Bremen City Schools

Employee Self Service (ESS)-

Employee Guide

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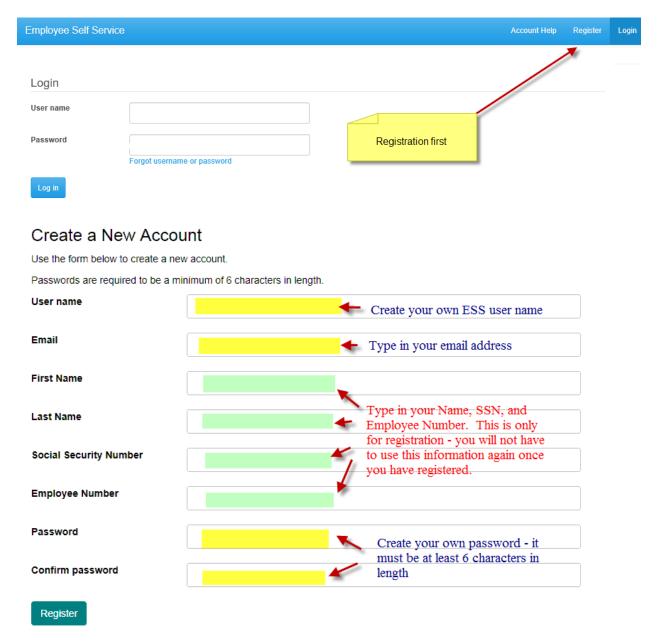*February 17, 2020*   *Page 1 of 5*

Getting started – first you will register for ESS – Employee Self Service

From www.bremencs.com, Staff, Employee Self Service will bring you to the main ESS page where you will select the Register link and complete the following 8 fields.

Once you register **login to your email system** to complete the registration process. Then you will be able login to ESS and begin accessing your pay notification as well as other employment related information. If you forget your password – select the Forgot Username or Password option.

Personal Actions:

Demographics – **View** your current demophic information such as name, address, phone number – as well as **submit requests to change** your demographic information.

If you need to change your address or phone number – key in the changes and click Save. Once your request has been processed – you will receive an email to let you know your request has been approved.

New Leave Request – To request leave follow these steps:

1. Select a Leave Code from the drop down list.

2. Select the date of the first day out

3. Select the date of the last day out. If you are only out one day, this will be the same as the first day out.

4. Total Days will calculate on its own, unless you are out for less than one. For example, if you are requesting half a day, then you would type in 0.50.

5. Comments – If you are using a substitute please list them here so they are ensured to be paid for the day. You may also add a reason for your absence to help keep track of time off when you refer back to your leave.

6. Attach File – If you are taking Professional Leave or Staff Development you should attached your documents. An example would be Jury Duty request, Field Trip approval, Conference Agenda, etc.

7. Make sure to click the SAVE button

Leave History – **View** your leave history by leave category and payroll date.

My Leave Request – **View** your leave history by actual leave date. You may also RECALL a requested leave date here. Click 'Recall', then 'Recall Now' to make a change or take away a day not taken.

> <u>Important Note about RECALL</u>: If you RECALL a leave request and the leave has been approved, you must notify the school secretary for the leave request to be deleted from the system. If you do not, the leave will be counted against your balance.
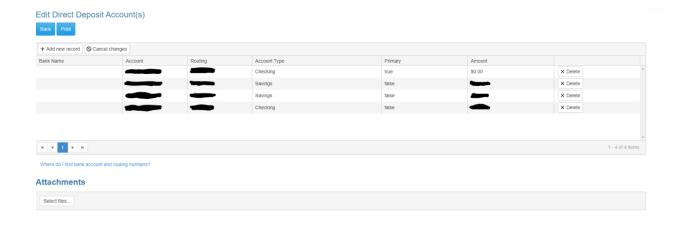
Leave Approvals - Once your request has been processed – you will receive an email to let you know your request has been approved.

Payroll Actions:

Tax Withholdings – **View** your current Federal and State selections – as well as **submit a G4 or W4 change requests**

Enter/Edit Direct Deposit – **View** your current direct deposit settings, as well as submit changes or sign up for direct deposit by clicking Payroll Actions, then Enter/Edit Direct Deposit. Click add new record, then enter your information.

> At least one account should be listed as 'Primary' Make sure you click in the 'Primary' column and check the box to make one account 'true' for primary. The account for the Primary account should be $0.00. All other accounts will be listed as 'false' under the primary column and have a flat dollar amount associated.

Edit Direct Deposit Account(s)

Back Print

+ Add new record   ⊘ Cancel changes

Bank Name	Account	Routing	Account Type	Primary	Amount	
			Checking	true	$0.00	✕ Delete
			Savings	false		✕ Delete
			Savings	false		✕ Delete
			Checking	false		✕ Delete

⏮ ◀ 1 ▶ ⏭   1 - 4 of 4 items

Where do I find bank account and routing numbers?

Attachments

Select files...

Deduction Inquiry – **View** your current deductions, your cost, as well as Bremen City Schools costs associated with each deduction.

Earnings Summary – **View** your current calendar year earnings – as well as prior years. This report represents the information that is used to produce your W2 at year-end.

Check Inquiry – **View** your most recent pay notification information, as well as your pay history. Notice the date range area when viewing your pay notification information. You can enter any date range – and once the list displays click on the pay date you wish to view. You will then see full stub detail.

My Checks

	Start Date 1/1/2014	End Date 8/15/2014			
Check Date	Check Number	Pay Period Ending	Gross	Net	

Document Management:

View W2 – **View or Print** your W2 statement. Starting with the 2019 tax year, you will have access to your W2. Anytime you need a copy, you will able to login and print for your records.

Electronic Forms Agreement – This is an IRS required agreement to receive your W2 online. If you consent to receiving your W2 electonically, you will not receive a paper copy. You will always have access to the electronic copy and will be able to print your own copy.

Task List:

My Pending Requests – **View** your current request which are still open for approval. Once your request has been approved, you will receive an approval email. This is not limited to 'Leave Request'. Any time you make a change to taxes, direct deposit, demographics, etc. it will be on this list until approved.

View My Past/Current Requests – **View** your request which has been approved. This is a running list of all request which has been approved.