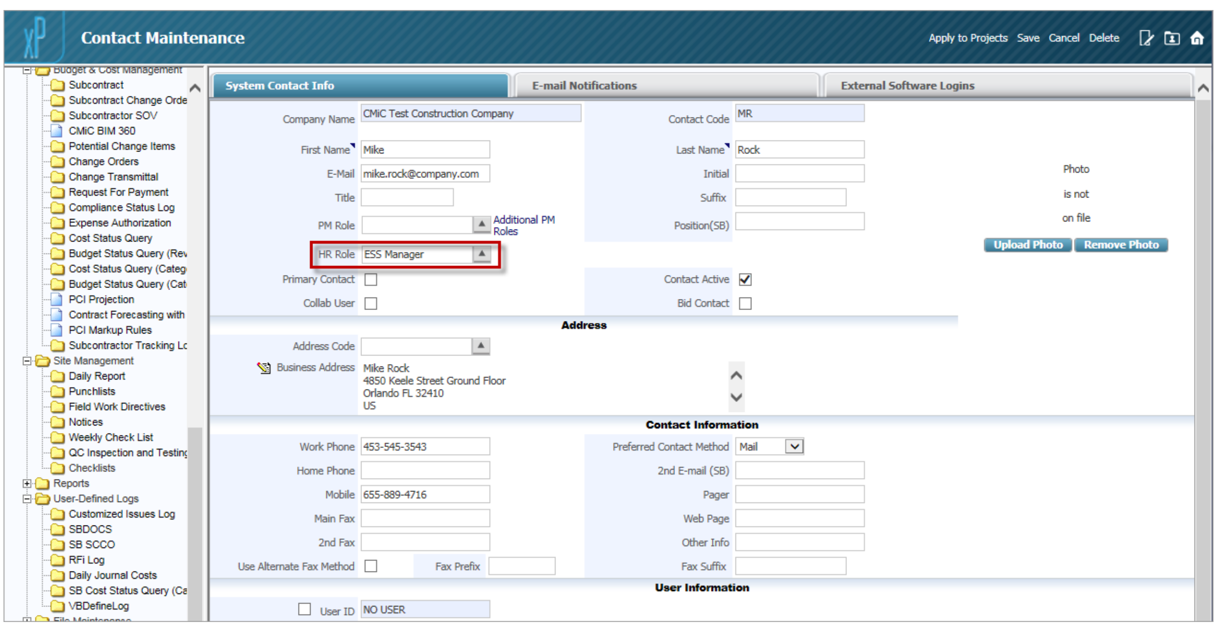


Sample of Partners screen in PM JSP module.

HR Roles are assigned to ESS Administrators via their Contact records. To assign an HR Role to a Contact record, the Partners screen in the PM JSP module must be used (shown above), as only it has the **HR Role** field required to assign an HR Role to a Contact, as shown in the next screenshot.

In the Partners screen, use the screen's filter, framed above, to search for the Company to which the administrator-to-be belongs, then click the link under the **Name** column to view that Company's Contact records.

Next, search for the administrator-to-be, and click the Edit icon under the **Action** column. Next, select the relevant HR Role via the **HR Role** field on the **System Contact Info** tab, as shown below.



Step 3: **Grant Access to ESS**

The way in which ESS Administrators and Employees are granted access to the ESS system is the same. For details, please refer to the *Step 1: Grant Access to ESS* subsection under the *ESS Employee Setup* section.

Step 4: **ESS Self-Registration**

The way in which ESS Administrators and Employees self-register is the same. For details, please refer to the *Step 2: ESS Self-Registration* subsection under the *ESS Employee Setup* section.

ESS Employee Setup

For Employees, the first two steps involved to set up ESS Administrators are not required. The first step is not required, as the JSP Security Role relevant to Employees (**ESSBASIC**) is automatically assigned to them when they self-register. The second step is also not required, as HR Security Roles are only relevant to ESS Administrators.

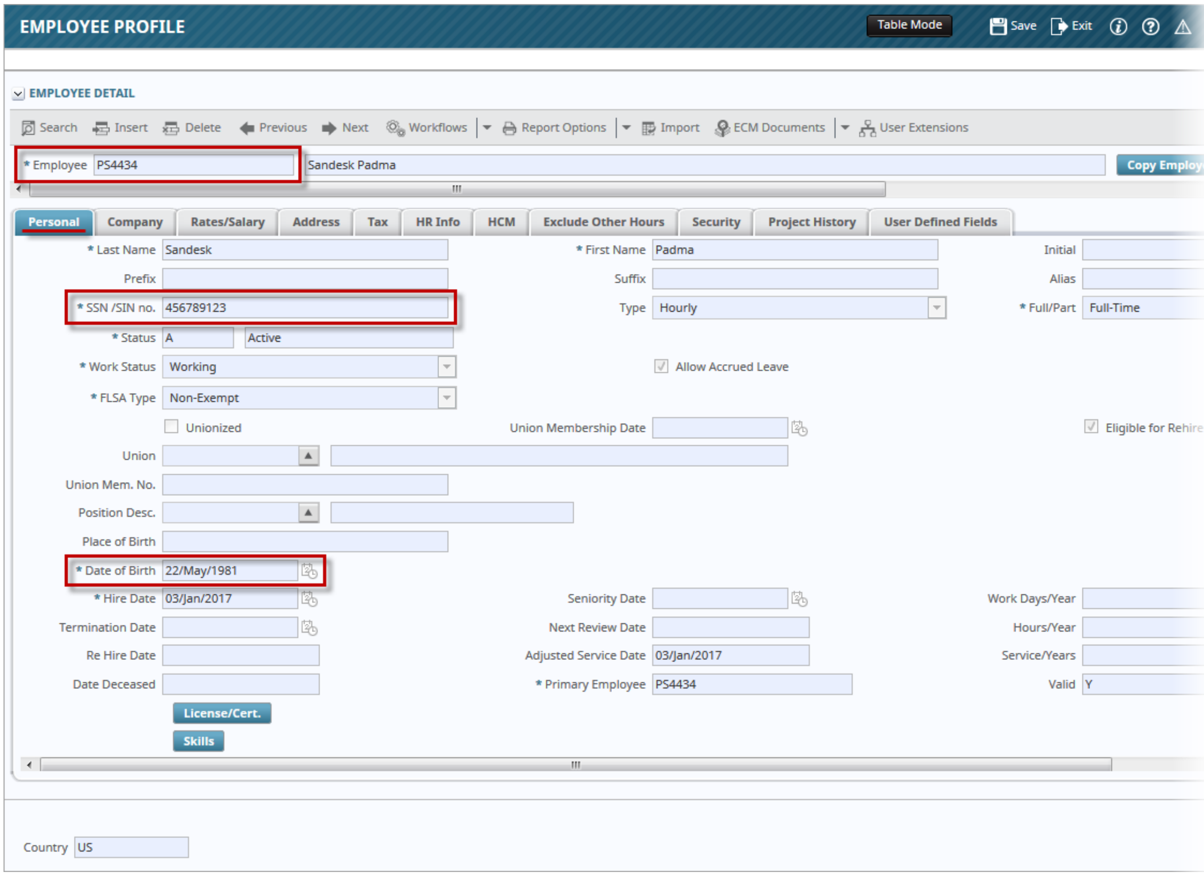
ESSBASIC – JSP Security Role for Employees

For Employees, the standard **ESSBASIC** JSP Security Role that comes with the system is used to set up which screens are available to them. This role needs to be configured, however, it does not need to be manually assigned to users, as the system automatically does that when Employees self-register.

For details about setting up JSP Security Roles for the ESS system, please refer to the *JSP Security Roles Setup* subsection.

Step 1: **Grant Access to ESS**

Part I: **Ensure Employee Profile Has Relevant Details**

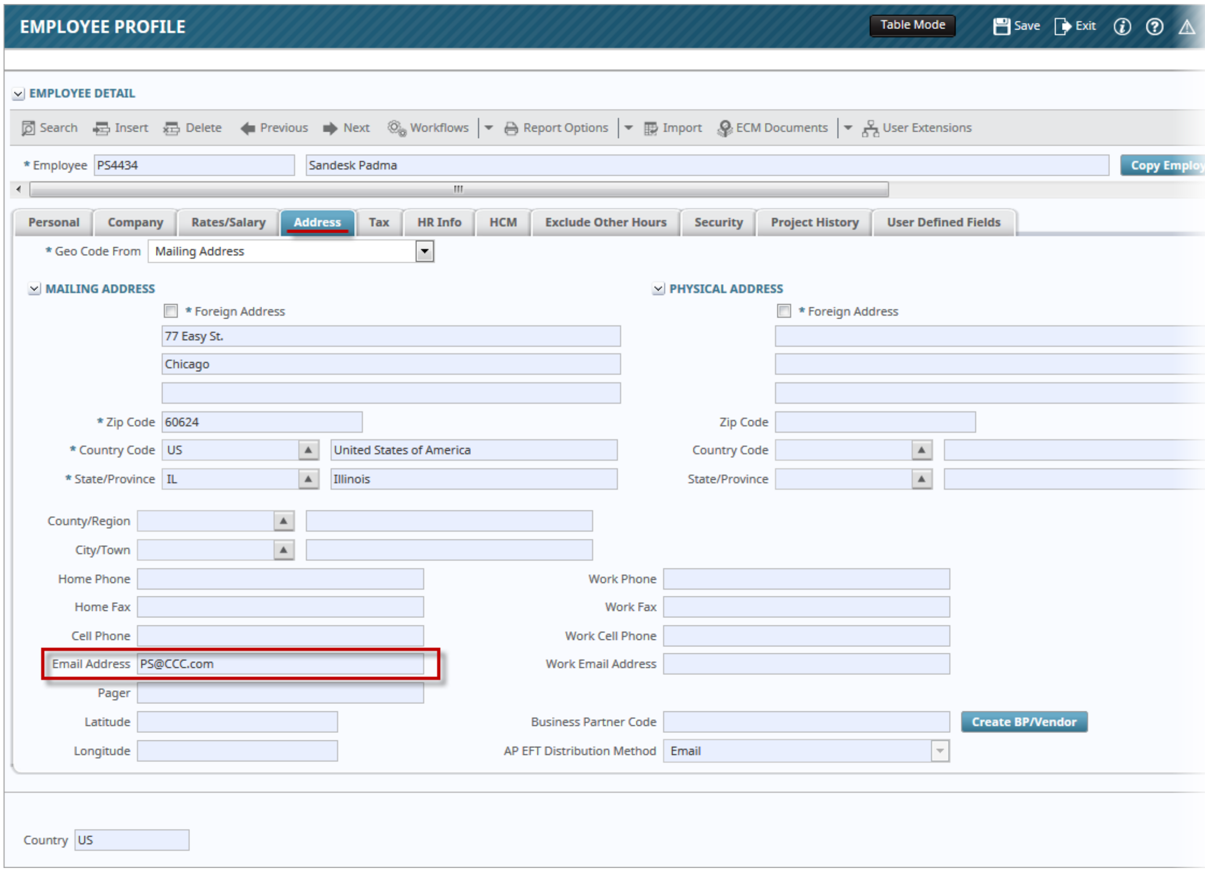


Using the Employee Profile screen, on the **Personal** tab, shown above, ensure that following information is entered:

- Employee Number
- SSN/SIN
- Date of Birth

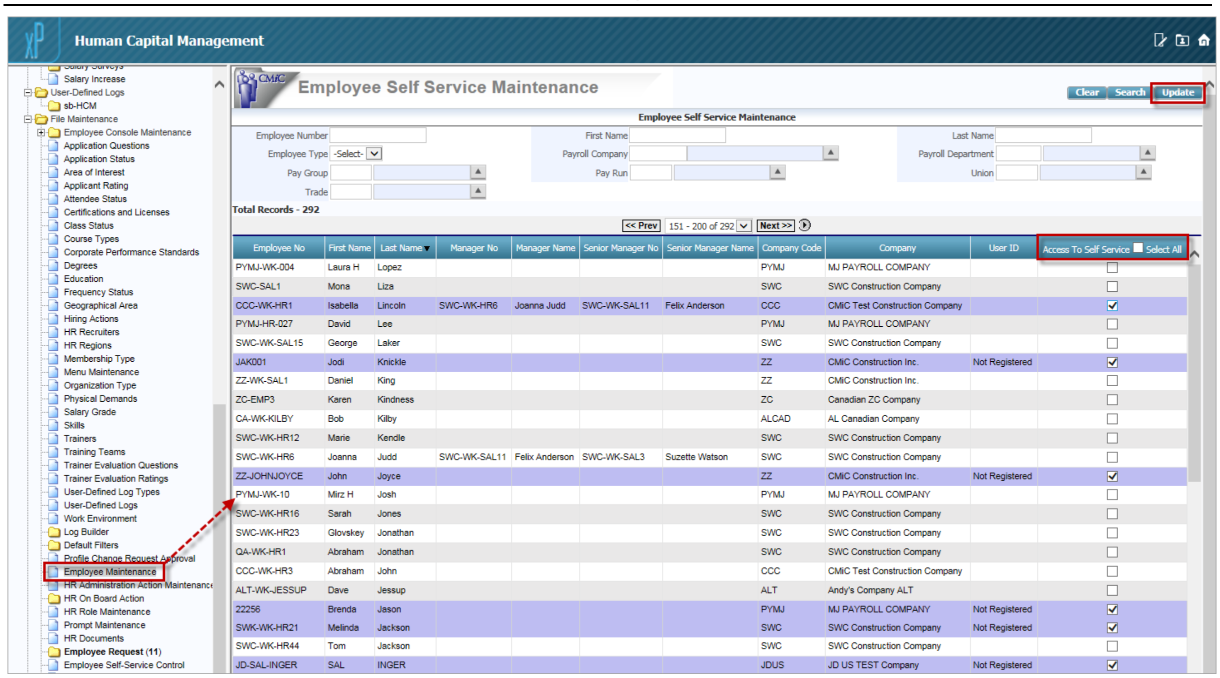
This information is required for the self-registration process.

NOTE: If information is missing, the Employee History screen (program: PYEMPHIST) is used to enter it.



On the **Address** tab, ensure that the **Email Address** field is entered. The e-mail address will be used to send the Employee an e-mail to ask them to self-register.

Part II: **Grant ESS Access & Send Self-Registration E-Mail**



Sample of Employee Self Service Maintenance screen in Human Capital Management module

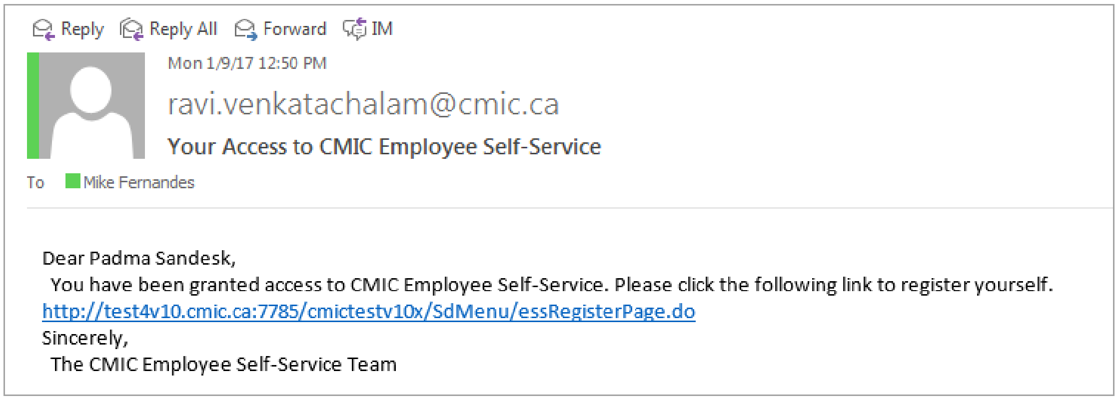
In the HCM module, launch the Employee Self Service Maintenance screen, shown above, via the **Employee Maintenance** link in the HCM module's Treeview. For details about launching the HCM module, please refer to the *Launching HCM Module* subsection under the *Appendix* of this user guide.

In the Employee Self Service Maintenance screen, search for the Employee, click their **Access To Self Service** checkbox, then click the [**Update**] button on the top-right of the screen.

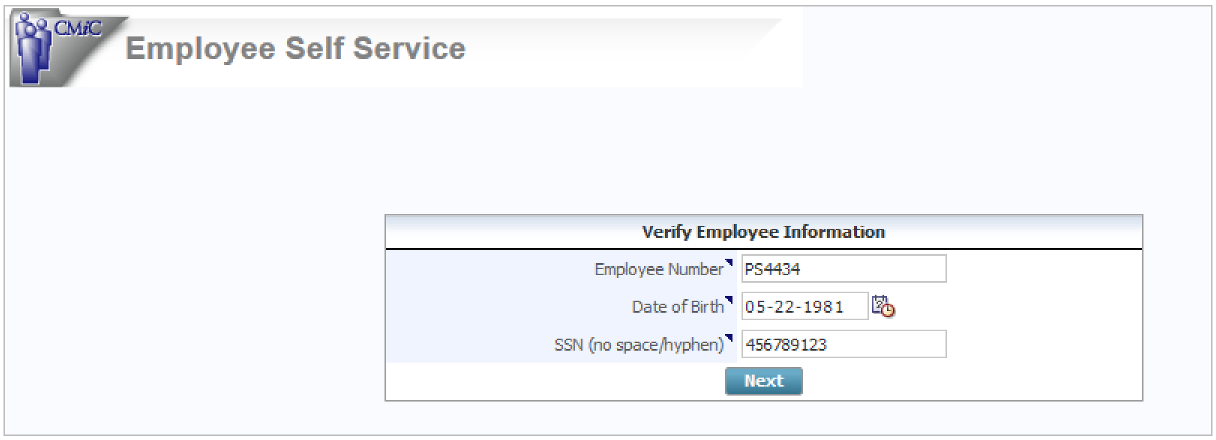
Note that rows of Employees granted access to the ESS module have a purple-blue background.

After clicking the [**Update**] button, an e-mail will be sent to the Employee, asking him/her to register for the Employee Self Service system.

Step 2: **ESS Self-Registration**

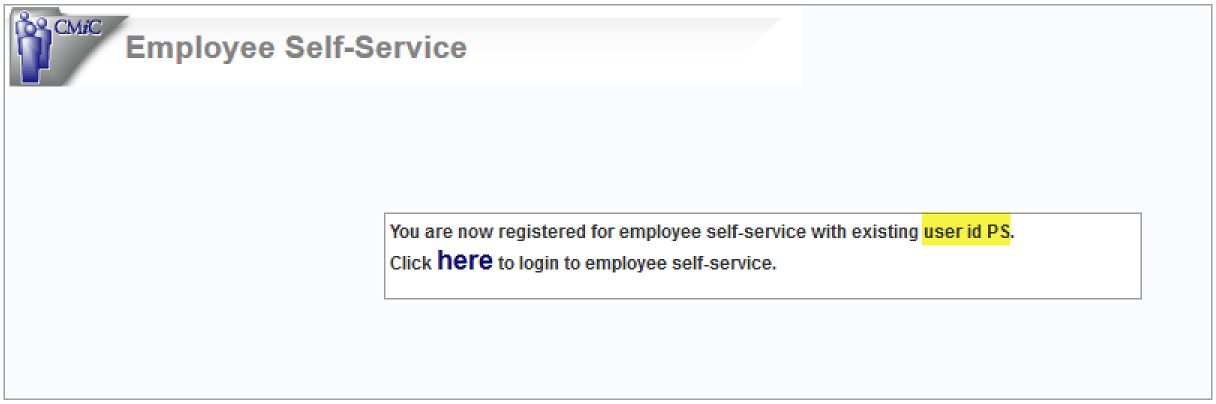


After an Employee is granted access to the ESS system, an e-mail is sent to them, as shown above, asking them to click the provided link to register for the ESS system.



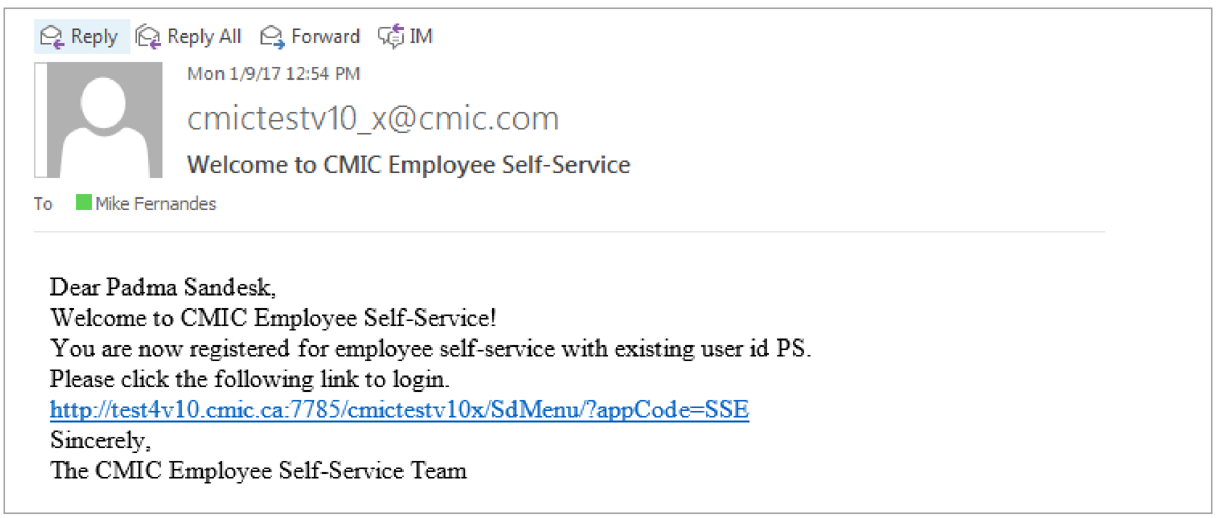
Clicking the provided link launches the following ESS verification screen via the user's default browser. To register for the ESS system, the user enters their **Employee Number**, **Date of Birth** and **SSN** number, and clicks the [**Next**] button.

NOTE: If you are testing this functionality, after you granted access to the ESS system for an Employee, to test the Employee's registration, you must clear your browser's cache. This is necessary since your login credentials are saved by your browser, and they will be automatically used by the ESS Sing-In screen.

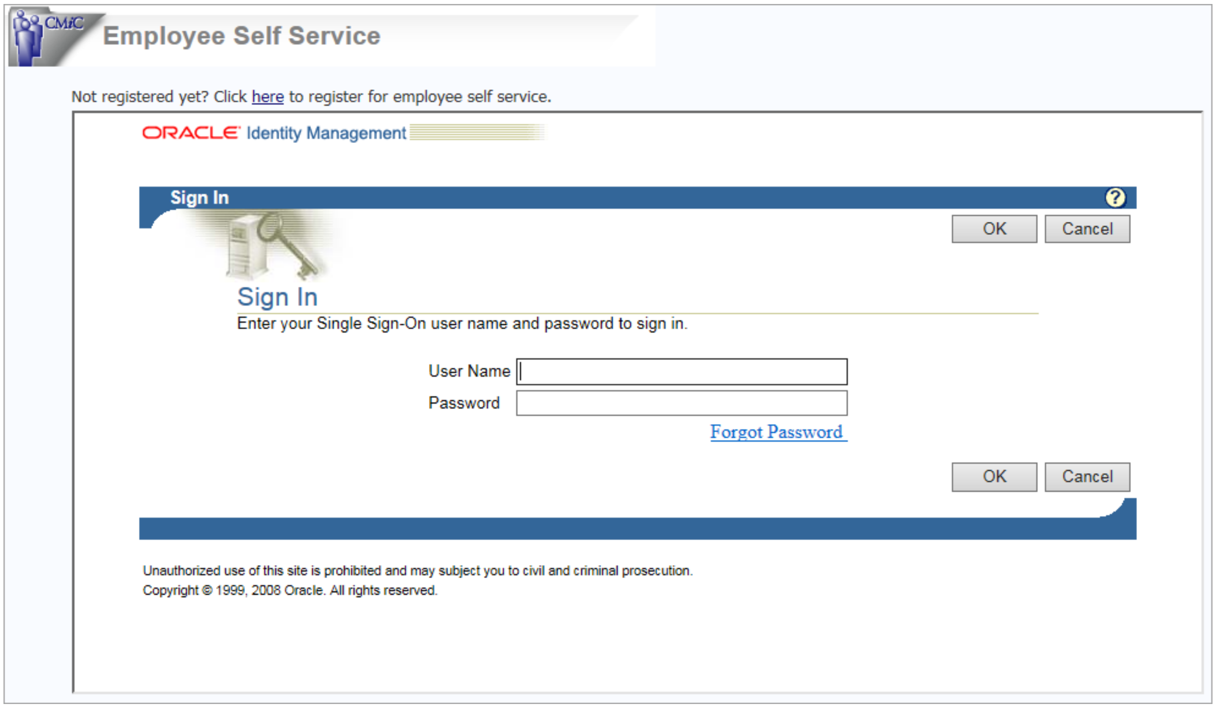


After clicking [**Next**], the following message is displayed, telling the Employee that they are registered for Employee Self Service. The message also contains their existing Enterprise User ID, which is used to log into the ESS system, along with their existing password for Enterprise.

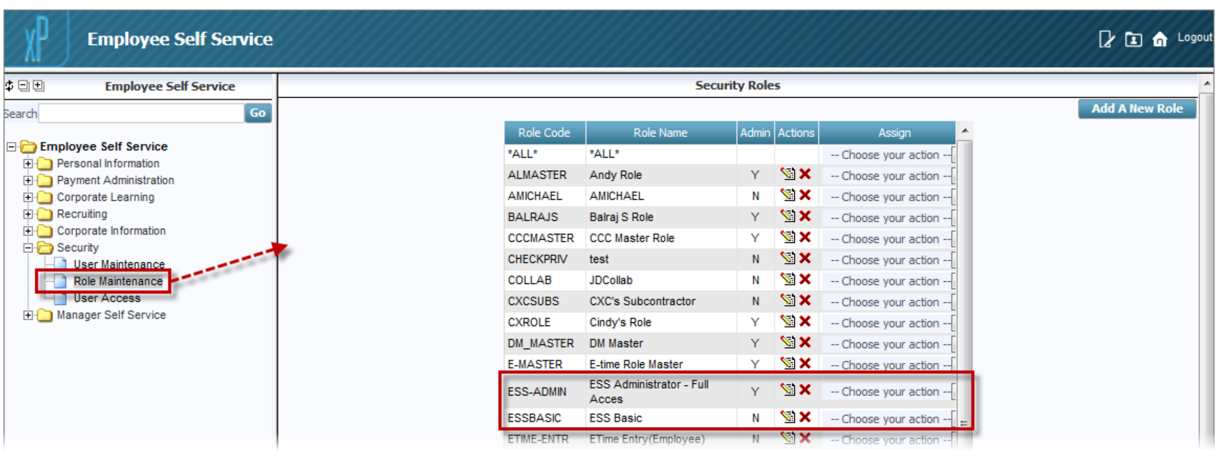
Also, an e-mail will be sent to them, providing a URL link to the ESS Sign In screen, as shown below. The provided URL can be added to the user's browser's Favorites/Bookmarks for easy access.



Clicking the URL launches the following ESS Sign-In screen:



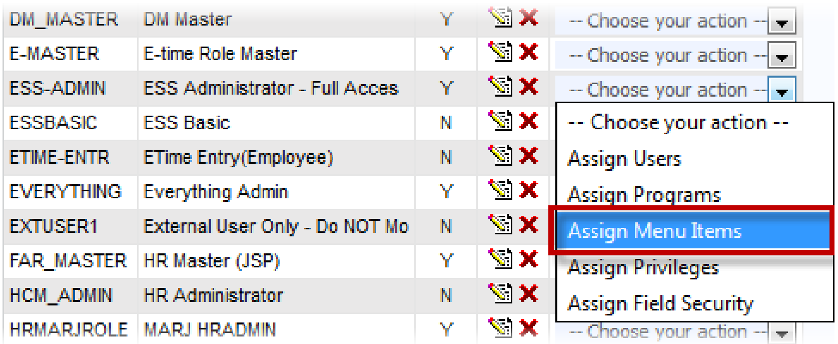
JSP Security Roles Setup



Sample of JSP Role Maintenance screen in ESS module, which is the only JSP Role Maintenance screen with settings relevant to the ESS module (i.e., JSP Role Maintenance screens in other JSP modules <u>*cannot*</u> *be used).*

JSP Security Roles are used to grant privileges for JSP based screens. For the ESS module, which is JSP based, JSP Security Roles are used to set which screens are available to users, for both ESS Administrators and Employees.

In the JSP Security Roles screen of the ESS module, the **Assign Menu Items** action, framed below, is used to set which screens are available to ESS users:

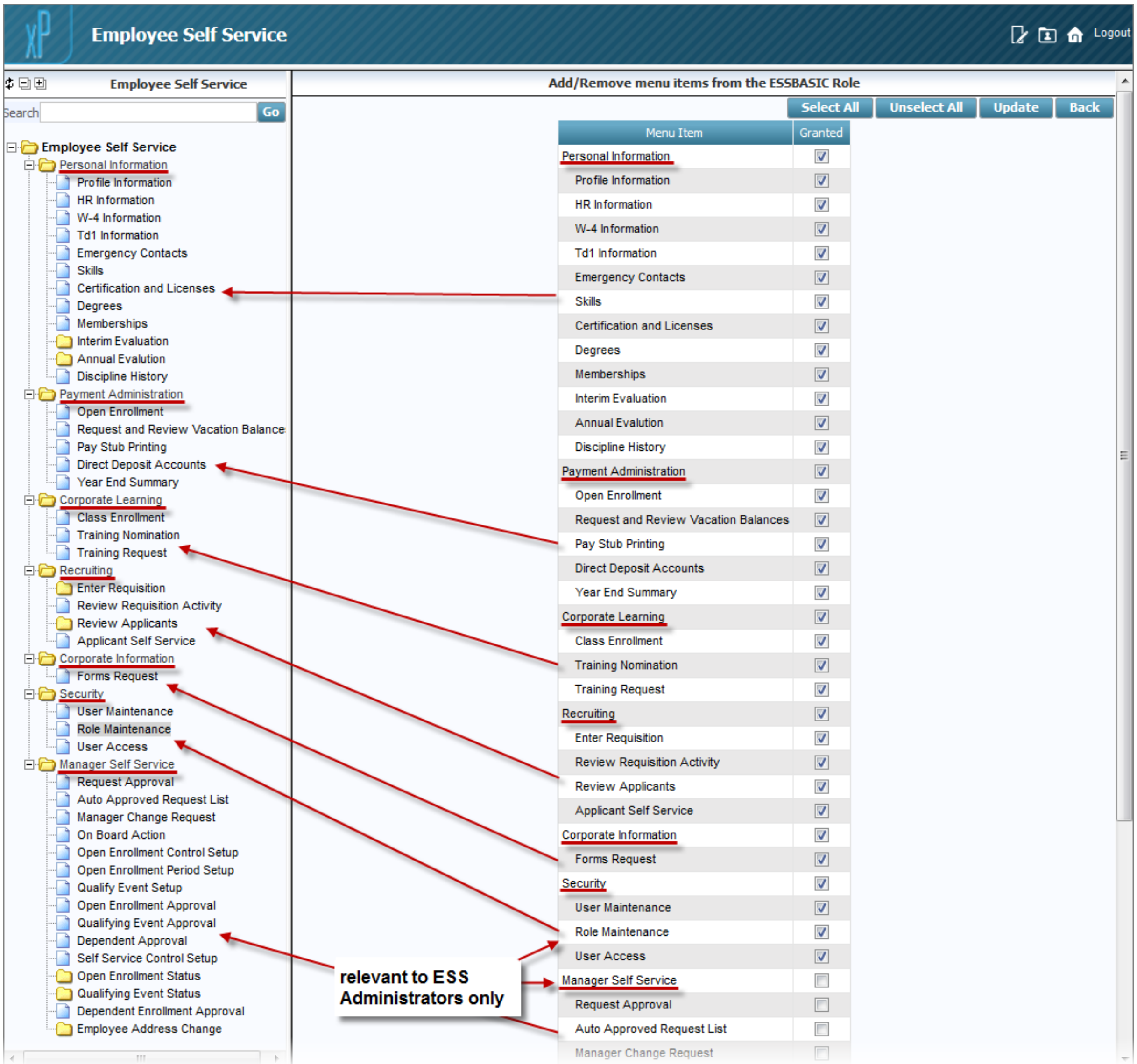


To set up JSP Security Roles for the ESS module, the JSP Security Roles maintenance screen in the ESS module must be used, as only it has settings for the ESS module.

For Employees, the standard **ESSBASIC** Security Role that comes with the system is used to set up which screens are available to them. And when an Employee self-registers for the ESS module, the **ESSBASIC** role is automatically assigned to the Employee.

For ESS Administrators, one or more new JSP Security Roles need to be created and set up for them, to set which **Manager Self Service** screens in the ESS module are to be available to them. If all administrators are to have the same privileges, only one role needs to be created for them all, otherwise, a role will need to be created for each variation of privileges.

Assign Menu Items



Shown above is a sample of the **Assign Programs** sub-screen. The screen has checkboxes for each screen in the ESS module, to set which screens are available to users assigned the JSP Security Role.

HR Security Roles Setup

*Sample of HR Role Maintenance screen; standard Treeview path: **HCM** > **File Maintenance** > **HR Role Maintenance**.*

Overview – HR Security Roles Setup

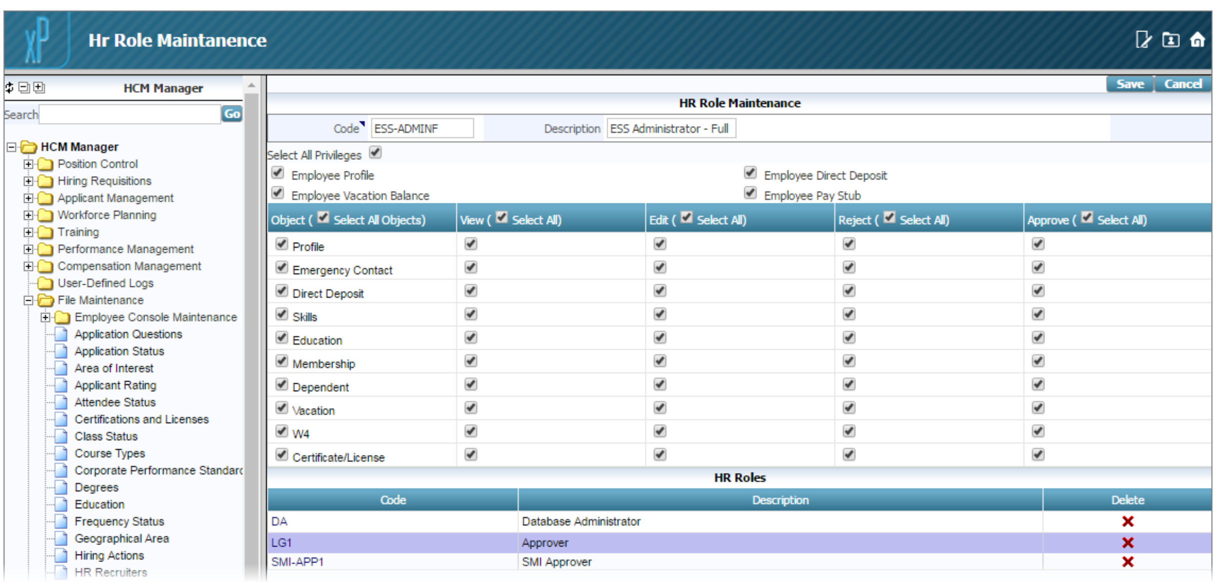
HR Security Roles (HR Roles for short) are created and used to grant approval privileges for ESS Administrators, to set what Change Requests (e.g. requests to change dependent information, or benefit/deduction enrollments) ESS Administrators are allowed to approve.

HR Roles are assigned to ESS Administrators via their Contact records, using the Partners screen in the PM JSP module (Partners screen must be used, as only it has the **HR Role** field required to assign an HR Role to a Contact record). For details, refer to the following subsection: *Step 1: HR Security Role Assignment.*

Create HR Security Role for ESS Administrators

To create an HR Security Role for ESS Administrators, click the [**Add**] button on the HR Roles Maintenance screen, framed in the previous screenshot.

In the next screen, shown below, use the **Code** field to enter a code for the HR Role, and the **Description** field to enter its description:



Next, check the employee information for which the ESS Administrators assigned this HR Role will be able to perform approval operations. Click [**Save**] when finished.

NOTE: Currently the **Employee Profile**, **Employee Vacation Balance**, **Employee Direct Deposit**, and **Employee Pay Stub** checkboxes along the top of the screen are not used.

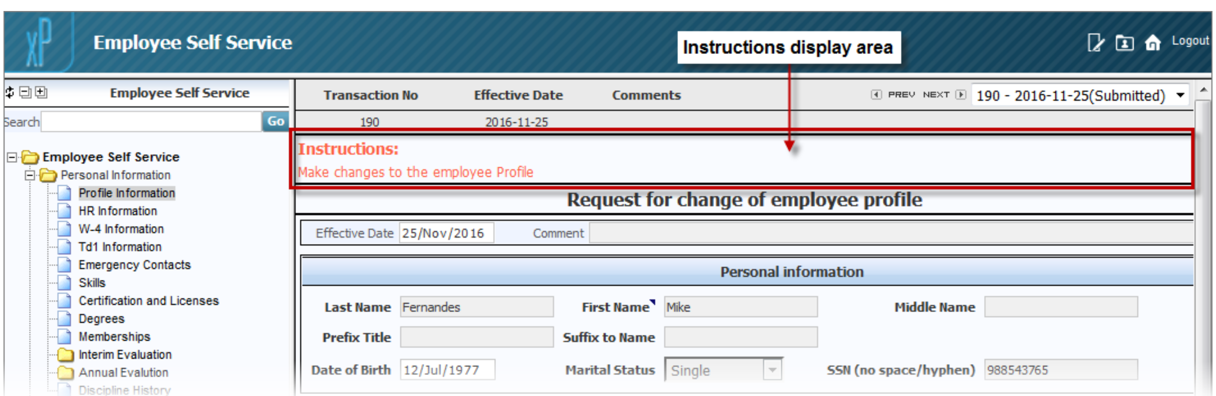
Employee Self-Service Control

Sample of Employee Self-Service Control screen; standard Treeview path: ***HCM > File Maintenance > Employee Self-Service Control****.*

This screen is used to enable/disable Approval Workflows for changes to an Employee's Personal Information, and to set whether or not changes to an Employee's Skills, Certificate/License, Education, and Membership information are to be automatically approved (Employee's Profile gets updated without approvals).

NOTE: These settings are also available in the Self Service Control Setup screen of the ESS system (**ESS > Manager Self Service > Self Service Control Setup**).

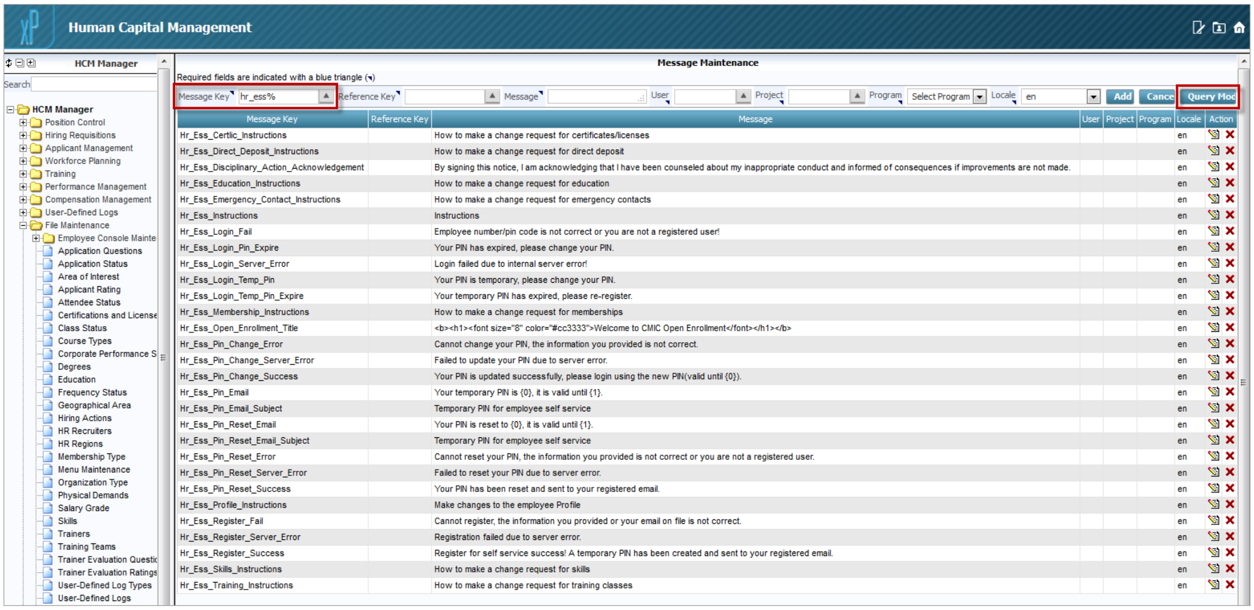
Instructions Maintenance (Prompt Maintenance)



Sample of Instructions display area at top of ESS screens.

The instructions displayed in the Instructions (prompts) area of ESS screens, shown above, can be customized.

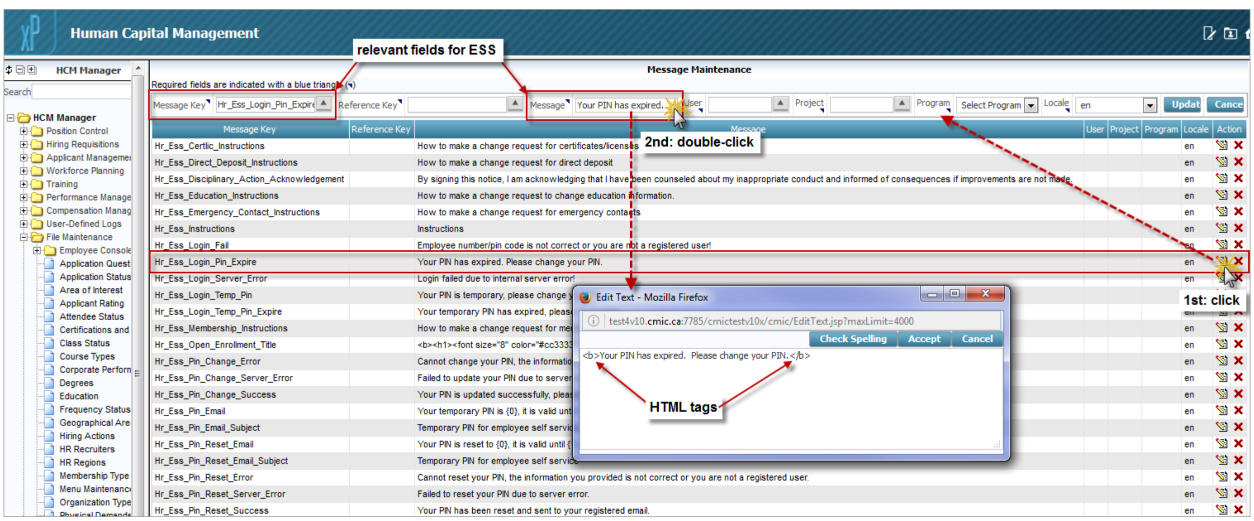
To customize the Instructions, use the Prompt Maintenance screen in the HCM module (standard Treeview path: ***HCM* > *File Maintenance* > *Prompt Maintenance***).



Sample of Prompt Maintenance screen.

To list the prompts relevant to the ESS system in the Prompt Maintenance screen, click the [**Query Mode**] button on the top-right of the screen, enter "**hr_ess%**" (without quotes) in the **Message Key** field, then click the [**Execute Query**] button, which was the [**Query Mode**] button when the screen was not in Query Mode.

To edit a prompt, click its corresponding Edit icon under the **Action** column, then double-click the **Message** field to bring up an editor popup, as shown below:



Use the editor to change the prompt, and click [**Accept**] when finished. Note that prompts can be formatted using HTML. On the main screen, click the [**Update**] button to save the changes.

In the Prompt Maintenance screen, the only fields that are relevant to the ESS module are: **Message key**, and **Message**. The other fields are used by the PM JSP module.

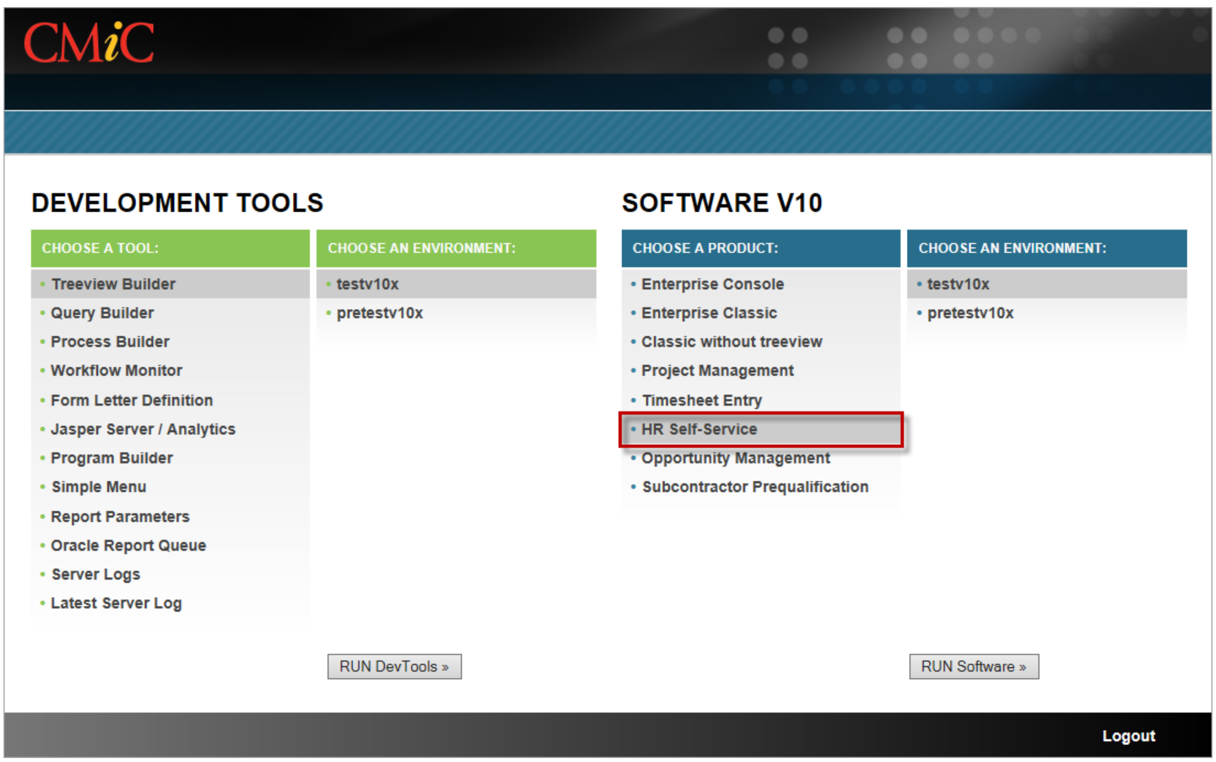
Appendix

Launching HCM Module

There are two main ways in which the HCM module can be launched.

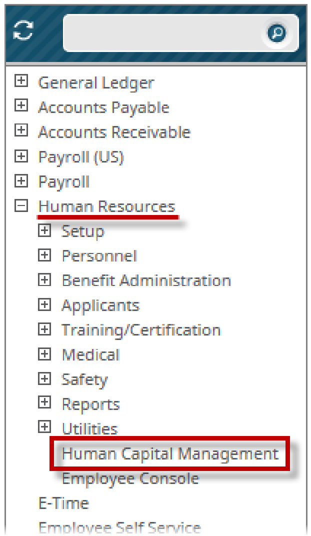
Method 1: CMiC Launch Page

The **HR Self-Service** option under the **Software V10** section of the CMiC launch page, as shown below, can be used to launch the HCM module.



Method 2: Default Forms Treeview

The **Human Capital Management** link in the default Forms Treeview (Menu Type: **v10 Menu**, Menu Description: **v10 Menu Default Menu**) can also be used to launch the HCM module.



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