Employee Self-Service Features

Contents
View Paycheck ........................................................................................................................................... 2
Sample Paycheck and Printing .................................................................................................................... 3
View Benefits Summary ............................................................................................................................... 4
View Timesheet (Time & Labor Organizations only) .................................................................................. 5
View Leave Balances (Time & Labor Organizations only) ................................................................. 5
View Race/Ethnicity Designation (if applicable) ....................................................................................... 6
Consent to Opt Out of Receiving W-2 in the U. S. Mail ........................................................................... 7
View and Print W-2 Form ............................................................................................................................ 7
Add or Change Home and Mailing Addresses ........................................................................................... 8
Add/Change Phone Number ....................................................................................................................... 8
Add/Change Emergency Contacts ............................................................................................................ 9
Add/Change Ethnicity ................................................................................................................................. 9
Add/Change Disability ................................................................................................................................. 10
Logging in to Employee Self-Service and Understanding the Pages

View Paycheck

The Employee Self-Service Main Page opens

Click Main Menu.

Click Self Service.

Click Payroll and Compensation.

Click View Paycheck.

Page may take a few seconds to display. Wait for screen to load.

The View Paycheck page opens

Click the Check Date you want to view.

Note:
The page displays the previous eight paychecks.

To view the previous 50 paychecks, click View All
Sample Paycheck and Printing

A printable view of your paycheck will appear.

- Click **Print Page** button at the top of the page.
- Print option window opens.
- Click **Print**.

**Employee Personal & Job Information**

Employees with Multiple Jobs
Earnings from individual jobs are summarized from all jobs by earnings type (Regular, Overtime, etc.) and listed here.
Logging in to Employee Self-Service and Understanding the Pages

View Benefits Summary

The **Employee Self-Service Main Page** opens

Click **Main Menu**.
Click **Self Service**.
Click **Benefits**.
Click **Benefits Summary**.

*Page may take a few seconds to display. Wait for screen to load.*
*Note: Benefits Enrollment is used during Open Enrollment*

The **Benefits Summary** page opens

A summary of benefits is displayed. If you want to view your benefits as of another date, enter the date and click **Go**.

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### Benefits Summary

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Blue Cross Blue Care® BT</td>
<td>Employee Only</td>
</tr>
<tr>
<td>Dental</td>
<td>Delta Dental PPO Plus Premier</td>
<td>Employee Only</td>
</tr>
<tr>
<td>Vision</td>
<td>State Vision</td>
<td>Employee Only</td>
</tr>
<tr>
<td>Blood Bank</td>
<td>Blood Bank of Delmarva</td>
<td></td>
</tr>
<tr>
<td>Deferred Comp 457</td>
<td>State of DE Def Comp 457b</td>
<td>$50 Before Tax</td>
</tr>
<tr>
<td>Sick</td>
<td>Mehl Sick 37.5 Hr</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Non-Ment Vac 37.5 Hr</td>
<td></td>
</tr>
<tr>
<td>Flex Spending Health</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>- U.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flex Spending Care</td>
<td>Waived</td>
<td></td>
</tr>
<tr>
<td>- U.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension Plan 1 - U.S.</td>
<td>State Employees</td>
<td></td>
</tr>
</tbody>
</table>
Logging in to Employee Self-Service and Understanding the Pages

View Timesheet (Time & Labor Organizations only)

The Employee Self-Service Main Page opens

Click Main Menu.
Click Self Service.
Click Time Reporting.
Click Report Time.
Click Timesheet.
Page may take a few seconds to display. Wait for screen to load.

The Timesheet page opens

Click Main Menu.
Click Self Service.
Click Time Reporting.
Click Report Time.
Click Timesheet.
Page may take a few seconds to display. Wait for screen to load.

The current pay period for time entry appears.
You can view previous and next pay periods two ways.
1. Click Previous Period or Next Period link
2. Enter the pay period date you want to view and Click Refresh.
Note: Previous pay periods are no longer available for data entry.

View Leave Balances (Time & Labor Organizations only)

The Employee Self-Service Main Page opens

Click Main Menu.
Click DE Leave Accrual Components.
Click LA Inquiries.
Click Self-Service View Leave.
Page may take a few seconds to display. Wait for screen to load.

The View Leave Balances page opens

Click Main Menu.
Click DE Leave Accrual Components.
Click LA Inquiries.
Click Self-Service View Leave.
Page may take a few seconds to display. Wait for screen to load.

Balances are as of the last pay period end date.
You can view leave balances for previous pay period end dates by selecting a new date and clicking Refresh Date.
To view details for a particular leave balance, Click Details.
Logging in to Employee Self-Service and Understanding the Pages

The **View Leave Detail** page opens

<table>
<thead>
<tr>
<th>Name:</th>
<th>Emp ID:</th>
<th>Emp Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Return** to return to the **View Leave Balances** page.

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View Race/Ethnicity Designation (if applicable)

The **Employee Self-Service Main Page** opens

Click **Main Menu**.

Click **Self Service**.

Click **Personal Information**.

Click **DEL Ethnic Groups**.

*Page may take a few seconds to display. Wait for screen to load.*

The **Ethnicity** page opens

**Ethnicity**

The employee is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer requests employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1) Are you Hispanic or Latino?
   - Yes
   - No

2) What is your race? Select one or more.
   - American Indian/Alaskan Native
   - Asian
   - Black or African American
   - Native Hawaiian/Pacific Islander
   - White

This page is for use by CE School District and Del Tech employees only.

Complete number one by clicking **Yes** or **No**.

Complete number two by clicking the appropriate choice.

Click **Save**.
Consent to Opt Out of Receiving W-2 in the U. S. Mail

To stop receiving your W-2 through the U.S. Mail, you may opt out of the program. All W-2s may be located on the Employee Self-Service website.

To opt Out – Navigate to: Favorites > Main Menu > Self-Service > Payroll and Compensation > W-2/W-2c Consent.

Check off the box that states: Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Click Submit.

View and Print W-2 Form

Navigate to: Favorites > Main Menu > Payroll for North America > U.S. Annual Processing > Create W-2 Data > View W-2/W-2c Forms
Add or Change Home and Mailing Addresses

Navigate to: Favorites > Main Menu > Self Service > Personal Information > Home and Mailing Address

Select Type and then Add

Use the Address Data Entry Standards document for formatting addresses

Add/Change Phone Number

Navigate to: Favorites > Main Menu > Self Service > Personal Information > Phone Numbers

Select Add Phone Number

Add contact phone number. If adding more than one phone number, select the Preferred phone number.

Click Save
Add/Change Emergency Contacts

Navigate to: Favorites > Main Menu > Self Service > Personal Information > Emergency Contacts

Select **Add Emergency Contact**
Enter required information. Select **Primary Contact** for one person if adding more than one contact.

Click **Save**

Add/Change Ethnicity

Navigate to: Favorites > Main Menu > Self Service > Personal Information > Emergency Contacts

Select **Add an Ethnic Group**
- Employees can add or delete Ethnicity
- One must be marked as "Primary"

After completion, Click **Save**
Add/Change Disability

Navigate to: Favorites > Main Menu > Self Service > Personal Information > Disability

Follow instructions on the page
After completion, Click Save