

Faculty Self Service (ESS) Training Manual



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.

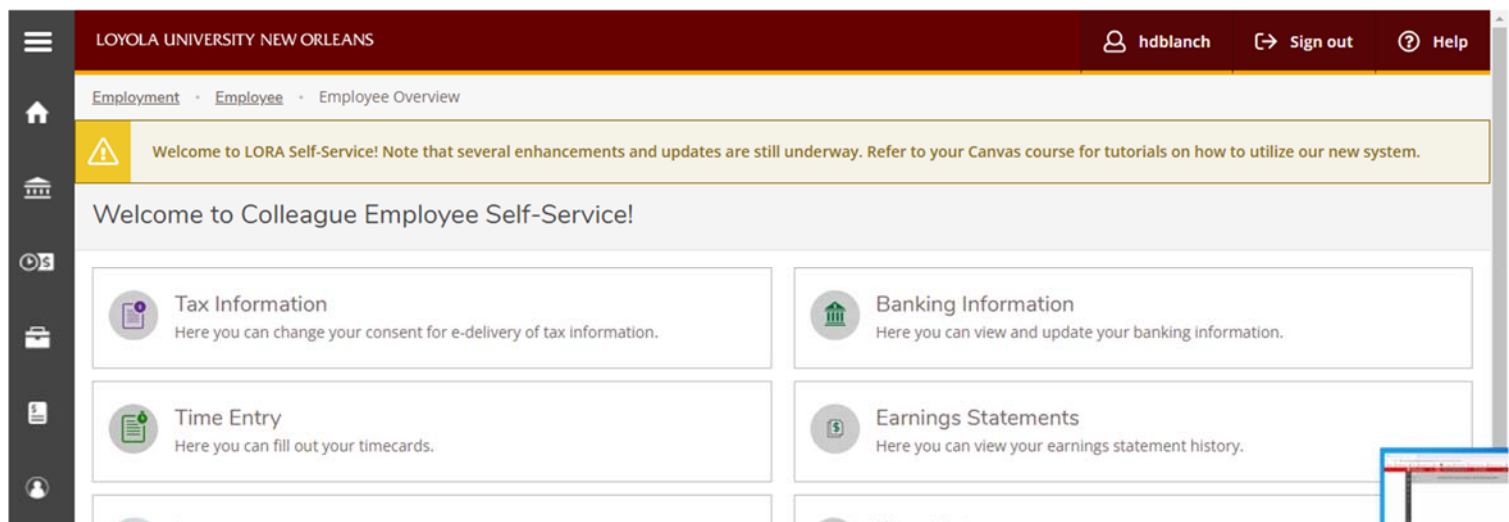
One of the major advantages of this system is that the data is real-time data. In other words, when you view your information, the system pulls the most current information directly from the HR/Payroll system. If any of the information that you view within ESS is incorrect or you encounter questions,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

Log in SSO

Choose this icon and login:

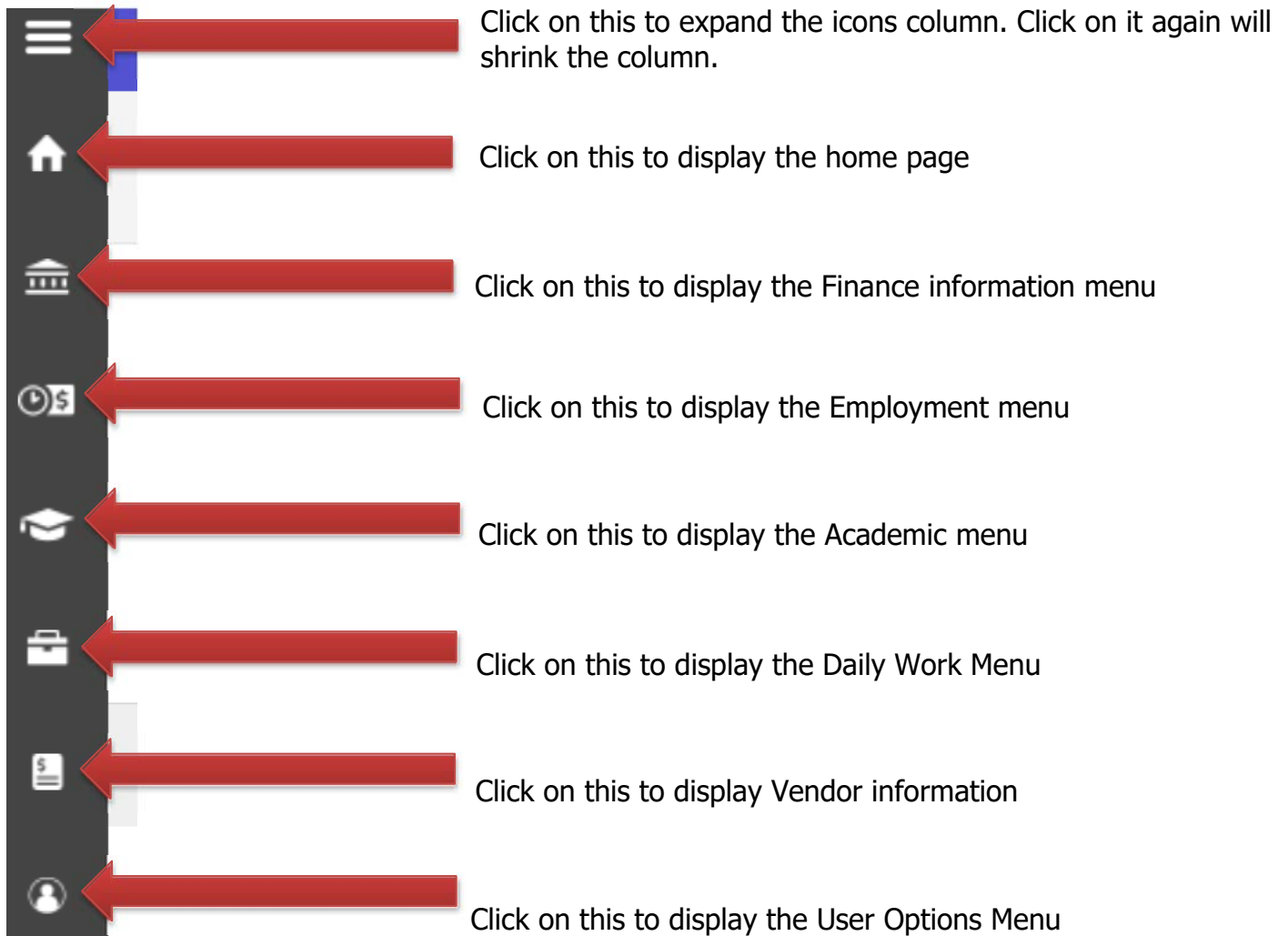


You will see a screen similar to this:



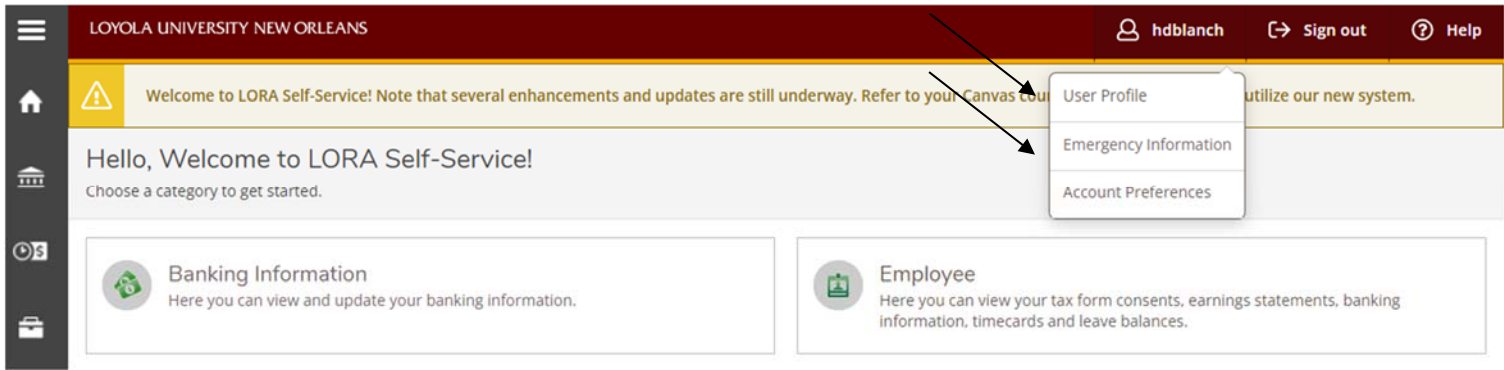
Please be sure to sign in and verify that you can access Self-Service.

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.



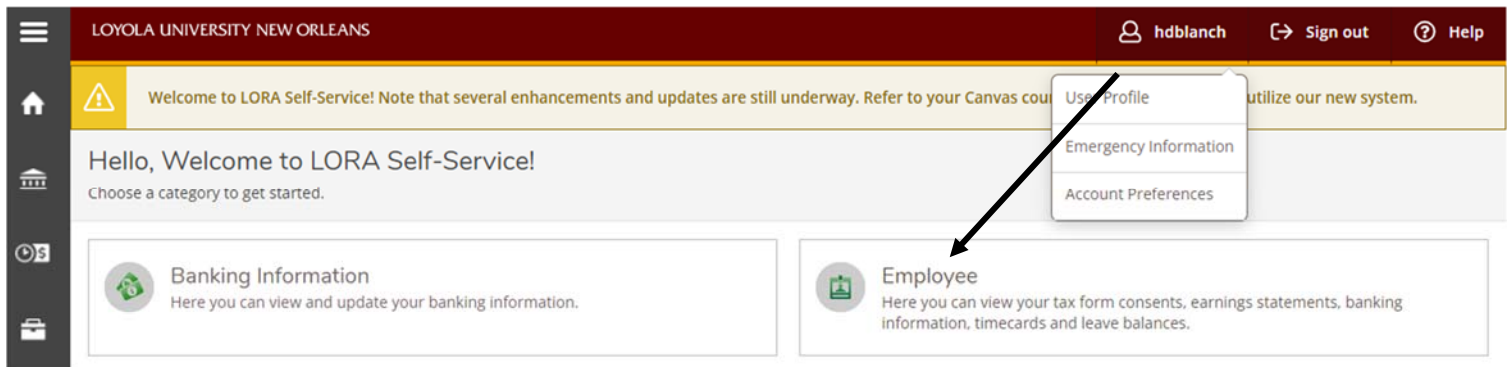
Managing Your User Profile

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.

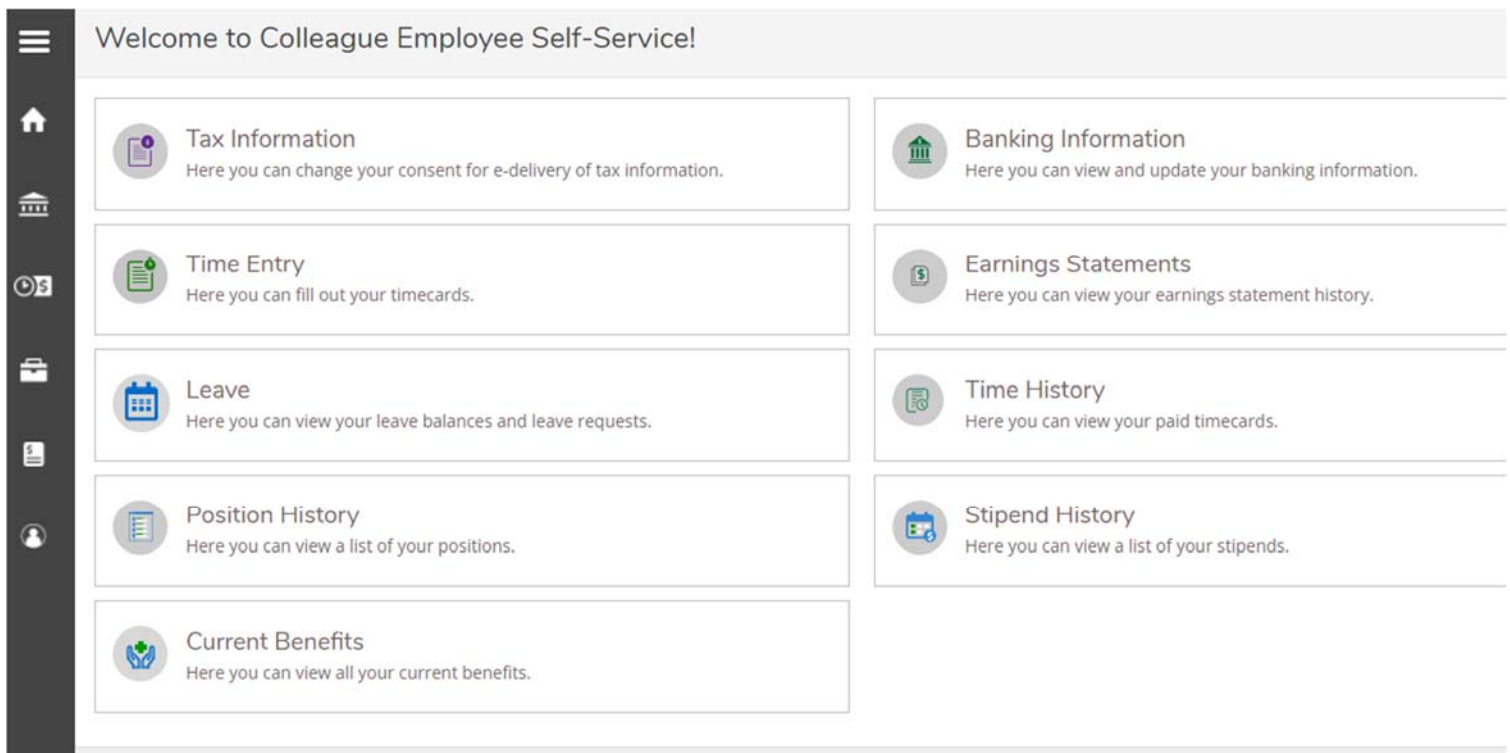


Accessing Employee Features within ESS

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.



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.

W-2 Information

1095-C Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)

**Receive my W-2 only in electronic format**

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements

Tax Year	Notation
----------	----------

Electronic W-2 Consent History


Date	Consent Status
5/6/2022 12:30:27 PM	Consent Given

Tax Information

W-2 Information

1095-C Information

You have opted to receive your 1095-C in electronic format. [Change Preferences](#)

**Receive my 1095-C only in electronic format**

By selecting this option, I agree to receive my official 1095C only in electronic format. I understand that by consenting to receive my 1095C in electronic format, I will not receive a paper 1095C statement. I understand that by consenting I will have access to view and print all of my prior, current and future 1095C statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

1095-C Statements

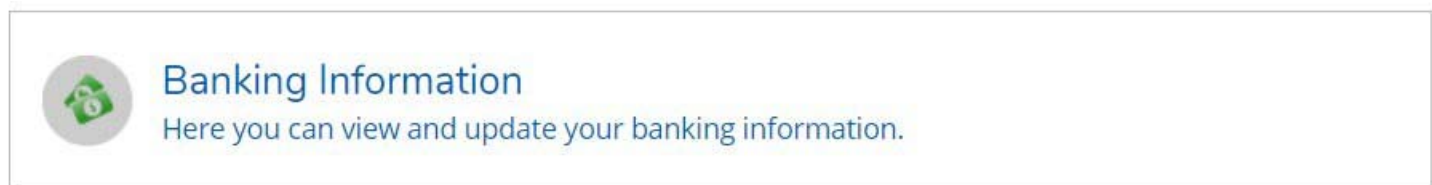
Tax Year	Notation
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Electronic 1095-C Consent History

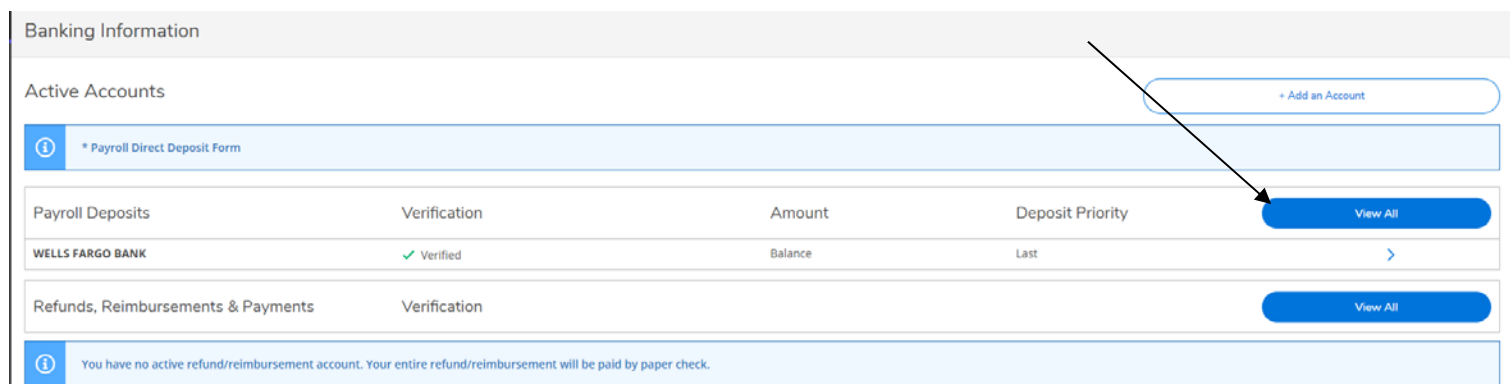
Date	Consent Status
5/6/2022 12:30:34 PM	Consent Given

Employee Banking Information

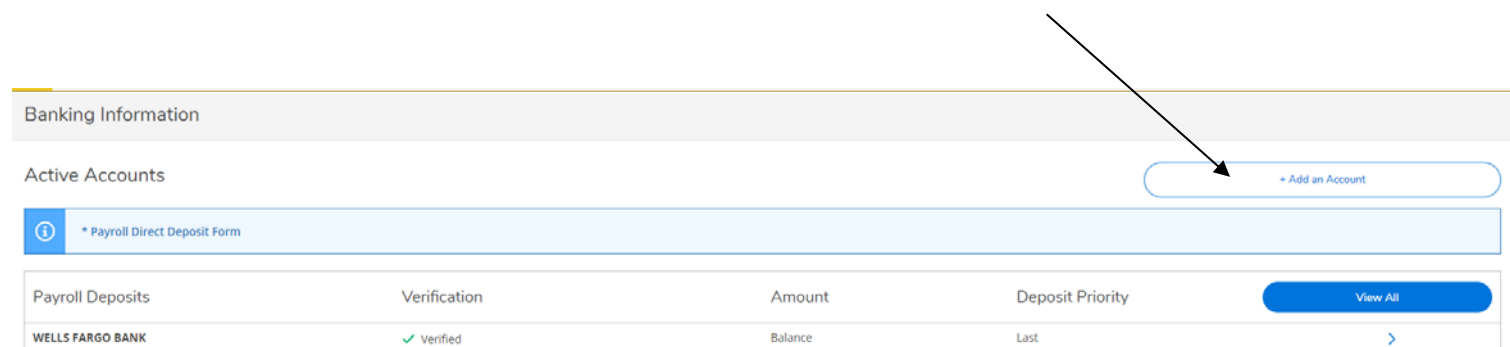
To view your banking information, click on the “Banking Information” box.



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.

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

New Deposit

Bank Account Usage

Payroll Deposit ☒ Activate

Refund, Reimbursement & Payment Deposit ☐ Activate

Effective Date 12/3/2016

End Date

☒ No end date

☐ End on: MM/yyyy

Deposit Details

Select the amount of your paycheck to be deposited

☐ Entire Balance

☒ Specific Amount

☐ Remaining Balance

Deposit Priority

New Account 1

J P Morgan Chase Bank Na Balance

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

Deposit Details

Select the amount of your paycheck to be deposited

☐ Entire Balance

☒ Specific Amount

☐ Remaining Balance

Deposit Priority

New Account

J P Morgan Chase Bank Na

Next Cancel

Add banking information in the prompts provided.

The screenshot shows a mobile application interface for editing bank account details. The title is "Edit Bank Account Details". Below it, there are two fields: "New Account" and "Account # ...8387". The form contains several input fields, each with a pencil icon to its right, indicating they are editable:

- Account Nickname:** The input field contains "New Account".
- Routing Number:** The input field contains "111000614".
- Account Name:** The text "Jpmorgan Chase Bank, Na" is displayed below the routing number.
- Last Four Digits of Account Number:** The input field contains "...8387".
- Account Type:** The input field contains "Checking".

At the bottom of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted in blue.

Accept the terms and conditions and save.

The screenshot shows a mobile application interface for accepting terms and conditions. At the top, there is a dropdown menu labeled "Account Type" with "Checking" selected. Below this, there is a section titled "Terms and Conditions" with an upward-pointing arrow. The text in this section reads: "Thank you for using Self-Service Banking. In order to continue, please check the Terms and Conditions checkbox and click the Submit button below." Below the text, there is a checkbox labeled "I agree to the terms and conditions". At the bottom of the screen, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted in blue.

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

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


End

>

Refunds, Reimbursements & Payments

Verification

View All



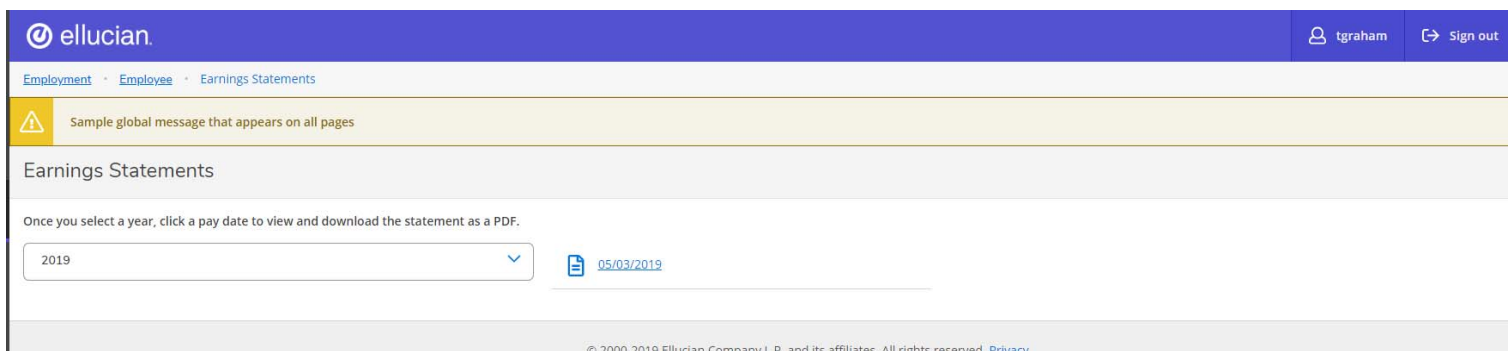
You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

Employee Earning Statements

To access your Earning Statements in ESS, click on “Earning Statements”



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.



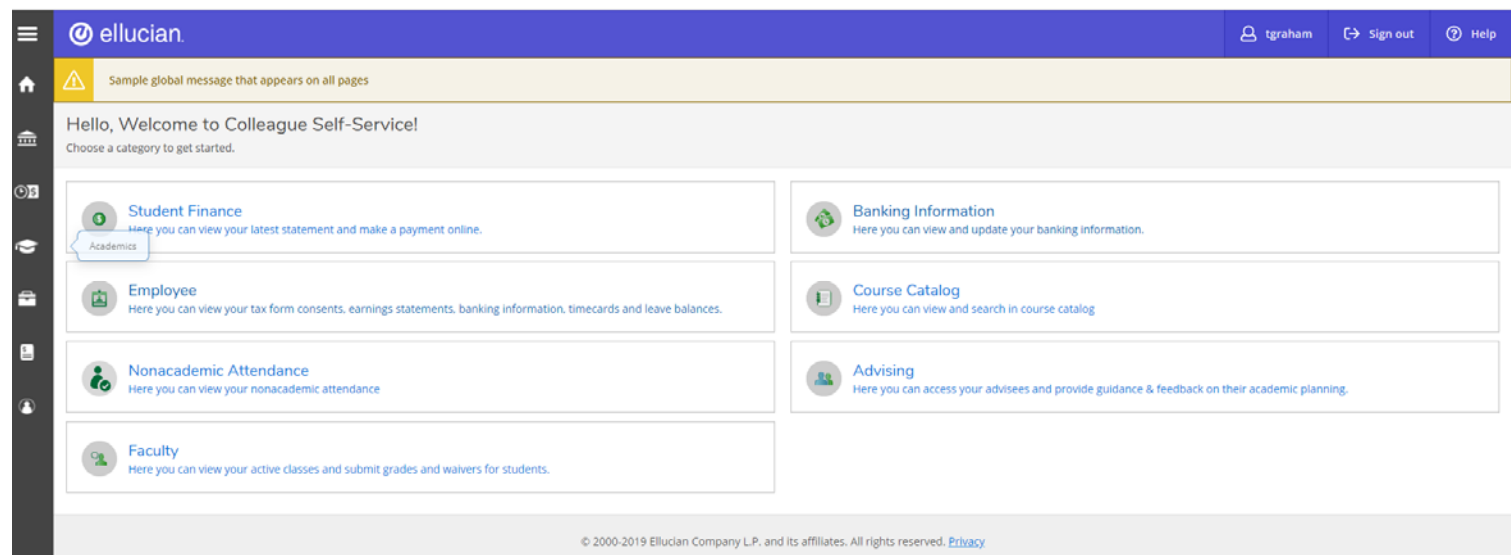
Current Benefits

This is where employees can view their current benefit elections.

Current Benefits					
Current Benefits - As Of 7/28/2020					
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%			
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.



The screenshot displays the ellucian employee self-service portal. The top navigation bar is blue and contains the ellucian logo, a user profile icon labeled 'tgraham', a 'Sign out' link with an arrow pointing to it, and a 'Help' link. Below the navigation bar is a yellow banner with a warning icon and the text 'Sample global message that appears on all pages'. The main content area is white and features a welcome message: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' Below this, there are several category tiles: 'Student Finance' (with a sub-category 'Academics'), 'Employee', 'Nonacademic Attendance', 'Faculty', 'Banking Information', 'Course Catalog', and 'Advising'. Each tile includes a brief description of the services available. At the bottom of the page, there is a footer with the copyright notice: '© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.