

Syracuse City



School District

PeopleSoft  
Employee Self Service  
User Guide

# Table of Contents

Welcome to Employee Self Service .....	2
Who Do I Call For Help? .....	2
Where can I find a current copy of the Employee Self Service User Guide?.....	2
How do I access Employee Self Service? .....	3
Personal Information .....	4
View Your Name .....	5
Update Your Home & Mailing Address .....	6
Update Your Phone Number .....	8
Update Your Emergency Contact .....	9
Update Your Email Address.....	11
View Your Marital Status.....	12
View Your Ethnic Group .....	12
View Employee Information.....	13
Job Data Profile .....	14
Payroll and Compensation .....	15
View Your Paycheck.....	15
View/Update Your Voluntary Deductions.....	17
Sign-up for 21 Paycheck Option .....	17
Update Your Direct Deposit .....	18
Compensation History .....	21
Update Your W-4 Tax Information .....	23
NY State Tax Information .....	25
View W-2/W-2c Forms .....	26
Leave Balances .....	27
Benefits .....	28
View Your Benefits Summary .....	28

## **Welcome to Employee Self Service**

Welcome to the Employee Self Service User Guide. This guide is designed to provide you with the information you need to successfully use the HR Employee Self Service features and includes instructions on the following topics:

### **Personal Information Summary**

- View Name
- Home Address
- Phone Numbers
- Emergency Contacts
- Email Addresses
- Instant Message Id's
- Marital Status
- Ethnic Groups
- Employee Information

### **Payroll and Compensation**

- View Paycheck
- Voluntary Deductions
- Direct Deposit
- W-4 Tax Information
- NY State Tax Information
- Compensation History
- View W-2/W-2c Forms
- Leave Balances

### **Benefits**

- Benefits Summary

## **Who Do I Call For Help?**

If you have a question regarding your data in the Employee Self Service pages, please contact the appropriate area of Talent Management or Payroll department. If you have a question regarding your login or access to the Employee Self Service pages or browser functionality, please contact the Office of Shared Accountability Help Desk. The numbers are provided below for your reference.

### **Talent Management**

(315) 435-4171

### **Shared Accountability Help Desk**

(315) 435-6274

## **Where can I find a current copy of the Employee Self Service User Guide?**

A copy of the user guide can be found at [WWW.SCSD.US](http://WWW.SCSD.US) under the talent management tab with a link on the right hand side.

## How do I access Employee Self Service?

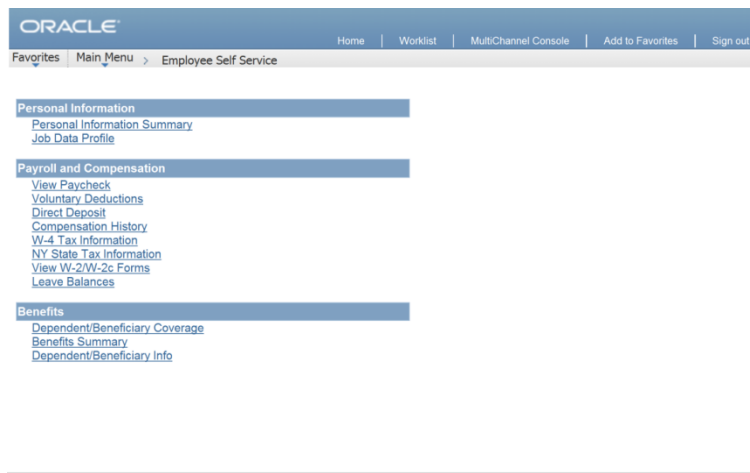
Go to <https://ess.scsd.us/psp/ESS/ESS/signon.html> and login using your Login ID and password.



### Employee Self Service (ESS)

The image shows a login form for Employee Self Service (ESS). It has a light gray background. There are two input fields: 'User ID:' and 'Password:'. Below the password field is a 'Sign In' button.

Once you have logged on to employee self-service, you will notice the Employee Self Service links on the left hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck data under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Tax Sheltered Annuities and Vision. Refer to each individual section for detailed instructions.



**Note:** During the HR PeopleSoft implementation in October 2010, a default conversion date was derived from the previous system and used for many effective dated fields in order to convert SCSD employee data from the AS400 system. Historical data is only available from October 2010, forward.

## Personal Information

Personal Information

[Personal Information Summary](#)

[Job Data Profile](#)

The **Personal Information Summary** section can be used to view/update your Personal Information that is tracked in the PeopleSoft HR system. This information, for the most part, was provided to SCSD during your hire. If you have updated any of your information since your hire, you will see the most current information when viewing this section.

If you would like to speak with a representative from Employee Services regarding this information, please call (315) 435-4171 or Email [TALENTMANAGEMENT@SCSD.US](mailto:TALENTMANAGEMENT@SCSD.US).

You can access your Personal Information by clicking on the **Personal Information Summary** link under Personal Information on the menu.

*It is critical that this information is correct. Please update the data if any of this information is incorrect. If the field is a view only field and it needs updated please email talent management.*

## Personal Information Summary

SCSD Employee

[Expand All](#) [Collapse All](#)

## Name

SCSD Employee

## Home Address

Addresses					
Address Type	Status	As of	Country	Address	
Home	Current	01/04/1993	USA	123 Main Street Syracuse, NY 13210	

[Change home/mailing addresses](#)

## Phone Numbers

Phone Numbers			
Phone Type	Phone Number	Preferred	
Home	000-000-0000	<input type="checkbox"/>	
Work	315-435-4171	<input type="checkbox"/>	

[Change phone numbers](#)

## Emergency Contacts

Emergency Contacts	
Name	Relationship to Employee

[Change emergency contacts](#)

## Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Home	SCSDhomeaddress@hotmail.com	<input type="checkbox"/>
WORK	SCSDemployee@scsd.us	<input checked="" type="checkbox"/>

[Change email addresses](#)

## Instant Message Ids

Instant Message Ids			
Network ID	IM Protocol	IM Domain	Preferred
			<input type="checkbox"/>

## Marital Status

Marital Status: Single As of: 07/01/1993

## Ethnic Groups

Ethnic Groups	
Description	
White	

## Employee Information

Gender: Female

Date of Birth: 07/01/1993

Birth Country: United States

Original Start Date: 05/15/1998

Highest Education Level: A/Not Indicated

You can **UPDATE** the following information:

- ❖ Home Address
- ❖ Phone Numbers
- ❖ Emergency Contacts
- ❖ Email Addresses
- ❖ Marital Status (view only)
- ❖ Ethnic Group (view only)

You can **VIEW** the following information:

- ❖ Name
- ❖ Gender
- ❖ Date of Birth
- ❖ Birth Country and State
- ❖ Original Start Date
- ❖ Highest Education Level

## Update Your Home & Mailing Address

You can update your address information by clicking on the **Home and Mailing Address** link under Personal Information on the menu.

### Personal Information

## Home and Mailing Address

SCSD Employee



**Name:** SCSD Employee  
**Title:** Teacher  
**Department:** Syracuse City School  
**Manager:**  
**E-Mail:**  
**Phone:**  
**Address:**

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	01/04/1993	USA	123 Main Street Syracuse, NY 13210	

\* Required Field

### [Return to Personal Information](#)

Your HOME address is the official address to which Employee Services will mail important information such as your W-2's, benefits information and other correspondence. This is also the address which will appear on your paycheck stub.

#### **Insurance Information:**

POMCO receives home address changes from Employee Services. Please make sure your home address is up to date. Otherwise, you will not receive important updates from your insurance company.

Because of HIPAA regulations and other State of New York restrictions, we will not accept a work address for your HOME address. The HOME address is the address to which confidential information from you elected insurance companies, as well as other SCSD confidential information will be sent.

**Note:** Your HOME address is now required, so please ensure that your HOME address is typed correctly and up-to-date.

Click the Change home/mailling addresses box.

Click the **EDIT** button for the Address Type HOME.

The screenshot shows the Oracle Employee Self Service interface. At the top, there is a navigation bar with the Oracle logo, 'Home', and 'Sign out' links. Below this, there are links for 'Favorites', 'Main Menu', and 'Employee Self Service'. On the right side of the page, there are icons for 'New Window', 'Help', 'Customize Page', and 'http'. The main content area is titled 'Edit Home Address'. It contains several input fields: 'Change As Of' (with a date picker set to 01/04/1993 and an example of 01/31/2000), 'Country' (set to United States with a 'Change Country' button), 'Address 1' (123 Main Street), 'Address 2', and 'Address 3'. There are also fields for 'City' (Syracuse), 'State' (NY with a search icon and 'New York' text), 'Postal' (13210), and 'County'. At the bottom of the form are 'Save' and 'Cancel' buttons.

**Note:** Your HOME address is your physical address, your place of residence. Your HOME address is the official address to which Talent Management will mail important information such as your W-2s, benefit information and other SCSD correspondence. Your HOME address can be a PO Box. Due to HIPPA regulations and other State of New York restrictions, we will not accept a work address for your HOME address. The HOME address is the address to which confidential information from your elected insurance companies, as well as other SCSD confidential information, will be sent.

Enter your address on Address 1, then enter your City, State, Postal (Zip Code), County, and the effective date. Click Save. The database will update immediately with your change.

Once you click Save, you will be directed to the Save Confirmation page. Click OK to return to the Home and Mailing Address page.

### Home and Mailing Address

---

### Save Confirmation



The Save was successful.

OK

Click on the Employee Self-Serve link at top of page to go to main menu.



## Update Your Phone Number

You can update your phone information by clicking on the **Change Phone Numbers** button under Personal Information on the menu.

ORACLE Home | Sign out

Favorites | Main Menu > Employee Self Service

New Window Help Customize Page http

**Personal Information**

**Phone Numbers**

SCSD Employee

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	Delete
Home	999/999-9999		<input checked="" type="checkbox"/>	
Work	315/435-4171		<input type="checkbox"/>	

\* Required Field

[Return to Personal Information](#)

150%

Click on the Add a Phone Number push button to add an additional phone number.

Enter the Phone Type for your Telephone number. You may add more than one phone number. Once you select the Phone Type, enter your 10-digit phone number without any formatting. The system will automatically format the field once you tab out. If you are entering more than one phone number, select WORK number to store as the preferred phone. To update the existing phone type, simply enter the new number over the old data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.

### Phone Numbers

#### **Save Confirmation**

The Save was successful.

Once you save the phone number(s), you will be directed to the Save Confirmation page. Click the OK push button to return to the Phone Numbers page. If finished with phone number changes, click on the Employee Self-Serve link at top of page to go to main menu.

## Update Your Emergency Contact

You can update your emergency contact by clicking on the **Change Emergency Contacts** button under Personal Information on the menu. Click on the Edit push button to make changes to the current contact information. If you do not have an existing emergency contact, click on the Add an Emergency Contact push button to add one.

The screenshot shows the Oracle Employee Self Service interface. At the top, there is a navigation bar with 'ORACLE' on the left and 'Home | Sign out' on the right. Below this, a breadcrumb trail reads 'Favorites | Main Menu > Employee Self Service'. On the right side of the page, there are utility links: 'New Window', 'Help', 'Customize Page', and 'http'. The main content area is titled 'Personal Information' and 'Emergency Contacts'. Below this, it says 'SCSD Employee'. There is a table with the following columns: 'Contact Name', 'Relationship to Employee', 'Primary Contact', 'Edit', and 'Delete'. The table is currently empty. Below the table is a button labeled 'Add Emergency Contact' and a link 'Return to Personal Information'. At the bottom right of the page, there is a small status indicator '175%'.

Enter contact name, relationship, address and phone information. If the contact's address and phone information is the same as yours, click the two check boxes to default the data from your personal information. Click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.

The screenshot shows the Oracle Employee Self Service interface for editing an emergency contact. At the top, there is a navigation bar with 'ORACLE' on the left and 'Home | Sign out' on the right. Below this, a breadcrumb trail reads 'Favorites | Main Menu > Employee Self Service'. On the right side of the page, there are utility links: 'New Window', 'Help', 'Customize Page', and 'http'. The main content area is titled 'Emergency Contacts' and 'Emergency Contact Detail'. Below this, it says 'SCSD Employee'. There is a section titled 'Address and Telephone'. The form contains the following fields and options: '\*Contact Name:' with a text input field containing 'SCSD Spouse Name'; '\*Relationship to Employee:' with a dropdown menu showing 'Spouse'; two checkboxes: 'Contact has the same address as the employee' and 'Contact has the same telephone number as the employee'; a section titled 'Address' with 'Country:' set to 'United States' and a 'Change Country' link; and an 'Address:' field with an 'Edit Address' button. At the bottom right of the page, there is a small status indicator '175%'.

Phone

Telephone:

Other Telephone Numbers

Emergency Contacts			
*Phone Type	Phone Number	Extension	Delete

Add Phone Number

Save

\* Required Field  
[Return to Emergency Contacts](#)

Once you save the emergency contact(s), you will be directed to the Save Confirmation page. Click the OK push button to return to the Emergency Contacts page. If finished with emergency contacts changes, click on the Employee Self-Serve link at top of page to go to main menu.



**Emergency Contacts**  
**Save Confirmation**

The Save was successful.

OK

## Update Your Email Addresses

You can update your Email addresses by clicking on the **Change Email Addresses** button under Personal Information on the menu.

ORACLE Home | Sign out

Favorites Main Menu > Employee Self Service

New Window Help Customize Page http

### Personal Information

#### Email Addresses

SCSD Employee

*Email Type	*Email Address	Preferred	Delete
Home	SCSDhomeaddress@hotmail.com	<input type="checkbox"/>	
WORK	SCSDemployee@scsd.us	<input checked="" type="checkbox"/>	

Add Email Address

Save

\* Required Field

[Return to Personal Information](#)

All employees should have a Work Email address and have the option of adding a Home Email address.

Work-related Emails, including Personnel Memorandums and Insurance Applications, are sent to employees' Work Email address.

To add an Email type, click on the Add an Email Type push button and enter the Email address for that type. To update the existing Email address type, simply enter the new address over the old data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.

SCSD employees can have two emails in the database; a Work and Home Email. The Work email is always checked as preferred and cannot be deleted. The Home email address can be deleted if necessary.

**Email Addresses**

#### Save Confirmation

The Save was successful.

OK

Once you save the Email addresses, you will be directed to the Save Confirmation page. Click the OK push button to return to the Email Addresses page. If finished with email address changes, click on the Employee Self-Serve link at top of page to go to main menu.

## Instant Message Ids

Syracuse City School District is not using this option at this time.

## View Your Marital Status

You can view your marital status under the area **Marital Status** under Personal Information on the menu. This information is currently read only.

### ◀ Marital Status

**Marital Status:** Single **As of:** 07/01/1968

If your marital status has changed, then it's a good time to reconsider your health care coverage, tax withholdings, and other important information. To ensure that your benefits information is updated to reflect this event change in your life, please contact the Benefits Staff at [TALENTMANAGEMENT@SCSD.US](mailto:TALENTMANAGEMENT@SCSD.US). For tax purposes, please update your W-4 information through Employee Self Service. To update your personal profile (that is view only on Employee Self Service), please email [TALENTMANAGEMENT@SCSD.US](mailto:TALENTMANAGEMENT@SCSD.US).

## View Your Ethnic Group

You can view your ethnic group under the area **Ethnic Groups** under Personal Information on the menu. This information is currently read only.

### ◀ Ethnic Groups

Ethnic Groups
Description
White

If your ethnic group is not correct, then email [TALENTMANAGEMENT@SCSD.US](mailto:TALENTMANAGEMENT@SCSD.US) with the subject line "Update Ethnic Group". Please let us know which one of the following options is the choice for your ethnicity.

### Search Results

View 100 First 1-7 of 7 Last

<u>Ethnic Group</u>	<u>Description</u>	<u>Short Description</u>
<u>AMIND</u>	<u>Native American</u>	<u>Native Ame</u>
<u>ASIAN</u>	<u>Asian/Pacific Island</u>	<u>Asian/Pac</u>
<u>BLACK</u>	<u>Black/African American</u>	<u>Black</u>
<u>HISPA</u>	<u>Hispanic/Latino</u>	<u>Hispanic</u>
<u>MULTI</u>	<u>Multi Racial (Non Hispanic)</u>	<u>Multi Rac</u>
<u>NSPEC</u>	<u>Not Specified</u>	<u>Not Specif</u>
<u>WHITE</u>	<u>White</u>	<u>White</u>

## Employee Information

You can view your employee information under the area **Employee Information** under Personal Information on the menu. This information is currently read only.

### ◀ Employee Information

---

**Gender** Female

**Date of Birth** 07/01/1968

**Birth Country** United States

**Original Start Date** 05/19/1986

**Highest Education Level** A-Not Indicated

If your information is not correct or up to date, then email [TALENTMANAGEMENT@SCSD.US](mailto:TALENTMANAGEMENT@SCSD.US) with the subject line "Update Employee Information from ESS." Please let us know what information needs updating. Please give the Talent Management Team some time to update the information and then check information again on ESS.

# Employee Data Profile

ORACLE  
 Favorites | Main Menu > Employee Self Service Home | Sign out

**Job Data Profile**

SCSD Employee

Employee ID:  Contact TM if you believe there are discrepancies in this information. Send email to talentmanagement@scsd.us.

TRS Tier: 4

**Job Information**

Original Start Date	Professional Experience Date	Step	Job Code	Job Description	Location	FTE	Union Code	Rate	Supervisor
05/19/1986	01/01/1993	20	2001	Elementary Teacher	Hughes Magnet Elementary Sch	1.000000	01	67630.00	Theresa Haley

**Graduate and Inservice Hours**

Graduate Hours: 63.00    Inservice Hours: 13.50    Column: 13 (72 to 77 hours)

Graduate and inservice hours that you have earned are accumulated in blocks of six. The levels range from 1 (0 to 5 hours) to 19 (108 or more hours).

**Tenure Status**

Tenure Code	Description	Start Date	Probation Begin Date	Tenure Date	Tenure or Probation	Status
EL	ELEMENTARY (K-6, N-6)	09/01/2001	09/01/2001	09/01/2003	Tenure	Active

**Certification**

Certificate ID	Description	Certificate Type	Certificate Status	Begin Date	Expiration Date	National Board Certification
EL	ELEM	PERMANENT	Active	02/01/1997		<input type="checkbox"/>
ADMSBL	SCHOOL BUILDING LEADER	INITIAL	Inactive	02/01/2012	01/31/2017	<input type="checkbox"/>
ADMINT	ADMIN - INTERNSHIP	PENDING	Inactive			<input type="checkbox"/>
SPED PK-12	SPECIAL EDUCATION GENERAL PREK-12	PERMANENT	Inactive	02/01/1997		<input type="checkbox"/>
SR PREK-12	READING PREK - 12	PERMANENT	Inactive	02/01/1997		<input type="checkbox"/>

**Education Information**

School Name	Degree	Year	Add'l Hours
SYRACUSE UNIVERSITY	CAS	2011	30.00
SUNY OSWEGO	MS	1996	33.00
DAEMEN COLLEGE	BS	1993	
INSERVICE	UNKNOWN		13.50

NOTE: Stipends for Masters, CAS, PhD, and EdD degrees have already been awarded, if listed above. You MUST apply to Talent Management to receive any future stipends. As a Unit 01 member you can also receive a salary increase for graduate and inservice hours. You must apply to the Talent Management office to receive a salary increase for each additional block of 6 hours.

This is a read only page of information.

This page gives SCSD employees information on their job data in people soft. If any of the information seems incorrect, please email [TALENTMANAGEMENT@SCSD.US](mailto:TALENTMANAGEMENT@SCSD.US) with the subject line of "update EDP information".

Please print the screen and circle what is wrong with an explanation and provide back up documentation. You can scan all the sheets into the email as a PDF file. This will replace the paper copy that some employees received in November. This information will be available all year long and it is your responsibility as an SCSD employee to notify the Talent Management Team if you believe the information is not correct. Please realize that it will take some time to update once you notify the team of possible inaccurate information due to the time it will take to do research on the data.

# Payroll and Compensation

## Payroll and Compensation

- [View Paycheck](#)
- [Voluntary Deductions](#)
- [Direct Deposit](#)
- [Compensation History](#)
- [W-4 Tax Information](#)
- [NY State Tax Information](#)
- [View W-2/W-2c Forms](#)
- [Leave Balances](#)

The **Payroll and Compensation** section can be used to view your paychecks, W-2 forms, leave balances, voluntary deductions, and compensation history that are tracked in the PeopleSoft HR system. It can also be used to update your direct deposit and W-4 tax information, W-2 electronic consent, and

to request a duplicate W-2. If you would like to speak with a representative from Payroll Services regarding this information, please call (315) 435-4191.

### View Your Paycheck

You can view your current earnings, taxes, deductions and net pay by clicking on the **View Paycheck** link under Payroll and Compensation on the menu.

## View Paycheck

SCSD Employee

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
<a href="#">2013-06-14</a>	Syracuse City School District	06/01/2013	06/15/2013	\$1000.00	5000229366
<a href="#">2013-05-31</a>	Syracuse City School District	05/16/2013	05/31/2013	\$1000.00	5000226038
<a href="#">2013-05-15</a>	Syracuse City School District	05/01/2013	05/15/2013	\$1000.00	5000222708
<a href="#">2013-04-30</a>	Syracuse City School District	04/16/2013	04/30/2013	\$1000.00	5000219379
<a href="#">2013-04-15</a>	Syracuse City School District	04/01/2013	04/15/2013	\$1000.00	5000216065
<a href="#">2013-03-28</a>	Syracuse City School District	03/16/2013	03/31/2013	\$1000.00	5000212746
<a href="#">2013-03-15</a>	Syracuse City School District	03/01/2013	03/15/2013	\$1000.00	5000209421
<a href="#">2013-02-28</a>	Syracuse City School District	02/16/2013	02/28/2013	\$1000.00	206116

Select the paycheck you wish to view by clicking the appropriate check date. Checks are in PDF format and pop-ups must be enabled to view your paycheck.



Department of Communications  
457 State Street  
Bethesda, MD 20817

Pay Group: LBS-Biweekly Salary Payroll  
Pay Begin Date: 09/23/2001  
Pay End Date: 10/06/2001

Business Unit: FEDBT  
Advice #: 00000000000169  
Advice Date: 10/05/2001

Robert D'Gamma Willow Estate Commons 34 Orchard Drive Columbia, MD 20815	Employee ID: L00002	<b>TAX DATA:</b>	<b>Federal</b>	<b>MD State</b>
	Department: 105000-Office of Human Resources Location: National Office Job Title: Specialist-Computer	Marital Status: Single Allowances: 0 Addl. Percent: Addl. Amount:	0	0

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular			2,164.00	1,360.00	36,788.00	Fed Withholding	413.16	8,498.64
Bonus			0.00		500.00	Fed MED/EE	31.38	637.36
Overtime			0.00	6.50	175.83	Fed OASDI/EE	134.17	2,725.26
Sick Leave			0.00	72.00	1,947.60	MD Withholding	93.95	1,911.44
Annual Leave			0.00	120.00	3,246.00			
Holiday (Statutory)			0.00	48.00	1,298.40			
<b>TOTAL:</b>		0.00	2,164.00	1,606.50	43,955.83	<b>TOTAL:</b>	672.66	13,772.70

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
TSP Employer Match	86.56	1,731.20	Managed Health Care - Self	19.83	356.94	Managed Health Care - Self	44.42	888.40
			Basic Life - \$10,000	9.74	194.80	Basic Life - \$10,000	4.86	97.20
			Fed Employees Retirement Sys	17.31	311.58	TSP Employer Match	75.74	1,514.80
			Charity	0.00	150.00	Fed Employees Retirement Sys	231.55	4,167.90
<b>TOTAL:</b>	86.56	1,731.20	<b>TOTAL:</b>	46.88	1,013.32	<b>*TAXABLE</b>		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,164.00	2,077.44	672.66	133.44	1,357.90
YTD	43,955.83	42,224.63	13,772.70	2,744.52	27,438.61

NET PAY DISTRIBUTION			
Advice #	Account Type	Account Number	Deposit Amount
0000000000000169	Checking	65876798434	1,357.90
<b>TOTAL:</b>			1,357.90

MESSAGE: This is a test.

## View Your Voluntary Deductions

You can view your voluntary deductions by clicking on the **View Your Voluntary Deductions** link under Payroll and Compensation on the menu.

## Voluntary Deductions

SCSD Employee

Syracuse City School District

Review, add or update your voluntary deductions information.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
<a href="#">21 CHECK DEDUCT</a>	07/01/2013	07/01/2014	Current	\$500.00	10000.00	0.00	

**NOTE:** You will not see any information in this area unless you have opted into the 21 paycheck deduction. All other employees will see a blank grid.

## Update Your Direct Deposit

You can update your direct deposit distribution by clicking on the **Direct Deposit** link under Payroll and Compensation on the menu.

### Direct Deposit

Golden Knight

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
<a href="#">Savings</a>	999999999	999999999999999999	Amount	\$150	1	Edit	Delete
<a href="#">Savings</a>	999999999	999999999999999999	Amount	\$10	2	Edit	Delete
<a href="#">Checking</a>	999999999	999999999999999999	Balance		3	Edit	Delete

Add Account

**IMPORTANT!** Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned to SCSD, and may delay your payment. Also ensure that Amt/Pct column adds up to 100%. If you select more than one account, you must designate the last account as a “balance” account. The system will assign a priority number of 999 to all accounts set up as such. (Example: \$200 goes into first account and “balance” goes into the second).

Invalid bank information may take up to 3 business days for your money to be returned to SCSD. Payment to you cannot be made until your bank returns the money to SCSD.

If you would prefer, you may complete a Direct Deposit Authorization Form instead of using this page to make updates to your account information. This form can be found on the SCSD website at <http://www.syracusecityschools.com/tfiles/folder498/DD.pdf>. Then please follow the directions on the paper form.

To update your current account type(s), click on the Edit push button. To add an additional account, click on the Add Account push button.

## Direct Deposit

### Change Direct Deposit

SCSD Employee

#### Your Bank Information

Routing  
Number:

111223344

[View check example](#)

#### Distribution Instructions

Account Number:

12345678

\*Account Type:

Savings

Required

\*Deposit Type:

Amount

Required

Amount or Percent:

100.00

\*Deposit Order:

10

(Example: 1 = First Account Processed)

Required

\* Required Field

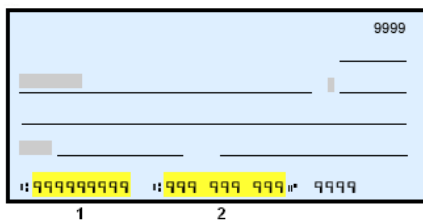
[Return to Direct Deposit](#)

You may click on the View Check Example to make sure you entered the correct routing and account number from your check. Make the appropriate changes and click on the Save push button to submit the data. This will automatically update the PeopleSoft HR database.



[Home](#) [Sign out](#)  
[Help](#)

#### Check Example



1 - Routing Number  
2 - Account Number

OK

Cancel

Click the OK push button to return to the Direct Deposit page.



## Direct Deposit

---

### Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Once you save the direct deposit distribution, you will be directed to the Save Confirmation page. Click the OK push button to return to the Direct Deposit page.

## View Your Compensation History

You can view your compensation history by clicking on the **Compensation History** link under Payroll and Compensation on the menu. Click on the View Another Date Range push button to choose another timeframe.

## Compensation History

SCSD Employee

From: 01/01/1900

To: 11/06/2013

### Employee Job Information

**Employee ID:** 99999  
**Department:** Elementary School  
**Job Title:** Elementary Teacher  
**Payroll Status:** Active

### Salary History

Date of Change	Action	Reason	Annual Salary	Hourly Rate	
<a href="#">01/01/2013</a>	Pay Rt Chg	Seniority Pay	42,052.000		USD
<a href="#">07/01/2012</a>	Pay Rt Chg	Seniority Pay	42,052.000		USD

### Variable Cash Compensation

Award Date	Type	Award Value	

### Variable Non-Cash Compensation

Type

### Stock Option Details

Type	Ticker Symbol	Number of Shares	Grant Price (Per Share)*
		0.000000	0.000000

\* Grant price is based on Grant Date

[Return to Employee Self Service](#)

[Return to Payroll and Compensation](#)

Enter a From Date and To Date and click on the Continue push button

## Select Date Range

SCSD Employee

Elementary Teacher

Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

From Date:   (example: 12/31/2000)

To Date:   (example: 12/31/2000)

[Return to Compensation History](#)

## W-4 Tax Information

You can update your federal tax information by clicking on the **W-4 Tax Information** link under Payroll and Compensation on the menu.

The screenshot shows the Oracle W-4 Tax Information form. At the top, it says 'ORACLE' and 'Employee Self Service'. The user is identified as 'SCSD Employee' with a 'Social Security Number' of '012-34-5678' and works for 'Syracuse City School District'. The form includes instructions on how to complete Form W-4 and a section for 'Home Address' (123 Main Street, Syracuse NY 13210). The 'W-4 Tax Data' section has fields for 'Enter total number of Allowances you are claiming:' (set to 0) and 'Enter Additional Amount, if any, you want withheld from each paycheck:'. It also has radio buttons for 'Single' (selected) and 'Married'. There are checkboxes for claiming exemption from withholding, with a 'Submit' button at the bottom.

Enter the total number of allowances you would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status. If you wish to claim exemption from withholding taxes for the current year, you must meet both of the conditions listed. Click on the Submit push button to continue.

### Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: e0118119

Password:

Enter your password to verify your identity and click on the Continue push button to save the data. This will automatically update the PeopleSoft HR database.



## Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Once you submit the tax information, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W-4 Tax Information page. Click on Employee Self Service at top of page to return to main menu.

## NY State Tax Information

You can update your New York State tax information by clicking on the **NY State Tax Information** link under Payroll and Compensation on the menu.

ORACLE  
Favorites | Main Menu > Employee Self Service | Home | Sign out

### NY State Tax Information

SCSD Employee

New York State Department of Taxation and Finance **Form IT-2104**

#### Employee's Withholding Allowance Certificate

This online form is to be used to 1) change marital status, 2) change withholding allowances, and/or 3) specify an additional amount to be taken from your paycheck.

After making your changes, push the Submit button to save the changes. By submitting these changes, you are certifying that you are entitled to the number of withholding allowances claimed on this certificate. Penalty - A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Indicate Marital Status  Single  Married

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Enter the total number of allowances you would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status.

### Submit Confirmation

The Submit was successful.  
However, due to timing, your change may not be reflected on the next paycheck.

Once you submit the tax information, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W-4 Tax Information page. Click on Employee Self Service at top of page to return to main menu.

## View W-2/W-2c Forms

You can view your previous years W-2 forms by clicking **View W-2/W-2cForms** link under Payroll and Compensation on the menu.

The screenshot shows the Oracle Employee Self Service interface. At the top, there is a navigation bar with the Oracle logo and links for 'Home' and 'Sign out'. Below this, the breadcrumb trail reads 'Favorites | Main Menu > Employee Self Service'. The main heading is 'View W-2/W-2c Forms' for 'SCSD Employee'. A message states: 'Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.' A link 'View a Different Tax Year' is provided. Below this is a table titled 'Select Year End Form' with columns: Tax Year, W-2 Reporting Company, Tax Form ID, Issue Date, Year End Form, and Filing Instructions. The table contains one row for the year 2012, reporting company SCS, tax form ID W-2, issue date 07/02/2013, and links for 'Year End Form' and 'Filing Instructions'. The footer contains a JavaScript action URL and a zoom level of 125%.

Select Year End Form					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2012	SCS	W-2	07/02/2013	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

Click on Employee Self Service at top of page to return to main menu.

## Leave Balances

You can view your leave balances by clicking **Leave Balances** link under Payroll and Compensation on the menu.

### Leave Balances

SCSD Employee

Current Balances as of the last payroll					
Type of Benefit	Hours Earned	Hours Taken	Hours Adjusted	Hours Remaining	
Sick	441.250	35.750	0.000	405.500	
Personal	32.500	32.500	0.000	0.000	

Click on year to view time for that particular year

- [2012/2013](#)
- [2011/2012](#)
- [2010/2011](#)

Historical Time Entered						
Reported Date	Earnings Code	Description	Reported Hours	Pay Period End Date	Status	
12/21/2012	SCK	Salaried Sick	6.50	12/31/2012	Processed	
01/08/2013	SCK	Salaried Sick	6.50	01/15/2013	Processed	
01/10/2013	SPL	Salaried Personal Leave	6.50	01/15/2013	Processed	
01/11/2013	SPL	Salaried Personal Leave	6.50	01/15/2013	Processed	
01/14/2013	SPL	Salaried Personal Leave	6.50	01/15/2013	Processed	
01/15/2013	SPL	Salaried Personal Leave	6.50	01/31/2013	Processed	
01/16/2013	SPL	Salaried Personal Leave	6.50	01/31/2013	Processed	
03/05/2013	SCK	Salaried Sick	6.50	03/15/2013	Processed	

\* Time entered in the Initial or Approved status will be processed on the next payroll and your balance reduced.

# Benefits

Benefits

[Benefits Summary](#)

The **Benefits** section can be used to view your current benefits information that is tracked in the PeopleSoft HR system. This includes such plans as medical, dental, flexible spending accounts, vision and retirement. If you would like to contact a representative from Talent Management regarding this information, please Email [TALENTMANAGEMENT@SCSD.US](mailto:TALENTMANAGEMENT@SCSD.US) with subject line “Benefits on ESS”.

## View Benefits Summary

You can view your benefits summary by clicking on the **Benefits Summary** link under Benefits on the menu.

## Benefits Summary

SCSD Employee

To view your benefits as of another date, enter the date and select Go.

11/06/2013



### Benefits Summary

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Couples Medical	Couples Premium 3+4
<a href="#">Dental</a>	Couples Dental	Family
<a href="#">403(b)</a>	ING Aetna - 403 (B)	\$100 Before Tax
<a href="#">Sick</a>	Sick	-----
<a href="#">Personal</a>	Personal Leave	-----
<a href="#">Flex Spending Health - U.S.</a>	FLEXIBLE SPENDING - MEDICAL	\$2,500 Pledge
<a href="#">Flex Spending Dependent Care</a>	FLEXIBLE SPENDING - DEP CARE	\$5,000 Pledge
PERS	TRS Employer Tier IV	0% of Earnings

This is a summary page, if you want to see more detail of each program, click on the link and it will show the detail for that program.