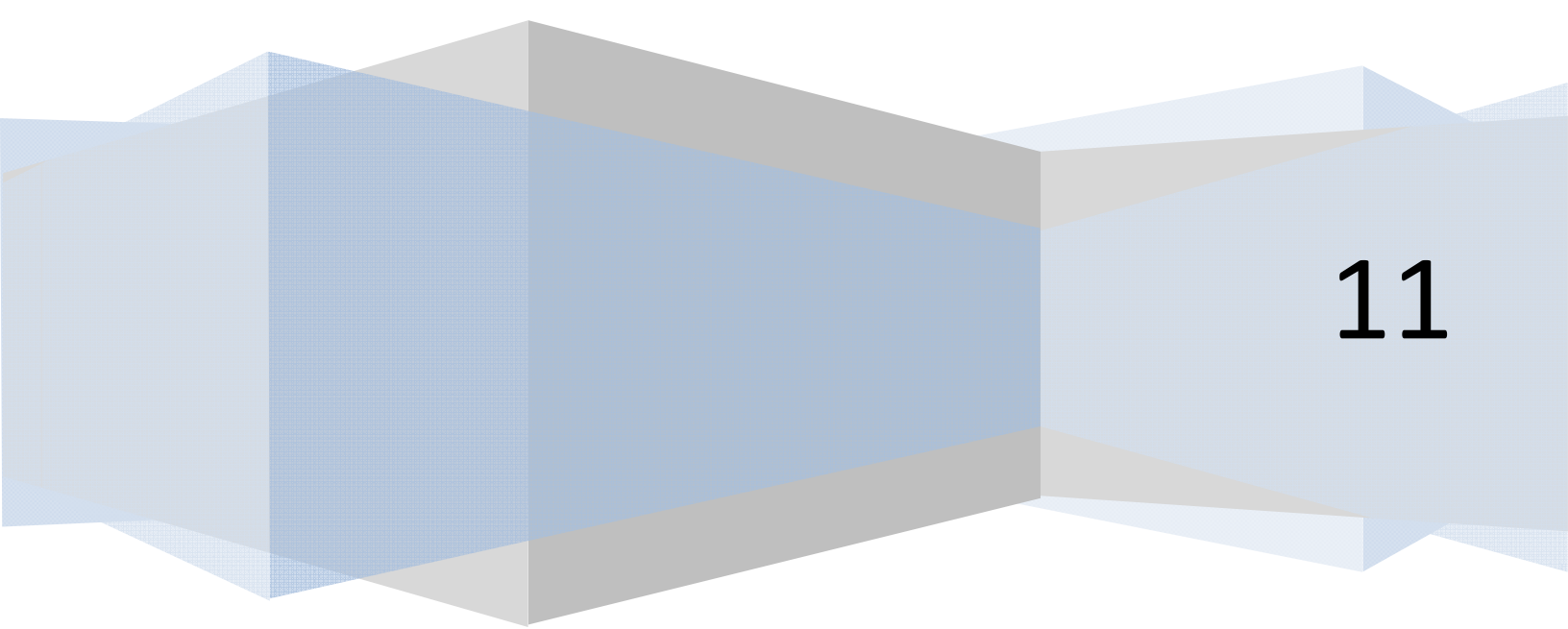


Chancellor's Office

ESS User Guide - 2011

Employee Self-Service User Handbook



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ESS User Guide

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OVERVIEW

Employee Self-Service User:

The Chancellor's Office Employee Self-Service Web system is now available for your use. With Employee Self-Service (ESS), you can view your personal information, such as addresses and phone numbers on file with the Chancellor's Office, and you can view your employee information regarding:

- health and retirement benefits
- pay information
- leave balances

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LOGGING INTO EMPLOYEE SELF-SERVICE

Please follow the steps below to get into Employee Self-Services:

1. Navigate to the ESS Homepage:
https://banweb.ous.edu/chps/owa/twbkwbis.P_GenMenu?name=homepage .
2. Click the link labeled 'OUS Chancellor's Office ESS Login'.
3. In the 'User ID' field, please enter either:
 - a. Your Chancellor's Office Employee ID number (e.g.980xxxxx), or
 - b. your CN Login ID in **capital** letters (e.g. BENNETME)
4. Type your 6-15 digit PIN into the 'PIN' field. If this is your first time accessing Employee Self-Service, your PIN is your birth date in the format MMDDYY
5. Click 'Login'.

If this is your first time logging into ESS, you will be prompted to perform the following three actions:

1. Personalize your PIN.
2. Create a security question and answer, which will help you in resetting your PIN in the event you forget it.
3. Read and accept the Web Access Terms Agreement.

If you have any questions or concerns with accessing the Chancellor's Office ESS, please send an e-mail to Jaema Brenneman at Jaema_Brenneman@ous.edu with an explanation of the problem.

PERSONAL INFORMATION

Change PIN

Your PIN is a special 6-15 digit alpha-numeric value that allows you to access Employee Self-Service. When your PIN is first assigned to you, it is your birth date in the format: MMDDYY. Once you login to ESS for the first time, you will be prompted to change your PIN to another 6-15 digit alpha-numeric value. Only you know this value, so please choose one that is easy for you to remember and do not share it with anyone.

Change Security Question

After you have personalized your PIN, you will be prompted to enter a security question and answer. This provides an additional level of security in protecting your identity and PIN. This question/answer combination will be asked of you whenever you forget your PIN. You can also change it at anytime in Employee Self-Service by navigating to: *Personal Information* → *Change Security Question*.

View Address(es) and Phone(s)

Depending on the information you provided to the Chancellor's Office, you can view your work and mailing Address(es) and Telephone Number(s).

Updating this information via the Web is not available at this time. If you would like to make changes to this information, please contact the Chancellor's Office Payroll Manager, Jaema Brenneman via e-mail at jaema_brenneman@ous.edu or via telephone at 541.737.0824.

View E-mail Address(es)

You can view any e-mail addresses you have on file with the Chancellor's Office.

Answer a Survey

Occasionally, the Chancellor's Office may ask you to participate in a survey to gain employees' thoughts and opinions regarding a particular business function or decision. Your participation is not required, although your feedback can be helpful and prove to be beneficial in evaluating key decisions to be made throughout the Chancellor's Office.

EMPLOYEE INFORMATION

Benefits and Deductions

Retirement Plans Information

Displays a list of your retirement benefits/deductions and offers views of your history and contribution to each plan. Updating this information via the Web is not available at this time. Any questions or concerns regarding this information should be directed to the Chancellor's Office Benefits Administrator (http://www.ous.edu/dept/hr/employee_info).

If you would like to see a summarized view of each retirement plan, please go the Employee Benefits section of the Chancellor's Office Website (<http://www.ous.edu/dept/hr/benefits>).

Health Benefit Information

Displays a list of your health benefits/deductions and offers views of your history and contribution to each plan. Updating this information via the Web is not available at this time. Any questions or concerns regarding this information should be directed to the Chancellor's Office Benefits Administrator (http://www.ous.edu/dept/hr/employee_info).

If you would like to see a summarized view of each health plan, please go to the: Employee Benefits section of the Chancellor's Office Website: <http://www.ous.edu/dept/hr/benefits>

PEBB Summary Plan Description Web page:

<http://www.oregon.gov/DAS/PEBB/2009Benefits/SPD.shtml>

Flexible Spending Accounts Information

Displays a list of your flexible spending account(s). Updating this information via the Web is not available at this time. Any questions or concerns regarding this information should be directed to the Chancellor's Office Benefits Administrator (http://www.ous.edu/dept/hr/employee_info.php).

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Miscellaneous Benefits/Deductions Information

Displays a list of your miscellaneous benefits/deductions and offers views of your history and contribution to each plan. Updating this information via the Web is not available at this time. Any questions or concerns regarding this information should be directed to the Chancellor's Office Payroll Manager via e-mail at jaema_brenneman@ous.edu or via telephone at 541.737.0824.

Pay Information

Direct Deposit Breakdown

If you have direct deposit set-up, this Web page displays your bank accounts and the order in which certain amounts of your total net pay (after taxes and deductions) will be distributed to these accounts. Updating this information via the Web is not available at this time. If you would like to set-up direct deposit or have any questions/ concerns regarding this information, please contact the Chancellor's Office Payroll Manager via e-mail at jaema_brenneman@ous.edu or via telephone at 541.737.0824.

Earnings History

Displays a list of your pay earnings during a specified time interval.

Pay Stub

You can choose a specific year and month for which to view your pay stub and the associated benefits/deductions applied during that time.

Earning Statement: The Pay Stub Detail screen also includes an option allowing you to view and print your monthly earning statement. Click ***View Printable Earning Statement*** to view an electronic version of the "hard copy" blue statement you receive the last working day of each month.

Deductions History

Displays a list of your deductions during a specified time interval.

Tax Forms

W-4 Tax Exemptions/Allowances

Displays basic information regarding the amount of Federal Tax withheld from your pay. Any questions or concerns should be directed to the Chancellor's Office Payroll Manager via e-mail at jaema_brenneman@ous.edu or via telephone at 541.737.0824.

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W-2 Year End Earnings Statement

Displays a representation of the actual W-2 form for a particular year. This information should not be submitted to any government agency in place of the actual W-2 form.

W-2c Corrected Wage and Tax Statement

Displays a representation of the actual corrected W-2c form for a particular year. This information should not be submitted to any government agency in place of the actual W-2c form.

Current and Past Jobs

Displays a list of job position(s) you currently hold and have held in the Chancellor's Office. Clicking on a particular job title will provide you with particular details about that job position.

Leave Balances

Displays a list of leave types and your balances regarding leave that is applicable to you: you may see leave that does not apply to your position, but applies to the position class to which your job position belongs. The leave balances for a leave type that is not applicable to you will display a zero balance or there will be a message stating there exists no records.

A few things to keep in mind are: (1) the values in the earned and taken columns are based on a fiscal year and are only updated once a month; (2) the hours taken are always one month behind. Therefore, an example for (2) would be: leave that is recorded taken on the February payroll was actually taken in January.

Sick Leave

Displays leave balances pertaining to the amount of sick time you have accumulated and taken.

Vacation

Displays leave balances pertaining to the amount of vacation time you have accumulated and taken.

Comp. Time

Displays leave balances pertaining to the amount of "extra" time you have accumulated or taken outside of your regular work schedule.

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Chancellor's Leave

As quoted by the Chancellor's Office Human Resources Department:

"Chancellor's Leave is a leave benefit provided to employees whose salary was reduced in the 2009-2010 fiscal year, due to reductions in the Chancellor's Office appropriation. As of July 1, 2009, the number of hours shown on each person's notice of appointment (NOA) is available to be used at any time – subject to supervisor's approval – during the 2009-2010 fiscal year."

Military Training Leave

Displays leave balances pertaining to military leave.

Special Day

Displays leave balances pertaining to the Governor's Special Day of Leave.

Note: Terminations

On May 1st of the year following an employee's termination, access to Employee Self-Service will be disabled.

FEEDBACK (COMMENTS & QUESTIONS)

We appreciate any feedback to help us improve communication regarding our employee self-service functionality.

Please send comments (and questions) to Jaema Brenneman at [Jaema Brenneman@ous.edu](mailto:Jaema_Brenneman@ous.edu).