



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



EMPLOYEE SELF-SERVICE – MY UPDATES

1. How do I access my current pay period timesheet on the new ESS Home Page?

You have two options to access your current pay period timesheet(s):

- 1) Select the ***My Time*** link on the ESS Home Page in the My Updates section, or
- 2) Click on the ***My Information*** folder located on the left side of the screen. If you have any questions, please contact your supervisor or your Departmental Subject Matter Expert (SME).

2. Where can I view prior pay period timesheets and adjustments made to my timesheets?

You can access your prior pay period timesheets and adjustments on the ***Timesheet Roster*** page.

3. Does ESS provide a function for employees to request time off/leave?

The ***Leave Request*** feature is currently not available. Please continue with your current departmental procedures and forms for requesting time off/leave. For details or questions regarding your department's current leave request procedures, contact your department personnel or payroll manager.

4. Does ESS provide a function for employees to submit a name change online?

Yes. You will have to complete and submit the online request form ***Employee Identification Change Form (EICF)*** and provide legal proof of your name change to your Departmental HR Personnel Section.



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5. Does ESS provide a function for employees to submit a change of address online?

Yes. The **Change Address** feature allows employees to submit a request to update their address information.

Below is an example of employee address information page that is displayed by selecting **Change Address**.

Address

Street 1	City	State/Province	Zip/Postal Code	Country	From	To
✓ 2222 NEW STREET	NEW CITY	CA	23456	US	10/01/2011	12/31/9999

▼ General Information

Private Home : From : 10/01/2011
 Residency : To : 12/31/9999

▶ Home Address

▶ Mailing Address

▶ Contact Information

Modify

6. How many emergency contacts can I maintain online in ESS?

Two. The **Update Emergency Contact** feature allows you submit a request to update both of your emergency contact information.

Below is an example of employee emergency contact information that is displayed by selecting **Update Emergency Contact**.

Emergency Contact

▼ First Contact

Name Prefix :
 First Name : JOHN
 Middle Name :
 Last Name : DOE
 Name Suffix :
 Relationship : ATTORNEY

▶ First Contact Address

▶ First Contact Information

▶ Second Contact

▶ Second Contact Address

▶ Second Contact Information

Create Modify



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7. What updates or changes can I make online to my W4 Federal and/or DE4 State Tax Withholdings/Allowances information?

You can update your W4 Federal Tax Withholdings/Allowances online; however, you cannot change your “Exemption” status online. The status is “view only”.

At this time, your DE4 State Tax Withholdings/Allowances information can only be viewed online.

Questions regarding your “Employee Exemption” status must be directed to your Department Payroll Section.

Below is an example of the W4 Federal and DE4 State Tax Withholdings/Allowances information that is displayed by selecting **Update W4 / View DE4**.

Tax Withholdings/Allowances

Appt ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
✓ *	SINGLE		2	4	0	10/31/2011	12/31/9999

General Information
 Appt ID : *
 From : 10/31/2011
 To : 12/31/9999
 Tax Class : FL SL NO EIC
 FICA Class : NO HIT
 Last W-4 File Date : 03/31/1988
 Date of Last Electronic Submission : 10/31/2011

Federal Tax Information
 Federal Tax Marital Status : SINGLE
 Federal Tax Allowance : 2
 Additional Federal Withholdings

Type	Plan	Amount	Percent	From	To
✓	FED ADDTL TAX	FED ADDTL TAX	25.00	10/31/2011	12/31/9999

State Tax Information
 State Tax Marital Status :
 State Tax Allowance : 4
 Additional State Tax Allowance : 0
 Additional State and Localities Withholdings

Type	Plan	Amount	Percent	From	To
✓	FED ADDTL TAX	FED ADDTL TAX	25.00	10/31/2011	12/31/9999

Please refer to the Jobs tab to confirm your Name and Social Security Number and the Address tab to confirm your Address prior to creating the Form W-4 document.

[Modify W4](#) [Download DE4](#)

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8. Are there commonly used Countywide forms that I can access through ESS?

Yes. You can select any of these forms to view and/or print by clicking on the icon(s) in the Form Attachments section: Mileage and Parking Reimbursement, DE4 Change Request, Direct Deposit Authorization Form and Warrant Recipient Designation.

Below is an example of the Forms and Instructions information that is displayed by selecting **Printable Forms**.

Forms and Instructions

Downloadable Forms

Topic	Department	Description	Long Description
✓ Compensation	ALL	MILE/PARK REIMB	Mileage and parking reimbursement form.
Miscellaneous	ALL	MILE/PRK CERT	Mileage/Parking Certification form.

Attachments

Click on the icon under Form Attachments to open the attachment for the selected row.

Topic : Compensation
 Department : ALL
 Mileage and parking reimbursement
 Description : form.
 Additional Information
 Link :

Form Attachments



[Mileage and Parking Claim Form.docx](#)



[Instructions - Mileage and Parking Claim Form.docx...](#)

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9. Who do I contact if I have questions on the features and functions of ESS?

Questions regarding how to access or use the features and functions within Employee Self-Service (ESS) should be directed to either your supervisor or your Departmental Subject Matter Experts (SMEs).

ESS training materials and video clips will be posted as available on the eCAPS/eHR website on the project home page at:

<http://ecapsweb.lacounty.gov/Project/eCAPS.asp>