



# Employee Self Service (ESS) Overview

October 2014

# Employee Self Service (ESS)



- Secure source for employee-related information
- All employees have access to ESS.
  - Personal Data changes
  - Home, Mailing and email Addresses
  - Emergency Contacts
  - Phone Numbers
  - Payroll Direct Deposit details
  - Tax withholding details
  - Benefits system to review and manage life events and dependents
  - VirtualEdge Internal Career Center for Pima County job applications
  - eTIME for timecards and time off requests
  - Complete online policy acknowledgements
- *Manager Self Service (MSS) for employees with direct reports*

# Logging into ESS



Once registered, follow detailed steps below for logging into ESS.

- Go to <https://portal.adp.com>
- Click on the User Login link

**ADP**

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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Enter your User Name (Example: jsmith@pimacounty) and Password.

The server agateway.adp.com at Portal Access [10:47:29:1157] requires a username and password.

  
  
 Remember my credentials

OK Cancel

The Pima County ESS Portal Welcome page appears.

Welcome, *[Name]*

Company Directory | Log Off

Search Company Directory

Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾

### What's New



**Welcome to the ADP Self Service Portal!**  
Self Service is your one-stop shop for managing your personal information, gaining knowledge of corporate policies and procedures and staying in touch with what's new.

### Recommended Links

- [Payroll Forms link](#)
- [2013/2014 Holiday Calendar](#)
- [Human Resources Main page](#)
- [Payroll Calendar for 2013](#)

### Message Center at a Glance

Click the following link(s) to access messages and information pertinent to you.  
[Notifications - \(2\)](#)

### Benefits News

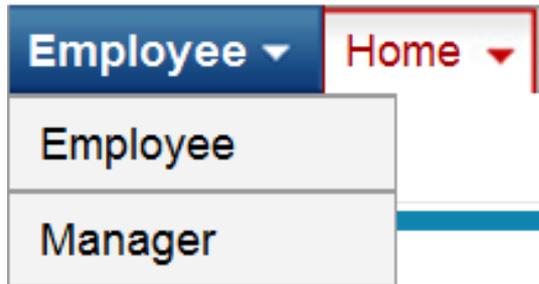


Click [here](#) to access Pima County's Human Resources page for Wellness Programs that are administered by Pima County HR.

# Changing portal screens



- If you have direct reports, you will have access to Manager's Self Service (MSS).
- To access ESS, you must change your screen to Employee.



To change from MSS to ESS:

- Click the drop down under the Pima County logo
- Select Employee

Switch screens

Subject Tabs

Log off



Welcome, [Name]

Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾

Company Directory | Log Off

Search Company Directory [ ] [ ]



What's New

News and information



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[Notifications - \(2\)](#)

Benefits News

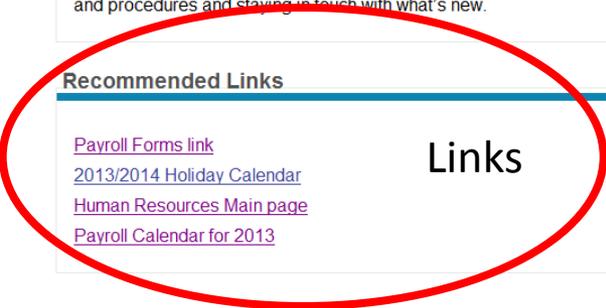


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Links



# ESS Dropdowns



Home ▾	Time & Attendance ▾	Pay & Taxes ▾	Personal Information ▾	Benefits ▾
Welcome	eTime	Pay Statements	General	Welcome
<u>Company Directory</u>		Direct Deposit	Emergency Contacts	
Message Center		Tax Withholding	Addresses	
Approval History		Deductions	Phone Numbers	
Policies & Guidelines		Annual Statements		
FAQ				

We will review each of these subject tabs and drop-downs in the next few slides.

- Home ▾
- Welcome
- Company Directory**
- Message Center
- Approval History
- Policies & Guidelines
- FAQ



Company Directory: Provides ability to search for an employee. Results include Department, Location and Work Phone.

Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾

### Company Directory

Enter information in at least one Field. Entering part of name is allowed.

Employee First Name:	<input type="text"/>
Employee Last Name:	<input type="text"/>
Department:	<input type="text" value="Enter/Select Item"/> ▾
Location:	<input type="text" value="Enter/Select Item"/> ▾
Max Results to Display	20 ▾

- Home ▾
- Welcome
- Company Directory
- Message Center
- Approval History
- Policies & Guidelines
- FAQ



## Message Center: Information for employee on pending activities

Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾

### Message Center

Notifications

Employee Activities

Click an Activity link to view details and complete outstanding tasks.

Activities

Name	Description	Start Date	Status

Policy Acknowledgements: Employee location read and acknowledge Pima County Policies and Procedures. For example, the yearly email policy acknowledgement.

Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾

### Company Policy

#### Policy Acknowledgements.

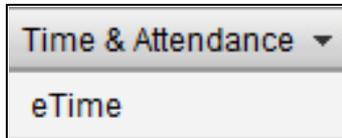
To read and acknowledge a policy, click the policy name.

Policy Name	Version	Required	Acknowledged	Acknowledge Date	To Be Completed By
<div style="display: inline-block; background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Done</div>					

### Policies and Guidelines

Please note there are a number of wellness programs that are administered by Pima County HR.

- [Pima County Personnel Policy 8-102 – Premium Pay](#)
- [Pima County Personnel Policy 8-103 Civic Duty and Uniformed Services Leave](#)
- [Pima County Personnel Policy 8-105 – Annual Leave](#)
- [Pima County Personnel Policy 8-106 – Sick Leave](#)
- [Pima County Special Leaves of Absences with Pay](#)
- [Pima County Leaves of Absence without Pay](#)



## **IMPORTANT: eTIME IS NOT AVAILABLE UNTIL NOVEMBER 2, 2014.**

Click eTIME to access the Time and Attendance system.

- All Pima County employees will track time in eTIME.
  - Non-exempt employees will clock in and out using one of the following :
    - Timeclock
    - Computer-based Timestamp
    - Mobile app time clock (limited release to only certain depts)
  - Exempt employees will use the “project view” to add exception time
- ALL employees must approve their time card EVERY pay period.
- Time off requests for vacation, jury duty, bereavement, Cesar Chavez Day and pre-planned sick leave will be made through eTIME.
- Adjustments to time for non-exempt employees (e.g. missed punch, late punch, FML hours used) must be made by the supervisor.

Pay & Taxes ▾
Pay Statements
Direct Deposit 
Tax Withholding
Deductions
Annual Statements

### Direct Deposit

This page displays the direct deposit information currently in effect. To add a new direct deposit, click **Add New**.

**Note:**An asterisk (\*) identifies the account that will receive any pay that is not allocated.

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
<a href="#">Checking</a>	998	XXXXXXXXXX	XXXXXXXX7939	100.00 %

[Add New](#)

### Direct Deposit

Enter your changes and click **Save**

**Important Information:** Changes made to banking institutions or accounts may take up to 2 pay periods to become effective while the information is being verified and validated. During this time, you will receive a paper check.

When **Reveal** is clicked, your transit and/or account numbers are viewable. Because of this we recommend you take precautions to prevent unauthorized viewing of your account details.

Account:	Checking
Priority:	998
Deposit Amount:	<input type="radio"/> Amount <input checked="" type="radio"/> Percent <input type="text" value="100.00"/> <input type="checkbox"/> Allow Partial Deposit
Remaining Net Pay Account:	<input type="checkbox"/>
Bank Transit Number:	<input type="text" value="*****"/> <a href="#">Reveal Bank Transit Number</a>
Confirm Bank Transit Number:	<input type="text" value="*****"/>
Account Number:	<input type="text" value="*****"/> <a href="#">Reveal Account Number</a>
Confirm Account Number:	<input type="text" value="*****"/>



Account Number: 1234567890

Bank Transit Number: 1234567890 1234567890 1234

Please agree to the following:

By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

[Save](#)
[Cancel](#)
[Reset](#)
[Delete](#)

Pay & Taxes ▾
Pay Statements
Direct Deposit
Tax Withholding 
Deductions
Annual Statements

Tax Withholding: Federal can be changed online. Arizona must be printed and submitted to Central Payroll per instructions on the screen.

### Tax Withholding

To change your Federal tax information, click the "Federal" link below.

To change your State tax information, please click [here](#) to access a site where the paper forms can be downloaded/printed.

Please mail or fax completed forms to:

Central Payroll  
Pima County  
130 W Congress DF AB7-115  
Tucson  
AZ, 87501  
Fax: 791-6663

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount	Additional Percent	Exemptions in Dollars (or other state specific exemptions)	Exempt from Federal Tax	Nonresident Alien
<a href="#">Federal</a>	Federal	Married	01	0.00	0.000			
Lived in State	AZ	Not applicable	00	0.00	0.000			

Pay & Taxes ▾	
Pay Statements	
Direct Deposit	
Tax Withholding	
Deductions 	
Annual Statements	

## Deductions: shows information from HR, Payroll and Benefits systems

Employee ▾	Home ▾	Time & Attendance ▾	Pay & Taxes ▾	Personal Information ▾	Benefits ▾	
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### Deductions ?

This page displays the deductions currently in effect. To stop or change a deduction, click the appropriate underlined deduction description, which will take you to the Update Deduction page. Those deductions which are not underlined may not be maintained within self service, contact your HR/payroll representative to change these deductions. To add a new deduction click Add New.

Deduction Description	Deduction Amount	Deduction Percent	Deduction Goal	YTD Deduction
<u>██████████</u>	26.04	0.00%	0.00	0.00
Aflac Short Term Post Tax	15.60	0.00%	0.00	0.00
Pima County Dental Employee	38.01	0.00%	0.00	0.00
Pima County Dental Employer	10.23	0.00%	0.00	0.00
Employee Assistance	.63	0.00%	0.00	0.00
<u><a href="#">Empl Combined Appeal Program</a></u>	10.00	0.00%	10.00	10.00
Health Saving Account	80.00	0.00%	0.00	0.00
Health Savings ER	76.92	0.00%	0.00	0.00
Dependent Life	.63	0.00%	0.00	0.00
Employer Paid Life	2.31	0.00%	0.00	0.00
Supplemental Life	4.78	0.00%	0.00	0.00
HDHP w/ HSA Medical Employee	27.20	0.00%	0.00	0.00
HDHP w/ HSA Medical Employer	430.39	0.00%	0.00	0.00
Prepaid Legal Employee	10.27	0.00%	0.00	0.00
Avesis Vision Employee	4.69	0.00%	0.00	0.00

Pay & Taxes ▾
Pay Statements
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## Annual Statements are not available until January 2015.

In preparation, please review the Go Paperless option.  
Read the screen and follow the prompts.



Employee ▾ Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾

### Annual Statements ✎ ?

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#### Go Paperless

You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will remain on the secure website for 3 years. If you want to retain a copy for longer than that, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at anytime.

**Access my annual statements (W-2s, W-2Cs) online only**

By selecting this option, you will access your annual statements (W-2s, W-2Cs) online only. You will no longer receive paper copies. After you click **Next**, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Change E-mail Address** on the Annual Statements Home page to update your e-mail address.

Next
Cancel

## PLEASE REVIEW FOR ACCURACY!

Personal Information ▾
General 
Emergency Contacts
Addresses
Phone Numbers

Personal Information – General: This screen is view only. If corrections must be made, contact your Department Personal Representative (DPR).

Employee ▾	Home ▾	Time & Attendance ▾	Pay & Taxes ▾	Personal Information ▾	Benefits ▾
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**Personal Information**

The following personal information is stored in your personnel record. To change any of the information below, please contact your local HR representative.

Personal Information	
<b>Name:</b>	Kristin E. Jiroudek
<b>Employee ID:</b>	0000125162
<b>Social Security Number:</b>	XXXXXXXX <a href="#">Reveal SSN</a>
<b>Birth Date:</b>	10/24/1967
<b>US Citizenship Status:</b>	U.S. Native
<b>Country of Citizenship:</b>	
<b>Gender:</b>	Female
<b>Race/Ethnicity:</b>	White
<b>Ethnic Group:</b>	White
<b>Marital Status:</b>	Not Indic
<b>Military Status:</b>	No Military Service

Personal Information ▾

General

**Emergency Contacts** 

Addresses

Phone Numbers

**PLEASE ADD AT  
LEAST ONE  
EMERGENCY  
CONTACT.**

Emergency Contacts ?

The following emergency contacts are stored in your personnel record. To change or remove any of the information below, click the appropriate underlined contact name, which will take you to the Emergency Contact update portlet. To add a new contact, click Add New.

Name	Relationship	Primary Phone	Secondary Phone	Primary Contact
<input type="button" value="Add New"/>				

Emergency Contacts

Enter contact information in the following fields. Click Save to add your contact.

**Emergency Contact Details**

Relationship:

First Name:

Last Name:

Primary Contact:

Same Address/Phone as Employee:

**Address**

Address:

Apt/Suite:

Other:

City/Town:

State/Prov:

Postal/ZIP:

Country:

**Primary Phone**

International Country Code:

International City Code:

Primary Phone:

**Secondary Phone**

International Country Code:

International City Code:

Secondary Phone:

Personal Information ▾

General

Emergency Contacts

Addresses 

Phone Numbers

**PLEASE REVIEW YOUR ADDRESSES FOR ACCURACY! CORRECT IF NEEDED.**

Addresses

<b>Notification Address</b>	
Notification E-mail Address:	www.jroutelink@pima.gov
<b>Home Address</b>	
Street:	1212 S Main Street
Apt/Suite:	
Other:	
City/Town:	Tucson
State/Prov:	Arizona
Postal/ZIP:	85701
Country:	USA
Work Email Address	www.jroutelink@pima.gov
Personal Email Address	myemailaddress@yahoo.com

Addresses

Enter your changes and click Save. Note: Changes will take effect immediately.

<b>Notification Address</b>	
Notification E-mail Address:	www.jroutelink@pima.gov
<b>Home Address</b>	
Street:	1212 S Main Street
Apt/Suite:	
Other:	
City/Town:	Tucson
State/Prov:	Arizona ▾
Postal/ZIP:	85701
Country:	USA ▾
Work Email Address	www.jroutelink@pima.gov <input type="checkbox"/> Same as Notification E-mail Address above?
Personal Email Address	myemailaddress@yahoo.com

Personal Information ▾

General

Emergency Contacts

Addresses

Phone Numbers 

**PLEASE ADD YOUR CONTACT PHONE NUMBERS.**

Phone Numbers ?

The following phone numbers are stored in your personnel records. To change any of the information below, click the appropriate underlined telephone description, which will take you to the Update Phone Number page. To add a new phone number, click Add New.

Type	International Country Code	International City Code	Phone	Extension/PIN
<input type="button" value="Add New"/>				

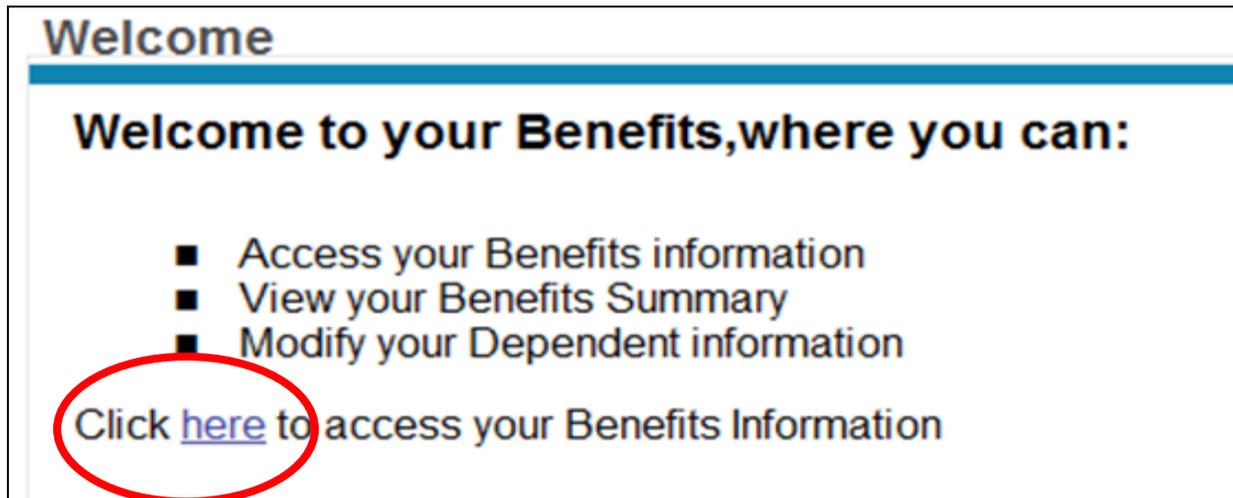
Phone Numbers ?

Enter your telephone information in the following fields. Click Save to add your phone number.

Type:	<input type="text" value="Select Type"/>
International Country Code:	<input type="text"/>
International City Code:	<input type="text"/>
Phone:	<input type="text"/>
Extension/PIN:	<input type="text"/>



Click the link to access your Benefits information.



**IMPORTANT: THE BENEFITS SYSTEM IS NOT AVAILABLE UNTIL NOVEMBER 10, 2014.**