



**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM  
 APRIL 30, 2012 PAYDAY  
 EMPLOYEE SELF-SERVICE (ESS)  
 FREQUENTLY ASKED QUESTIONS**



**EMPLOYEE SELF-SERVICE (ESS) – MY INFORMATION**

**1. Who is able to view my personal information?**

Your personal information is password protected restricting access to only you and authorized Departmental Human Resources (HR) Personnel.

**2. Who do I contact if I have questions regarding my personal information?**

Contact your Departmental HR Personnel Section regarding questions to your personal and work information.

**3. Will I be able to view current information regarding multiple assignments and my job history with the County?**

Yes. If you have multiple current assignments, all your current assignments, as well as your job history will be listed with from-to dates. More detailed information regarding a current assignment or job can be displayed by selecting it. The job information listed reflects your job history with the County since April 2010 when the County implemented the new Payroll system. Please contact your Department HR Personnel Section for information on your County job history prior to April 2010.

Below is an example of the job information that is displayed when selecting **Employee Job**.



**Jobs**

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To	Pay Class	Payroll Number
✓	SR CSH SYS ANAL	MTHLY PERMANENT	ACTIVE	Aud-Contrlr	CW Payroll	H CLAUDE HUDSON	04/01/2009	12/31/9999	SEMI MONTHLY EX	SEMI MNTHLY ACT

Employee ID : 204825	From : 04/01/2009
Appt ID :	To : 12/31/9999
Name : DOE, JANE	Home Dept : Aud-Contrlr
Social Security Number : █████-5123	Home Unit : CW Payroll
Appointment Date : 06/14/1982	Pay Location : PAY LOCATION
Title : SR CSH SYS ANAL	Location : H CLAUDE HUDSON
Sub-Title : MTHLY PERMANENT	Pay Class : SEMI MONTHLY EX
Emp Status : ACTIVE	Payroll Number : SEMI MNTHLY ACT

Employee Name Change

**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM  
 APRIL 30, 2012 PAYDAY  
 EMPLOYEE SELF-SERVICE (ESS)  
 FREQUENTLY ASKED QUESTIONS**



**4. How can I access my FINAL timesheet(s) prior to April 2012?**

Your FINAL timesheet(s) (TIMEI) prior to April 2012 are accessible in ESS through the Pre-April 2012 Timesheets link. The availability of your historical timesheets varies by departments depending on when your department implemented Time Collection.

**5. Can I print or save a historical timesheet?**

Yes. You have the option to save or print your historical timesheets. Questions regarding your online historical timesheets should be directed to your Departmental Payroll and/or HR Section.

**6. What personal license information can I view online?**

Within ESS, you can view your current driver's license, Employment Eligibility Verification (I-9) information, and mileage and parking reimbursement certification, if applicable. Official information regarding your additional licenses and professional certifications are maintained in the County's Learning Management System (LMS) maintained by the Department of Human Resources (DHR).

Below is an example of the license, mileage, and parking reimbursement certification information that is displayed when selecting **License(s)**.

 **Licenses**

License Type	Issue Country	Issue State	License/Certificate Number	From	To	Expiration Flag
✓ PARKING CERT	US	CA	C1234569	11/01/2011	12/31/9999	
DLC	US	CA	C1234567	11/01/2011	12/31/9999	
MILEAGE CERT	US	CA	C1234568	11/01/2011	12/31/9999	



▼ **License and Certification Details**

<b>License Type :</b> PARKING CERT	<b>From :</b> 11/01/2011
<b>Issue Country :</b> US	<b>To :</b> 12/31/9999
<b>Issue State :</b> CA	<b>Comments :</b>
<b>License/Certificate Number :</b> C1234569	



**NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM  
 APRIL 30, 2012 PAYDAY  
 EMPLOYEE SELF-SERVICE (ESS)  
 FREQUENTLY ASKED QUESTIONS**



**7. How current are the balances in my various leave categories?**

Leave balances are automatically updated when your timesheet is approved online. Thus, your leave balances are up-to-date as of the last pay period of your prior approved timesheets.

Below is an example of leave information that is displayed by selecting **Leave Balances**.



**Leave Balances**

Category Code	Category	Balance	Amount Basis	Balance Type	Leave Year End Month
✓ 011	SICK 100%	17:24	Hour	Inception to Date	
021	VACATION	17:24	Hour	Inception to Date	
LV021	VACATION	23:51	Hour	Inception to Date	

Selection Month : November  
 Selection Year : 2011  
 Category Code : 011  
 Category : SICK 100%

Balance : 17:24  
 Amount Basis : Hour  
 Balance Type : Inception to Date  
 Leave Year End Month :

**8. Can I track my monthly leave accrual/usage?**

Monthly leave accrual and usage can be accessed through ESS by selecting the Monthly Leave Accrual/Usage link. This page will display information that allows you to compare your Leave Accrued (earned) and your Leave Used by year and month.

Below is an example of leave accrual and usage information that is displayed by selecting **Monthly Leave Accrual/Usage**.



**Monthly Leave Accrual/Usage**

Selection Year	Category Code	Category	Balance	Amount Basis	Balance Type	Leave Year End Month
✓ 2011	011	SICK 100%	17:24	Hour	Inception to Date	
2011	021	VACATION	17:24	Hour	Inception to Date	
2011	LV021	VACATION	23:51	Hour	Inception to Date	

Leave Year	Month	Accrual Amount	Usage Amount
✓ 2011	December	00:00	00:00
2011	November	00:00	00:00
2011	October	00:00	00:00
2011	September	00:00	00:00
2011	August	00:00	00:00
2011	July	00:00	00:00
2011	June	00:00	00:00
2011	May	00:00	00:00
2011	April	4:21	00:00
2011	March	4:21	00:00