Open Window Financials

Employee Self Services Portal

Employee Self Services (ESS)

- On-line application that allows for employees to view their pay statement, leave and W2 information.

- Employee change requests such as W4, Direct Deposit Account or employee name and/or address changes can be conducted via self-service via this application.   County can turn on or off certain functions for standardization.

- This is a Harris Product and is compatible to the payroll application the County uses now to process the payroll.

- Automatic Sync to and from the Open Window Payroll application.
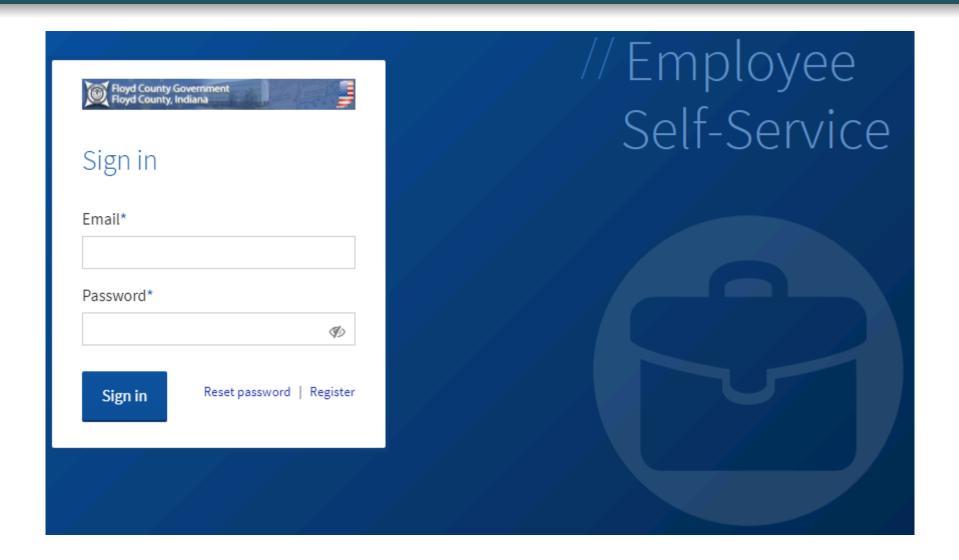
ESS Registration

❖ Employee ESS Registration

Employee will need:

- Employee ID (Shown on Employee Check Stub, is currently in Harris Open Window Payroll application)

- Employee SSN

- Valid Email Address (i.e. jdoe@floydcounty.in.gov for example)

- Password (Employee Lockout and Password configured by you)
- Employees can view from home or work (there is no "app" for this, computer based only

➢ After Registration, user is sent email notification to Confirm Registration.
➢ After Confirmation, Employee is Active.

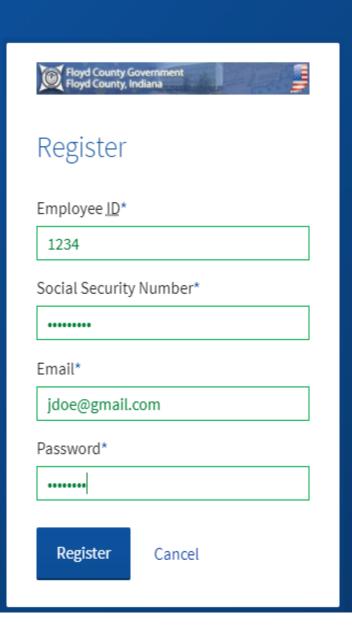HARRIS

Fees

Floyd County Government
Floyd County, Indiana

Register

Employee ID*

> 1234

Social Security Number*

> ••••••••

Email*

> jdoe@gmail.com

Password*

> ••••••••

Register   Cancel

// Employee
Self-Service
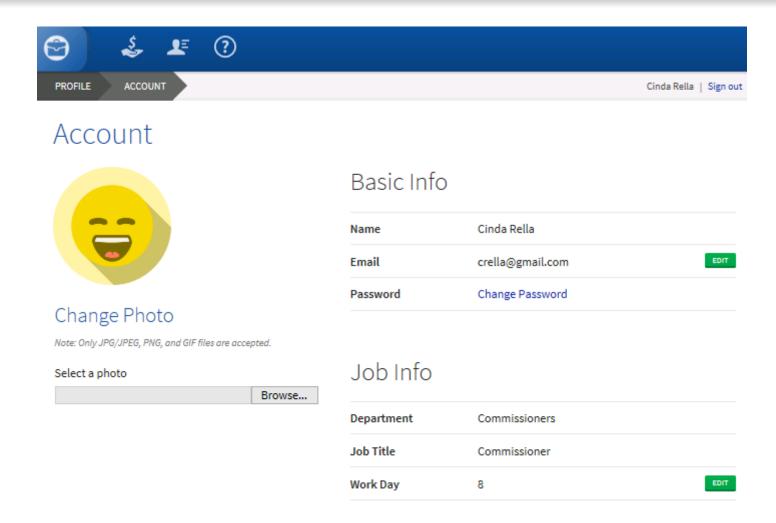
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Employee may vi

- Direct Deposit Advices

- Direct Deposit Acct Change Requests

- W4 Information Change Requests

- Ability to change/update State tax changes will be implemented at some point in 2019

- There is a leave balance and request section of this application that may be implemented in the future, but is not in use at the time of implementation

ESS Profile Accounts

Employee Check Details

Check Details

View Earnings Statement

Pay Date	07/31/2018
Check Date	07/31/2018
Check Number	468
Check Total	$1,618.36
Deposit Allocations	$50.00 — 2323
	$50.00 — 2121
	$1,518.36 — 4545
Direct Deposit	Yes

Withholding Allowances

Type	Tax Status	Allowances	Addl Amt	Exempt
Federal	Married	0	$0.00	No
State	Married	0	$0.00	No

Done

EARNINGS

	PAY PERIOD			YEAR-TO-DATE	
Description	Hrs/Days	Pay Rate ($)	Gross ($)	Hrs/Days	Gross ($)
Salary	80.00	27.50	2,200.00	80.00	2,200.00
Total Hrs/Days Worked	80.00			80.00	
Total Gross Earnings			$2,200.00		$2,200.00

WITHHOLDINGS

Description	Pay Period ($)	Year-to-Date ($)
Federal Married	-211.23	-211.23
Medicare	-31.90	-31.90
My Town	-33.00	-33.00
Ohio State Tax	-55.71	-55.71
Sd 1234	-19.80	-19.80
Total	-$351.64	-$351.64

DEDUCTIONS

Description	Pay Period ($)	Year-to-Date ($)
Ret20-D	-220.00	-220.00
Taxed105	-10.00	-10.00
Total	-$230.00	-$230.00

EMPLOYER COST

Description	Pay Period ($)	Year-to-Date ($)
Medicare	31.90	31.90
Ret20-D	308.00	308.00
Nonfr204	500.00	500.00
Total	$839.90	$839.90
Net Pay	**$1,618.36**	**$1,618.36**

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Direct Deposit

Where can I find my account and routing numbers?

Accounts

⊕ Add Account

Bank Name		Routing No.	Account No.	Account Type	Amount ($)	
Bank 1	PRIMARY	111111111	—2111	Checking	Balance	❌ DELETE

Tax Forms

W-4 Withholding Allowances

Type	Tax Status	Allowan...	Addl Amt	Exempt
Federal	Married	0	$0.00	No

State taxes will also listed for view and updates sometime in 2019

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Leave

Time Off

Request Leave

Leave Type		Used	Earned	Available	Accrual Rate
Vac	(Hours)	8.00	6.20	268.52	0.07
Sick	(Hours)	0.00	4.60	181.80	0.05

Used: 8.00

Available: 268.52

Leave Requests

| All | Pending | Approved | Denied | Cancelled |

Search

From ▼	To ⇕	Leave Type ⇕	Amount ⇕	Status ⇕	Notes ⇕
09/18/17	09/20/17	Vacation	24.00	Pending	Family Vacation

1–1 of 1

➤ Employee may view all Leave and may also Request Leave.

➤ Leave Requests trigger an email notification sent a specific user (setup in Request Routing) for Approval. Again this area is not yet set up for Floyd County to use at this time.

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