

Create a New User Log-in

If you are new to using Employee Self-Service, you can create a new user log-in from the Web page.

1. Select **Click Here** to create a new login.



Username:

Password:

Don't have a username? [Click here](#)

[MCSJ Login](#)

The following screen displays:

Enter Identifying Information

Once your information has been verified, you will be prompted for a username and password on the next screen.

Last Name:

Employee Id:

Social Security # (no dashes):

Birth Date (MM/DD/YYYY):

2. Type your identifying information and click **Continue**.

Choose a User Id and Password

User Id (not case sensitive):
5 to 15 alphanumeric characters.

Enter new password (case sensitive):

Re-enter new password:

Passwords match.

3. From the **Choose a User Id and Password** dialog, type a User Id and Password.
4. Re-enter your new password.
5. Click **Submit**.
6. Log into Employee Self-Service with your new User Id and password.



Payroll and HR administrators with access to edit the MCSJ Employee Maintenance may set up or change an employee's user id and password by editing their Employee Maintenance record. See the figure below.

Employee Maintenance - General Data

Employee Id: Go To:

First Name: Middle Init: Last Name: Suffix: Notes Exist

Main Classification Dates Salary/Rates Hrs Pension Emergency Demographics Hire Check

Street 1: Soc Sec#: Sex: Salutation:

Street 2: Nickname:

City: Former Name:

State: Zip: Badge Num:

Dept:

Hours Id: Location Id:

Position: Supervisor:

DOP Status: DOP Id:

Work Ph: () - Ext: Cell: DOP Status Date: / /

Home Ph: () - Pager: () -

Email Addr:

Driv Lic: Lic Exp Date: / /

ESS Username:

ESS Password:

Employee Information

Select the **Employee Information** menu to view the following areas of an employee profile:

- Employee Information and Emergency Contacts
- Leave Balances
- Withholding/Benefits
- Salary Info



You can edit your Employee Information if the Edit button is visible. This option is set by your System Administrator.

ANYTOWN, FL - Employee Self-Service

Menu <<

- Employee Information
- Print Blank W4 Form
- View Paycheck History
- Change This Employee's Password
- View Time-Off
- Return To Employee Summary

Employee Information | Leave Balances | Withholding/Benefits | Salary Info

RACHAEL D. SMITH

Address: 100 Pirate Cove Way
 Address 2:
 City: Anytown
 State: FL
 Zip: 32726
 Home Phone:
 Cell Phone:
 Work Phone:
 Ext:
 Email:

Emergency Contact #1

Name:
 Home Phone:
 Work Phone:
 Ext:
 Note:

Emergency Contact #2

Name:
 Home Phone:
 Work Phone:
 Ext:
 Note:

Dependents

Name	Relationship	Gender	DOB

Leave Balances

Select the **Leave Balances** tab to view employee leave totals.

ANYTOWN, FL - Employee Self-Service

Menu <<

Employee Information
Leave Balances
Withholding/Benefits
Salary Info

Employee Information

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Leave Balances

Leave Type	Last Used	Carryo...	YTD Accrued	YTD Used	Availa...
Sick		659.00	8.00	0	667.00
Vacation	01/24/2014	441.32	8.66	12.00	437.98
Admin		0	0	0	0
Comp	01/24/2014	6.70	1.10	3.80	4.00
Other		0	8.00	0	8.00

Withholding/Benefits

From the Withholding/Benefits screen, employees can view their current benefits, tax withholdings, direct deposit accounts and other deduction information.

ANYTOWN, FL - Employee Self-Service

Employee Information
Leave Balances
Withholding/Benefits
Salary Info

Employee Information

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Benefits

Description	Coverage Type	Employer Annual Contrib	Your Annual Contrib	Effective Date	Expiration Date
BlueOptions 03559-0750(\$3,000)	Single	\$ 0.00	\$ 0.00	11/01/1906	
\$20,000 Life	Single	\$ 0.00	\$ 0.00	11/01/1906	
	Single	\$ 0.00	\$ 0.00	11/01/1906	

Withholding

Type	Exemptions	Amount	Code
Federal	1	\$ 0.00	Single
State		\$ 0.00	

Direct Deposit

Bank Name	Account Number	Account Type	Amount
INSIGHT FINANCIAL CREDIT	xxxxxxxxxxxx1111	Checking	100.00%

Other Deductions

Description	Type	Amount	Frequency	Year to Date Total
ICMA RETIREMENT-EMPL	Deduction	4.00%	Bi-Weekly	\$ 91.12
EMPLOYEE VISION	Deduction	\$ 2.22	Bi-Weekly	\$ 4.44
401A Retirement-EMPL	Earning	6.00%	Bi-Weekly	\$ 136.68



Click a column heading to sort data in that column.

Salary Info

By selecting the **Salary Info** tab, employees are able to view their YTD pay and tax withholding information as well as salary history.

ANYTOWN, FL - Employee Self-Service						
Menu <<						
Employee Information		Leave Balances		Withholding/Benefits		Salary Info
Year to Date Pay Totals						
PayType	Amount					
Gross Pay	\$ 2278.08					
Net Pay	\$ 1787.66					
Employee Taxes						
Tax Type	Wages	Employee Taxes				
Federal Withholding	\$ 2182.52	\$ 220.94				
Social Security	\$ 2273.64	\$ 140.96				
Medicare	\$ 2273.64	\$ 32.96				
Salary History						
Effective Date	Hourly Rate	Overtime Rate 1	Overtime Rate 2	Overtime Rate 3	Special Rate 1	Special Rate 2
10/14/2013	\$ 14.2381	\$ 21.3572	\$ 28.4762	\$ 13.6905	\$ 14.2381	\$ 21.3572
08/25/2013	\$ 13.6900	\$ 0.0000	\$ 0.0000	\$ 0.0000	\$ 0.0000	\$ 0.0000
08/19/2013	\$ 13.6905	\$ 20.5358	\$ 27.3810	\$ 13.6905	\$ 13.6905	\$ 0.0000

Print Blank W4 Form

Select the **Print Blank W4 Form** menu option to download a W4. Select the printer icon from the toolbar or right-click on the page and select **Print**.



Optionally, you may type in the available fields and/or save the form before sending it to the printer.

1 / 2 75%

Find

Please fill out the following form. Highlight Fields

Form W-4 (2014)

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 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income, tax credits, or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

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-earners/multiple jobs 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 can 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. 505 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. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or 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. 505 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. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A
B	Enter "1" if: <ul style="list-style-type: none"> • 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
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
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E
F	Enter "1" if you have at least \$2,000 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
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child 	G
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

Print Current W2 Form

If your System Administrator has enabled this option, select the **Print Current W2 Form** menu option to view and print a current W2.

Select the printer icon from the toolbar or right-click on the page and select **Print**.

a Employee's social security number ***-**-1744		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	
b Employer identification number (EIN) [REDACTED]		1 Wages, tips, other compensation 34372.96	2 Federal income tax withheld 4082.14		
c Employer's name, address, and ZIP code ANYTOWN [REDACTED]		3 Social security wages 35908.97	4 Social security tax withheld 2226.38		
		5 Medicare wages and tips 35908.97	6 Medicare tax withheld 520.68		
		7 Social security tips 0.00	8 Allocated tips 0.00		
d Control number		9 [REDACTED]	10 Dependent care benefits 0.00		
e Employee's first name and initial Last name SARA J TORRES		11 Nonqualified plans 0.00		12a See instructions for box 12 D 1536.01	
1 MAIN ST ANYTOWN, FL 32778		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b	
		14 Other		12c	
				12d	
f Employee's address and ZIP code					
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

View Paycheck History

Select the **View Paycheck History** menu to view prior paycheck history. Select a check to view check details for the specified pay period. If desired, the stub may be printed.

Town of Anywhere, FL - Employee Self-Service				
Home	Page 1 of 1 Displaying 1 - 10 of 10			
Employee Information	Check Date	Amount	Check Type	Check ID#
Print Current W2 Form	06/06/2014	\$ 1083.85	Regular	89731
Print Blank W4 Form	01/24/2014	\$ 1083.85	Regular	89724
View Paycheck History	01/10/2014	\$ 1083.86	Regular	89501
Change Password	12/27/2013	\$ 1075.24	Regular	89288
View/Request Time-Off	12/13/2013	\$ 1075.24	Regular	89065
Logout	11/27/2013	\$ 1075.23	Regular	88845
	11/15/2013	\$ 1075.24	Regular	88629
	11/01/2013	\$ 1075.24	Regular	88399
	10/18/2013	\$ 1031.89	Regular	88179
	10/04/2013	\$ 1031.89	Regular	87951

ANYTOWN			PAY PERIOD	DATE ISSUED	CHECK NO.	
			09/30/13 - 10/13/13	10/18/13	88179	
LOCATION	DEPARTMENT	EMPLOYEE NO	EMPLOYEE NAME			
	7320-00	ALVAR002	TORRES, SARA J			
EARNINGS	HOURS	AMOUNT	TAX WITHHOLDING	AMOUNT		
Regular	80.00	1,465.86	FEDERAL	154.29		
			STATE	0.00		
			FICA	84.91		
			MEDICARE	19.86		
			HOURS	EARNED	USED	REMAINING
			SICK	80.00	62.00	342.00
			VACATION	85.28	100.00	437.40
			ADMIN	0.00	0.00	0.00
			COMP	4.54	0.00	4.54
			OTHER	0.00	0.00	0.00
ADDITIONAL EARNINGS	AMOUNT		DEDUCTIONS	AMOUNT		
RK 401A Retirement-EMPLR	87.95		BEFORE TAX:			
			BP PLAN 042-EMPLOYEE	34.06		
			IR ICMA RETIREMENT-EMPL	58.63		
			OP EMPLOYEE VISION	2.22		
			MR MEDICAL REIMBURSEMENT	60.00		
			AFTER TAX:			
			29 VANTAGEPOINT IRA	20.00		
DIRECT DEPOSIT			EARNINGS	NET PAY		
*****6039	100.00%		1,465.86	1,031.89		



Change This Employee's Password

Once logged into Employee Self-Service, an employee can change their password.

1. Select the **Change This Employee's Password** menu.
2. Enter your old/existing password.
3. Enter a new password.
4. Enter the new password again for verification.
5. Click **Submit**.



The screenshot displays the 'ANYTOWN, FL - Employee Self-Service' web application. On the left is a navigation menu with the following items: 'Home', 'Employee Information', 'Print Blank W4 Form', 'View Paycheck History', 'Change This Employee's Password' (highlighted), 'View Time-Off', and 'Return To Employee Summary'. The main content area shows a 'Change Password' form with three input fields: 'Enter old password:', 'Enter new password (case sensitive):', and 'Re-enter new password:'. A 'Submit' button is located at the bottom right of the form. Below the input fields, the text 'Passwords match.' is visible, indicating that the new password and its re-entry are identical.

View or Request Time-Off

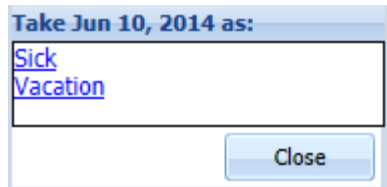
Leave may be viewed from the **View Time-Off** menu. You may also request time off on this screen if permitted by your System Administrator.



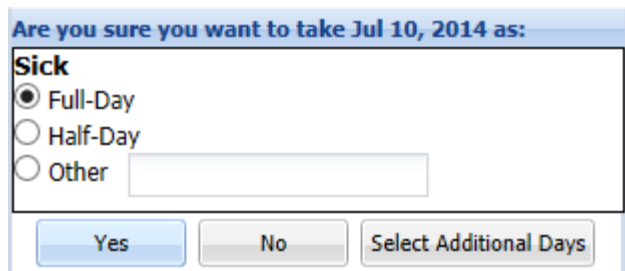
To request time off:

Select a date on the calendar.

From the pop-up screen, select a type of leave request.



Select a full-day, half-day, or enter a number of hours.



Select Yes to confirm or click the **Select Additional Days** button to request additional days off. Requested time will automatically be added to your supervisor's approval queue.

To cancel requested time:

Select a requested date (shaded in gray) on the calendar. The following screen will appear.

Request or Cancel Leave Time

Choose Type Of Leave below, then click on days in the calendar to request or cancel leave time:

Sick Vacation
 Cancel Leave

« **May** »

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Selected Leaves

Date	Type	Hours

Make sure the **Cancel Leave** button is selected and then click on each day to cancel. Each selected day will appear at the bottom of the screen. When finished selecting days, click the **Submit Changes** button.