

Employee Self Service
Catoosa County Employees
From any computer with internet access

Employee Self Service Overview

Specifically, Employee Self Service (ESS) gives the employees of the ability to monitor and maintain their personal and employment information such as:

- Personal Information
- Pay/Tax Information
- Other options (which will become available in the future)

How to access Employee Self Service:

If you can get to a computer that has internet access - you can check your information

First – access the County website at: www.catoosa.k12.ga.us using Internet Explorer or Safari



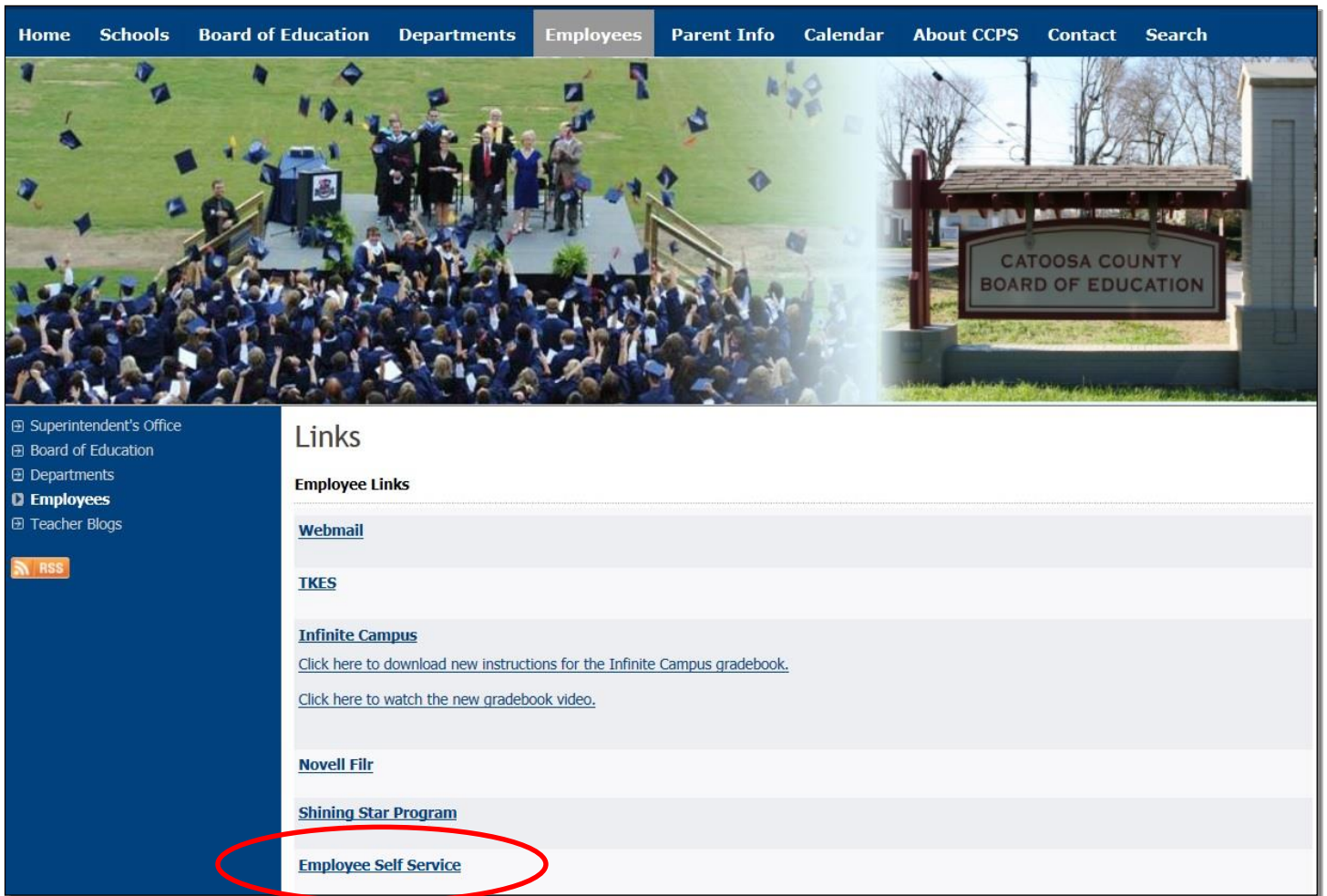
Your screen should look like the one below:



Next – Click on “**Employees**” located in the center of the screen. Indicated on the picture below:



Next – Your screen will look like the picture below.....click on **“Employee Self Service”**



Next – Your screen will look like the picture below.....

This is the Main Screen for Catoosa County Public Schools **“Employee Self Service”**

Logging In

To Log in to the site, click the **“Log In”** link in the upper right-hand corner of the screen.



Next – you will see a screen like below. This is your “**Log In**” screen.

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

The first time you log in to Employee self service you will use your first initial + last name + the last 4 digits of your SS# as the username, and the last 4 digits of your SS# as your password. (Example: username: ssmith5555 Password: 5555)

If it is the first time you have logged in, you should be directed to immediately change your password as shown in the screen below. Here you will have to enter your current password and change it to a new password, plus you will have to enter some type of password hint. This hint will be emailed to you if you should ever forget your password. Once you have entered the information then you will click the “Update” button as indicated below.

****Important note: You will only receive the password change screen on the first login. *****

Before proceeding you must change your password.

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

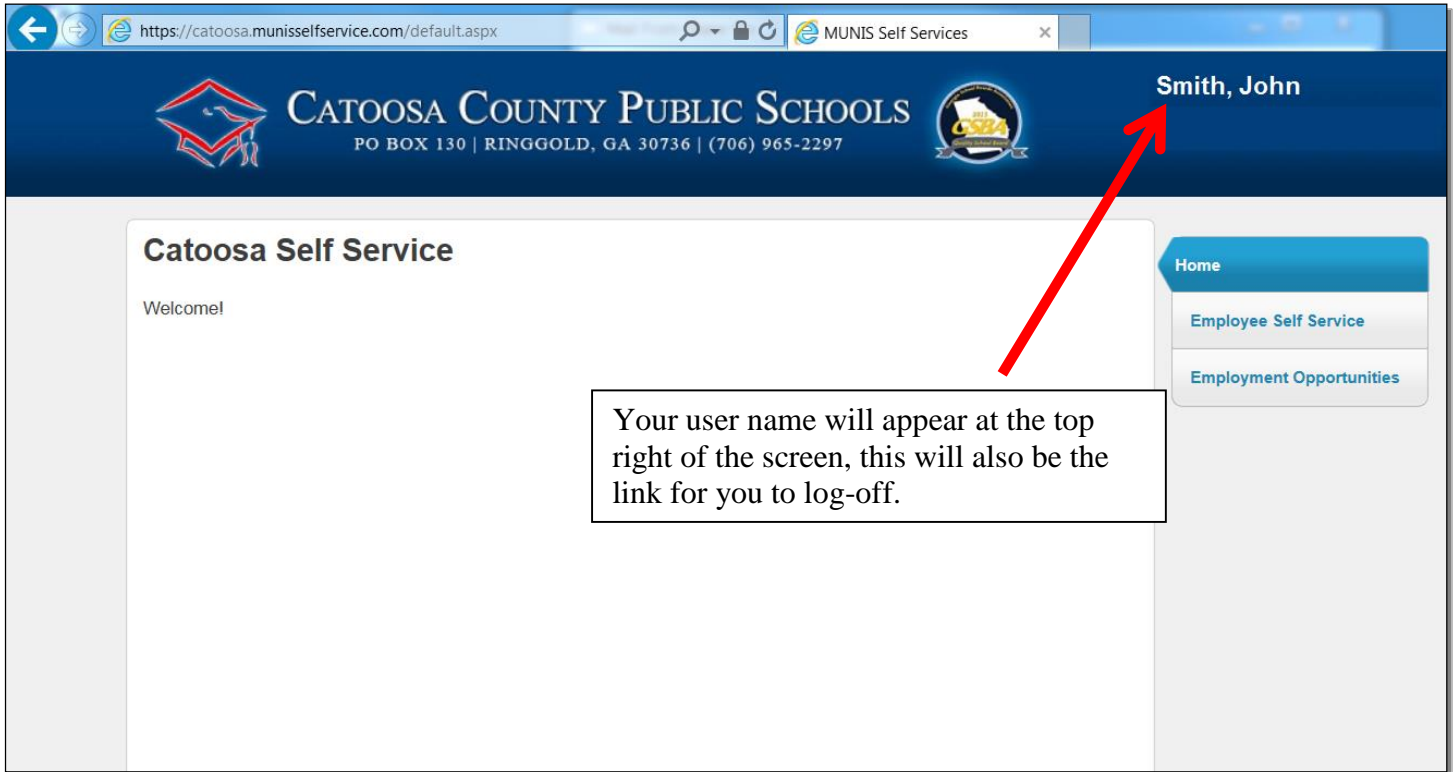
Change **Cancel**

After you change your password successfully you should see the following screen. Then you simply click the “**Continue**” button to enter Employee Self Service (as indicated below).

Your password has been successfully changed.

Continue

Once you click **“Continue”** you will enter Employee Self Service. The following screen will appear.



Upon successful login you will see the above items on your screen.

****Please note these items carefully. Always make sure that your name appears in the upper right hand corner as noted above before moving on with Employee Self Service****

Using Employee Self Service:

You have now entered Employee Self Service. On the right hand side of the screen click on the link that shows **“Employee Self Service.”** Upon clicking this you will see the following screen below. The Employee Self Service page is divided into 4 sections:

- #1. Announcements
- #2. Personal Information
- #3. Time Off
- #4. Paychecks

Welcome to Employee Self Service

Announcements

Personal information [View profile](#)
SMITH, JANE J
1234 JANIE BUG WAY
RINGGOLD, GA 30736
Phone HOME PHONE: 706-965-1234 : 423-555-1212 Email: jsmith@catoosa.k12.ga.us

Time off
Available time
Requested Taken

	Available	Total
SICK	59.00	60.00
PROF PERS	0.00	0.00
LWOP	0.00	0.00

2015

Paychecks [Show paycheck amounts](#)
Last Paycheck: 7/31/2015
Year to date
Previous paychecks
7/31/2015 Details
6/30/2015 Details
5/29/2015 Details
4/30/2015 Details
3/31/2015 Details
Tools
Paycheck simulator
View last year's W2
View your W4

1. Announcements

The Announcements section is set by an Administrator. All Catoosa County Employees will view the same Announcements in this section.

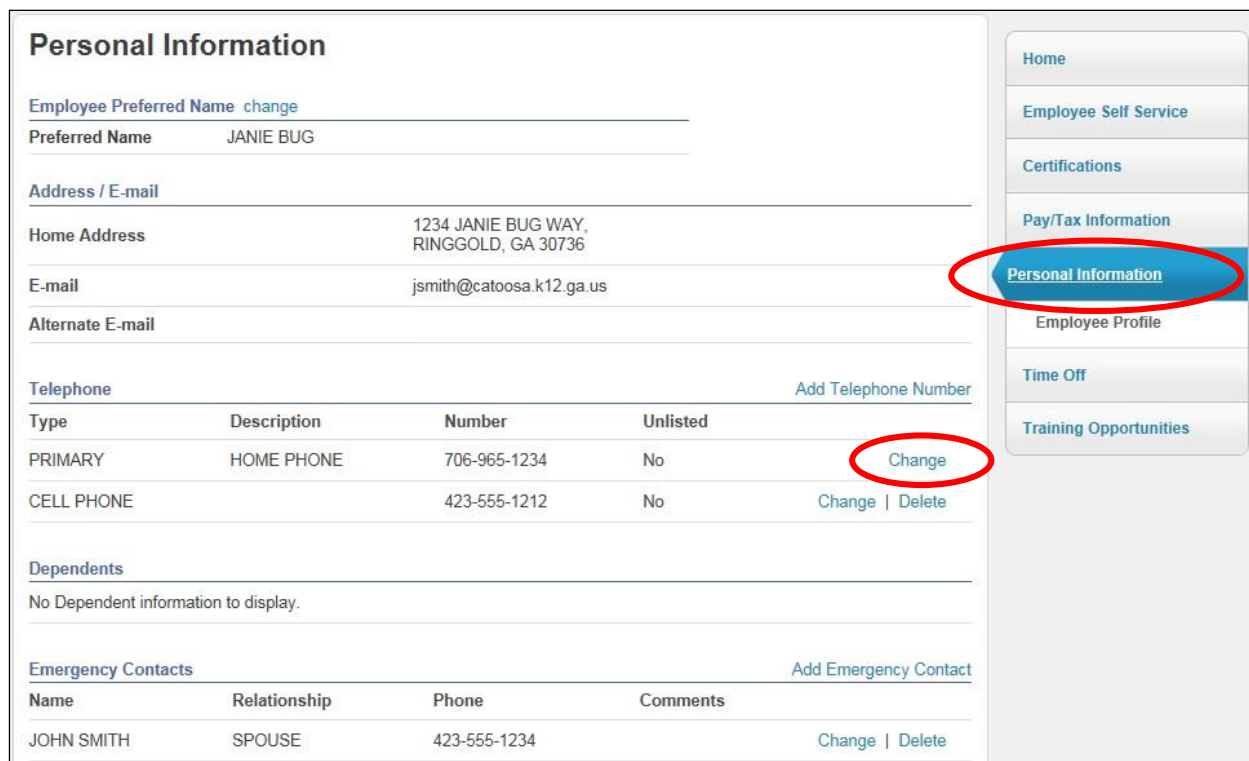


2. Personal Information

This screen will show your demographic information that is currently in Munis. Click on the View Profile button to view the full screen showing more in depth information about you “the employee” personally, such as, date of birth, start date, etc.

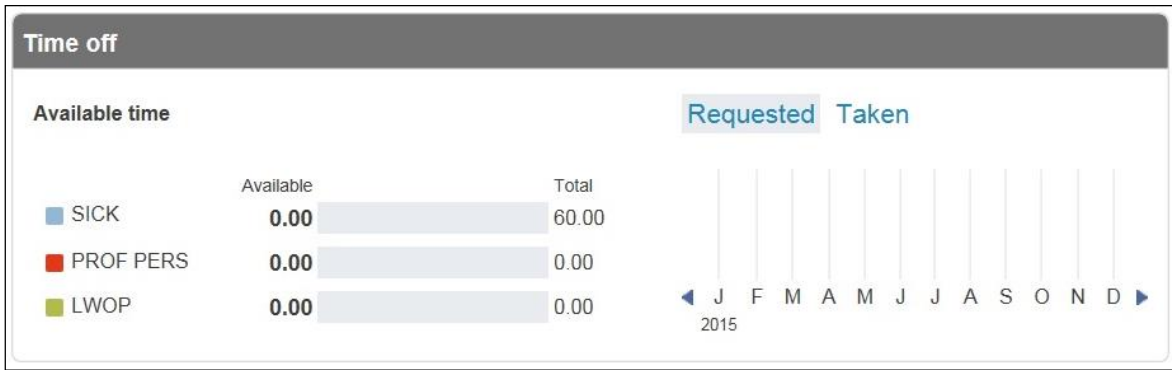


To add/change designated information (**NOTE:** only Telephone and Emergency contacts are available for updating) click on the Personal Information link in the right hand column. Click Change in the area you would like to update.



3. Time Off

View available/used time off information in this section



4. Paychecks

The paychecks section shows the last 5 checks

Paychecks Show paycheck amounts

Last Paycheck: 7/31/2015

Year to date

Previous paychecks

7/31/2015	Details
6/30/2015	Details
5/29/2015	Details
4/30/2015	Details
3/31/2015	Details

Tools

- Paycheck simulator
- View last year's W2
- View your W4

Annotations: A (Show paycheck amounts), B (Previous paychecks), C (Details), D (Paycheck simulator), E (View last year's W2)

- A. To display the check amounts on this screen, click on the Show Paycheck Amounts button. The screen below will display:

Paychecks Hide paycheck amounts

\$922.08
Last Paycheck: 7/31/2015

\$13,006.69
Year to date

Previous paychecks

7/31/2015	\$922.08	Details
6/30/2015	\$1,805.53	Details
5/29/2015	\$2,098.32	Details
4/30/2015	\$2,141.85	Details
3/31/2015	\$1,704.25	Details

Tools

- Paycheck simulator
- View last year's W2
- View your W4

- B.** The Details links allow you to view the details of a paycheck, click on the Detail link beside the paycheck you would like to view. The screen below displays:

Check Detail

SMITH, JANE J [Return to pay/tax information](#)

Overview

Check Date	8/30/2015
Pay Period	8/1/2015 - 8/30/2015
Check Number	788404
Check Status	Cleared
Gross Pay	\$1,805.53
Net Pay	\$784.82

Pay Breakdown

Pay Type	Hours	Rate	Amount
BASE BUS D	20.00	\$62.51	\$922.08
BUS EX HRS	0.00	\$0.00	\$100.00
BUS EX HRS	47.25	\$15.63	\$738.45
BUS DRI FT	5.00	\$9.00	\$45.00
Total			\$1,805.53

Deductions

Deduction Type	Amount
FICA	\$94.33
MEDICARE	\$22.08
LINCOLN	\$10.00
DENTAL INS	\$81.18
LIFE PRETA	\$1.90
ACCIDENT	\$31.18
CRITICAL C	\$17.08
NCERT HEAL	\$172.74

- Home
- Employee Self Service
- Certifications
- Pay/Tax Information**
- YTD Information
- W-2
- W-4
- Paycheck Simulator
- Personal Information
- Time Off
- Training Opportunities

- C. The Camera links allow you to see a digital copy or to print a copy of your paycheck stub, click on the camera icon, beside Details. The window below will display.

https://catoosa.munisselfservice.com/DocumentViewer.aspx?id=BTPZHlv1baWATN3uz6PC6LOmfxK4...

Catoosa County Board of Education				*** \$304.85 ***			
Emp No.	Employee Name	Dept.	Advice Date	Type	Advice Number		
2746		8012	03/30/2007	MAN	652008		
Rate	Hours	Total Payable	Deductions	Amount	Year To Date	Leave Code	Value
52.1667	15.00	827.50	SEA	64.14	103.54	SICK	53.90
8.0000	63.75	510.00	MUNICIPAL	15.00	367.74		
			VALIC	50.00	150.00		
			UCGA CANC	38.55	110.65		
			UNEMPL INS	63.75	159.38		
			LIFE PROT A	13.55	34.65		
			NCSTY HEAL	181.35	465.48		
			NC GR				
			FED TAX	83.43	180.57		
			STATE TAX	18.29	33.96		
			FRETS	4.00	12.00		
			CC-402B				
			DEP LIFE	.73	2.19		
			CREDIT UNI	494.00	1,482.00		
			DMR DEPCG	304.85			
						Advice Totals	
						Total Pay	1,337.50
						YTD	
						Gross Pay	984.54
						YTD	2,487.62
						Deductions	1,032.85
						YTD	2,980.38
						Net Pay	*** \$304.85 ***
						YTD	556.12
						Withholding Allowances	
						Federal	\$ 00
						State	\$ 00

Catoosa County Board of Education
PAYROLL ACCOUNT
PO Box 130
Ringgold, Georgia 30736
706-865-2297

Advice Date: 03/30/2007
Advice Number: 652008
*** \$304.85 ***

Pay ***** Three Hundred Four Dollars and 85 Cents *****

To: Mr. JOHN SMITH
Order Of: 1234 HWY 151
RINGGOLD, GA 30736

**DIRECT DEPOSIT
NON-NEGOTIABLE**

DD 652008 8012

Catoosa County Board of Education
PAYROLL ACCOUNT
PO Box 130
Ringgold, Georgia 30736

Address Service Requested

1 / 1

To print a copy of your check, click on the picture of the printer that will display at the bottom of the screen when you hold your mouse in that area.

- D. The Paycheck Simulator link will allow you to simulate changes to your Tax Exemptions, Payroll Deductions, or Direct Deposit amounts and calculate how those changes will affect your overall pay check amount.

Paycheck Simulator

Pay cycle: Switching deduction cycles will reset the entire page.

Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
461	BUS DRIVER	115	BASE BUS DRIVER	<input type="text" value="20.00"/>	<input type="text" value="62.5141"/>	<input type="text" value="0.00"/>	<input type="text" value="922.08"/>

	Marital	Exemptions
Federal Tax	<input type="text" value="SINGLE"/>	<input type="text" value="0"/>
State Tax	<input type="text" value="FILING STATUS 'B'"/>	<input type="text" value="0"/>
Local Tax	<input type="text"/>	<input type="text" value="0"/>

Deductions

Description	Amount
NONCERTIFIED HEALTH INSURANCE	<input type="text" value="172.74"/>
ASSURANT CRITICAL CARE	<input type="text" value="17.08"/>
ASSURANT ACCIDENT	<input type="text" value="31.18"/>

Enter any changes you would like to see the result of and click the Calculate button at the bottom.

A new window will open showing your Current in one column and the Simulated adjustments in the second column.

Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

	Current	Simulation
Gross Pay	922.08	922.08
Federal Tax	53.64	10.00
State Tax	10.00	10.00
Local Tax	0.00	0.00
FICA	39.56	36.15
Medicare	9.25	8.45
Other Deductions	696.94	751.92
Net Pay	112.69	105.56

- E.** To view last year's W-2 information, click on the link and the window below will display. From this window you can click the drop-box beside Year: and choose previous years or can click the View W-2 Image link at the top to open a printable copy of your W-2.

W-2 Information

Year: 2014 - 0 [View W-2 image](#)

SMITH, JANIE BUG

YEAR: 2014

1234 JANIE BUG WAY RINGGOLD, GA 30736

RETIREMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

Wages and Tax

	GROSS	TAX
FIT	\$16,845.88	\$1,858.47
FICA	\$16,965.88	\$1,051.88
MEDICARE	\$16,965.88	\$246.02
SIT - GA	\$16,845.88	\$417.48
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00
Box 12		
E 403B DEFER		\$120.00
DD EMPR HEALTH COST		\$9,587.28
Box 14		
14Y RETIREMENT		\$36.00

To print the W-2 image, hold your mouse at the bottom of the screen and click on the Printer icon that displays.

The screenshot shows a web browser window displaying a W-2 form for the year 2014. The browser's address bar contains the URL: `https://catoosa.muniselfservice.com/DocumentViewer.aspx?id=JG1+nEKJUEKf3fvEhXJ5w==&searchTyp...`. The W-2 form is presented in a grid layout with the following fields:

- 1** Control Number: 1828
- 2** Federal income tax withheld: 1,858.47
- 3** Social security wages: 16,879
- 4** Social security tax withheld: 417
- 5** Medicare wages and tips: 16,879
- 6** Medicare tax withheld: 246.02
- 7** Social security tips: 0
- 8** Allocated tips: 0
- 9** State wages, tips, etc.: 16,879
- 10** Dependent care benefits: DD
- 11** Nonqualified plans: DD
- 12a** See instructions for box 12: DD
- 12b** See instructions for box 12: DD
- 12c** See instructions for box 12: DD
- 13** Statutory retirement employee: X
- 14** Other RETIREMENT: 3172.50
- 15** State Employer's state ID No.: GA 1575936-AT
- 16** State wages, tips, etc.: 16,879
- 17** State income tax: 0
- 18** Local wages, tips, etc.: 0
- 19** Local income tax: 0
- 20** Locality name: RINGGOLD, GA 30736

At the bottom of the document viewer, there is a navigation bar with a printer icon circled in red, indicating the action to print the W-2 image.

Quick Access Links

The quick access links in the right hand column become highlighted when you are inside each of the sections, to return to the main screen, click on the Employee Self Service link.



When you are through viewing/updating your Self Service information, click on your name at the top of the screen and click on Log Out.



ALWAYS LOGOUT of Employee Self-Service when you are done, if you do not, the next person to use the computer will be able to access your information.