Faculty Self Service (ESS) Training Manual

Colleague® by

⊘ ellucian.

Introduction to Employee Self-Service (ESS)

Employee Self-Service is a web-based portal that provides you with visibility to salary and benefit information contained within the Ellucian Colleague modules. The ability to view human resource and payroll data provides an excellent opportunity for you to ensure that the information is correct and kept up to date. The data visible to you includes current and past earnings statements (paycheck advice), current and past W-2's, direct deposit information, leave balances, and more. Additionally, if you are a non-exempt employee, this is where you go to enter your time and where supervisors go to approve time for payment.

One of the major advantages of this system is that the data is real-time data. In other words, when you view your information, the system pulls the most current information directly from the HR/Payroll system. If any of the information that you view within ESS is incorrect or you encounter questions, please contact the HR or Payroll office immediately.

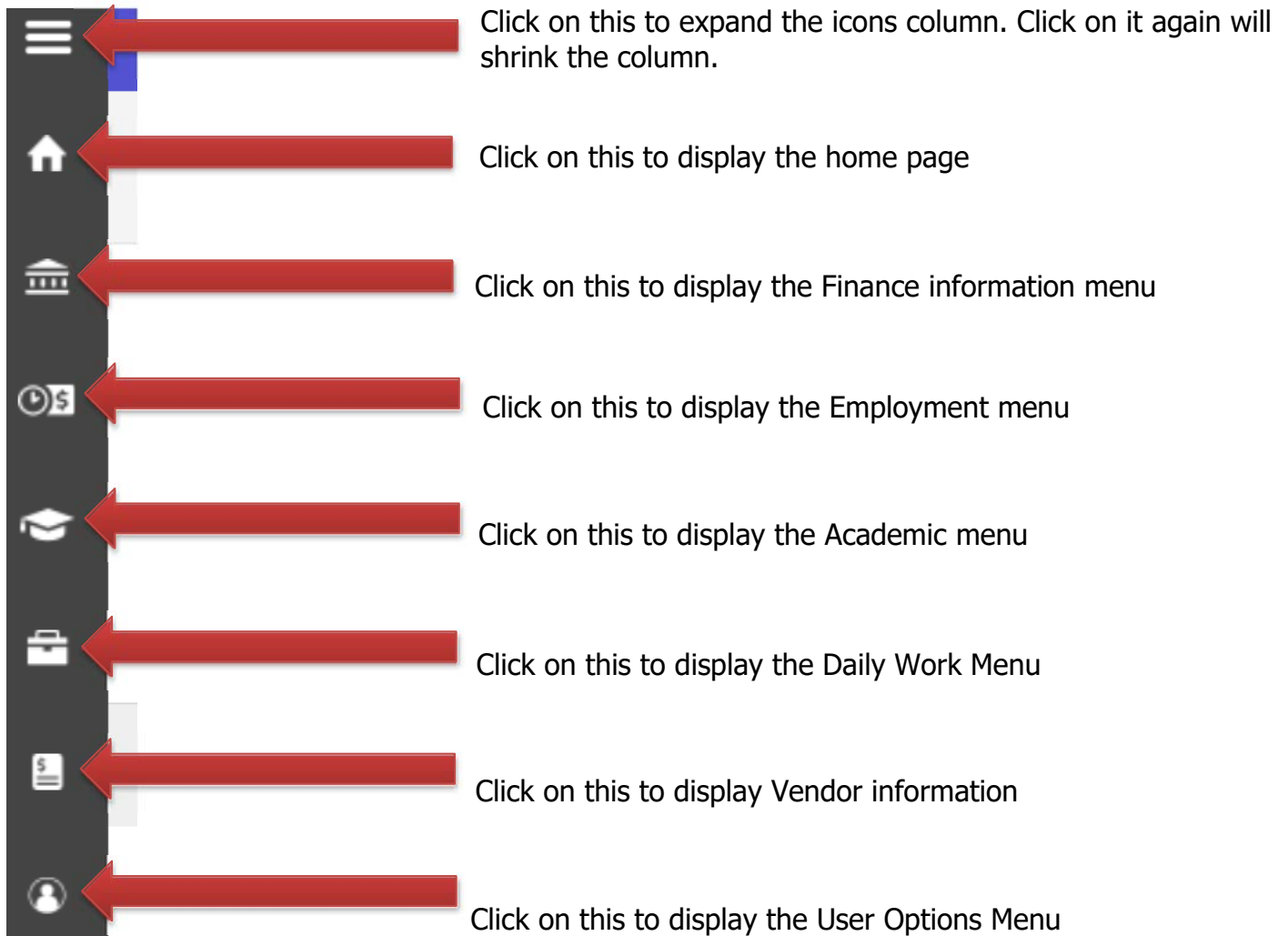Log in SSO

Choose this icon and login:


You will see a screen similar to this:
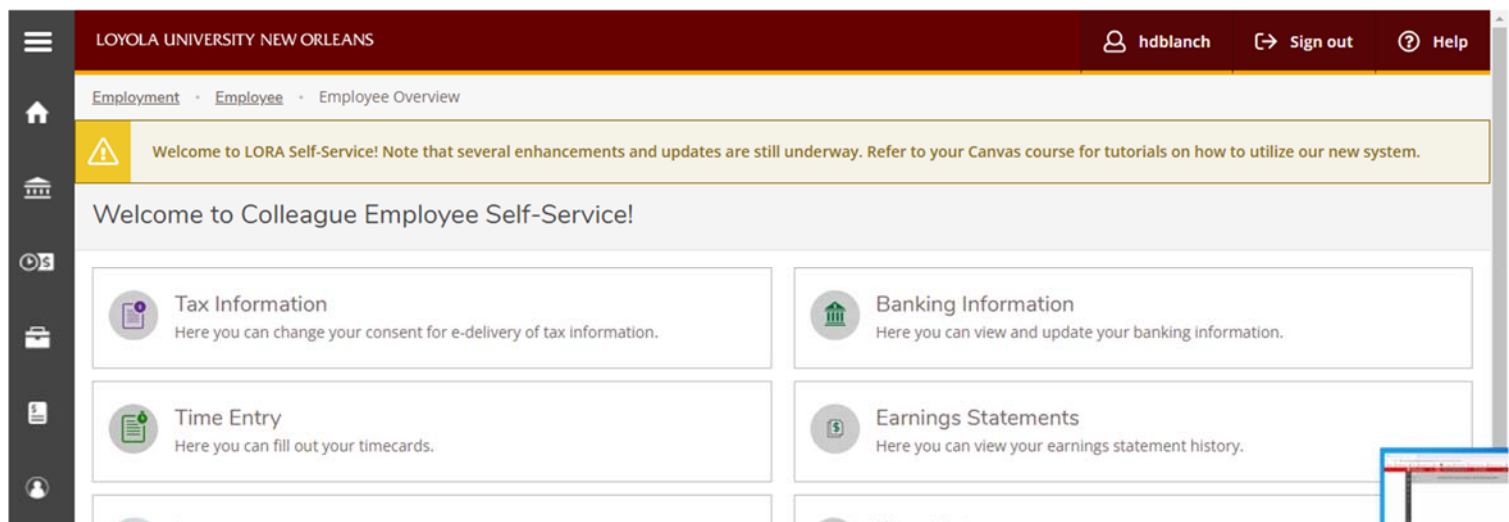
Please be sure to sign in and verify that you can access Self-Service.

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This is the explanation of icons that appear along the left-hand side once you are logged in. You will only see the icons authorized for your position.

Click on this to expand the icons column. Click on it again will shrink the column.

Click on this to display the home page

Click on this to display the Finance information menu

Click on this to display the Employment menu

Click on this to display the Academic menu

Click on this to display the Daily Work Menu

Click on this to display Vendor information

Click on this to display the User Options Menu

Managing Your User Profile

To access your user profile, click on your name in the upper right and then select "User Profile". It is very important that you keep the information in your User Profile current. You can view your address, phone number, and emergency contact information here, which can also be edited from this page.
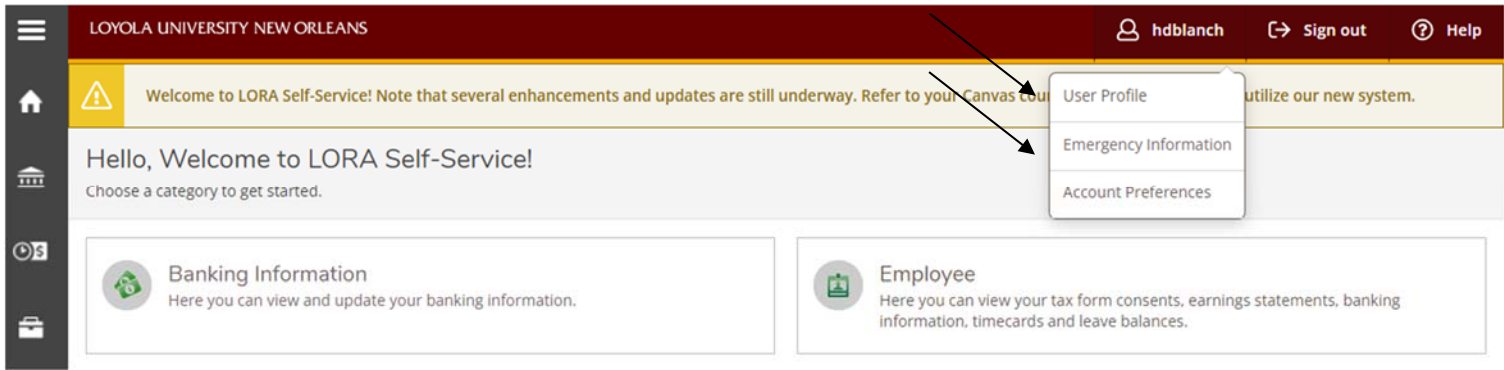
Accessing Employee Features within ESS

Click on the tab labeled "Employee".
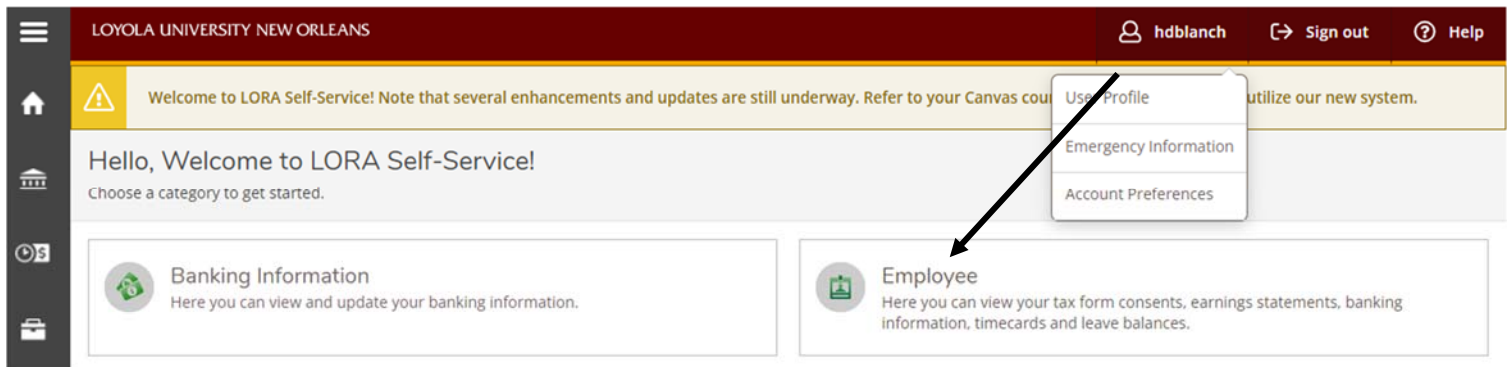
This is where you will find all information related to Taxes, Time Entry, Earning Statements, Leave Balances, Leave Request, Banking Information, Position History, Stipend History, Total Compensation, Time History, Time Approval, Employee Proxy, Faculty Contracts, Current Benefits and Benefit Enrollment.

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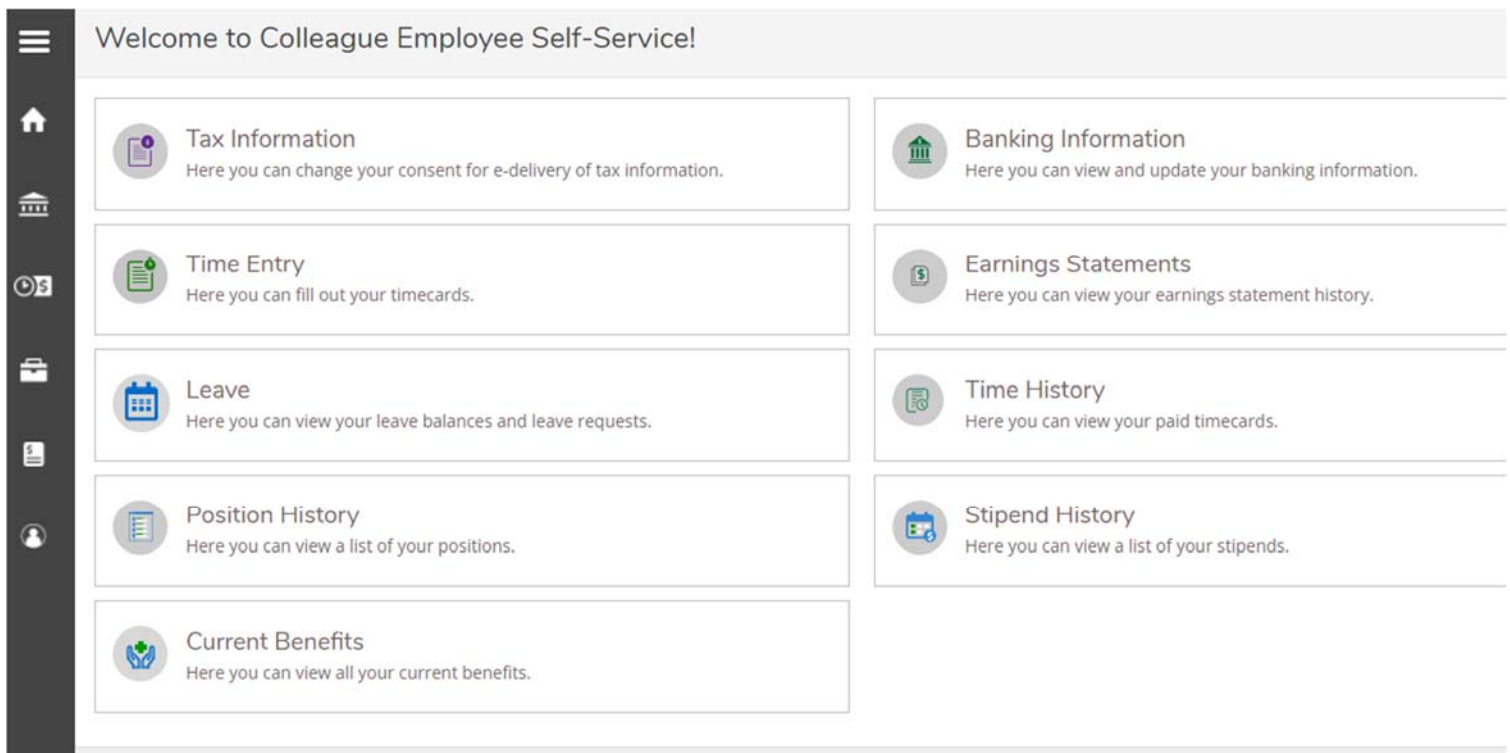
Employee Tax Information – W2's/1095C's

To view your Tax information, click on the "Tax Information" box.

Tax Information
Here you can change your consent for e-delivery of tax information.

In this area you can set your preference for receiving your W-2 and 1095C by clicking on the "Change Preferences" button. If you wish to receive them electronically then you can choose:

- Receive my W-2/1095C only in electronic format (Upgrade from EWS - **Official** Electronic W2 and 1095 forms; they may also be available to employees sooner than paper forms.)

- You may also withhold consent and get your W-2/1095C on paper. The forms will be mailed on or before the IRS' required date to the address on file when the form is printed. Duplicates may not be requested until three weeks after the mailing date.

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## _Employee Banking Information_

To view your banking information, click on the "Banking Information" box.
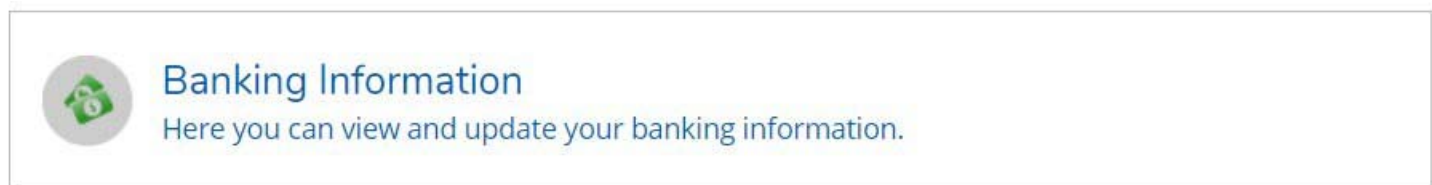
Please select "View All" to view your current banking information. Notice you can view both your payroll direct deposit accounts and direct deposit for checks processed through Accounts Payable (Refunds, Reimbursements & Payments).
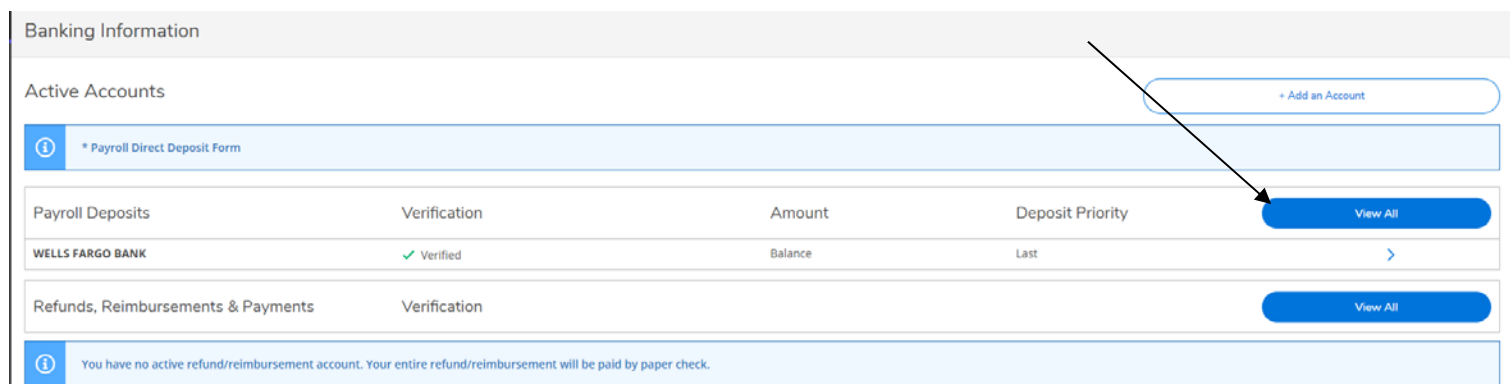
To make changes to your account, click the "+ add account" button.
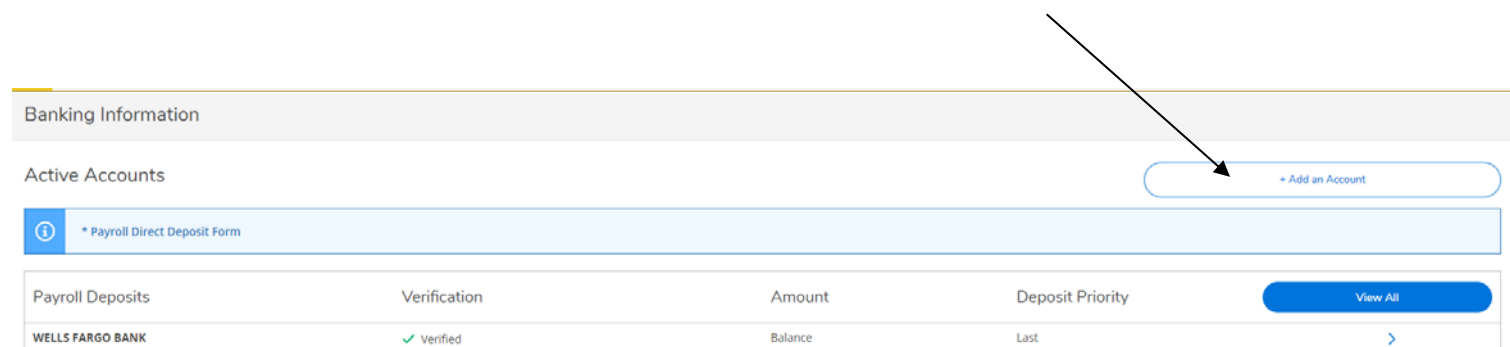
You will be required to confirm your existing bank account number at various stages of change requests. This feature is for your protection to safeguard against unauthorized changes.

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Confirm your bank account number

Member One Credit Union   Account Ending: .   123
Bank Account Number

···· ····| ⓘ

You must confirm a pre-existing account number to continue.

| Cancel | Confirm |

Slide the activation button and then enter the new or updated information as you need.

New Deposit

Bank Account Usage

Payroll Deposit   ⬭ Activate

Next   Cancel

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If you are depositing into multiple accounts and want to specify a specific dollar figure, enter as shown below. Then choose "Next".

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Add banking information in the prompts provided.

Accept the terms and conditions and save.

This is what it should look like after you make your updates.

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Banking Information

Active Accounts

+ Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	View All
New Account	⚠ Not Verified	$25.00	1	>
J P Morgan Chase Bank Na	⚠ Not Verified	Balance	Last	>

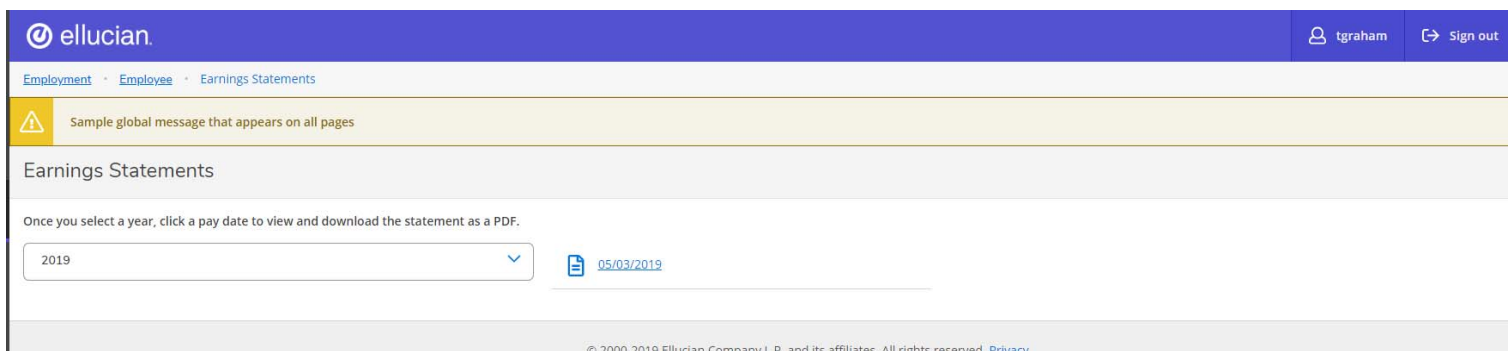| Refunds, Reimbursements & Payments	Verification			View All

ⓘ You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

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Employee Earning Statements

To access your Earning Statements in ESS, click on "Earning Statements"

Earnings Statements
Here you can view your earnings statement history.

On this screen you can view your Earnings Statements, just click on the date of the one you want to view, and it will download. You can open to review or print it out.
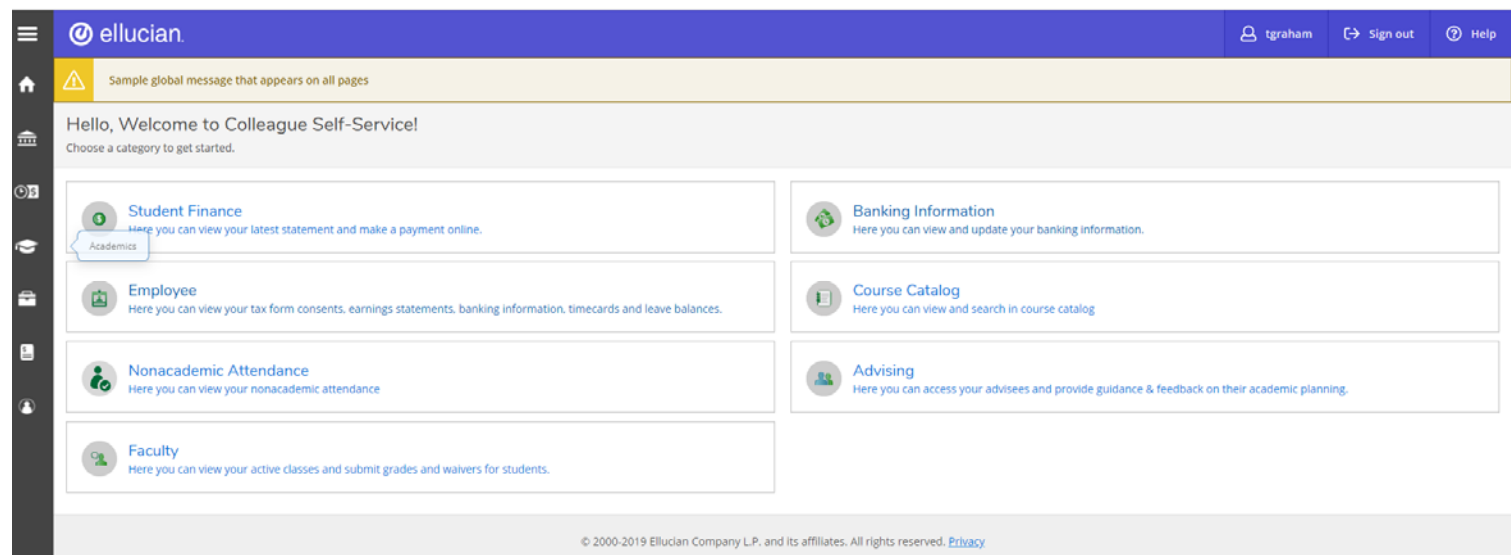
Earnings Statements

Once you select a year, click a pay date to view and download the statement as a PDF.

2019

05/03/2019

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Current Benefits

This is where employees can view their current benefit elections.

Current Benefits	Coverage	Employee Cost	Dependents	Health Care Provider Information	Beneficiaries
Group Term Life Insurance	$105,000.00				
Long Term Disability Insurance	$52,342.82				
Teachers Retirement 01		7.7000%			

Current Benefits - As Of 7/28/2020

Additional Information

Ellucian University offer Free Parking and Free Membership to the Fitness Center.

Logging Off

You should always log off ESS by exiting using the "SIGN-OUT" link as shown below.

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