Employee Self Service (ESS)

User Documentation
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**Steps for Requesting an Account (One-time Setup)**

In order to obtain access to your online pay information, you will need to complete a few simple one-time setup instructions.

1. Go to https://iowa.ess.visualgov.com

2. Click on “Request Account” link.
3. Enter requested information & submit form.

**Step 1 – email address:** The email address you provide will be what you will use to log into your account going forward. It does not have to be your work email address. Feel free to provide a personal email address.

**Step 2 – password:** Select an alphanumeric password that is 6-30 characters in length. This password never expires.

**Step 3 – identity verification:** Provide the requested information.

- First Name
- Last Name
- Last 4 digits of your SSN
**Step 4 – submit form:** Once you have completed Steps 1-3, click on the “**Complete Signup**” button.

4. You will see the following screen to let you know that your account request has been successfully sent.

![Screen shot of new account request successful]

5. Once your account request has been approved by Payroll, you will receive a confirmation email which will look similar to this:
-----Original Message-----
From: kandan@visualgov.com
Sent: Wednesday, January 13, 2016 4:45 PM
To: jschulze@dtventures.net
Subject: Employee Payroll Service - Notification

Information
-----------------------
Your user account has been created.
UserName: jschulze@dtventures.net
Password: Jer56w

You can access the site here: https://iowa.ess.visualgov.com

** NOTE ** -- It’s possible that this email may appear in your “Junk Mail” folder. If it does, please add support@visualgov.com to your Safe Sender List.
**LOGGING ON**

1. Once you have received your confirmation email, go to:
   
   https://iowa.ess.visualgov.com

2. Enter login information.
   
   a. **Logon** -- Enter the email address that you provided when you requested an account.
   
   b. **Password** -- Enter the password that you selected when you requested an account.

3. Click on **Logon**
**EMPLOYEE OVERVIEW SCREEN**

**Employee Account for [Redacted]**

- **Employee Details**
  - Employee ID#
  - Employee Name
  - Current Address
  - Phone #
  - Date of Birth
  - Marital Status
  - Department
  - Email

- **Employment Details**
  - Date of Hire
  - Hourly Rate
  - Vacation Anniversary

**SCREEN NOTES**

- This screen displays general employee information.

- Please contact your Employee Relations Generalist if you have any questions regarding this information. Simply click on Payroll/E.R. Contacts under the Support section to find their contact information.
**DIRECT DEPOSIT SCREEN**

## ESS Direct Deposit Overview

- **Primary Direct Deposit**
  - Bank Name: 
  - Bank account no: 
  - Account Type: Checking

- **Secondary Direct Deposit**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Bank Account</th>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>XXXXXXX</td>
<td>Checking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XXXXXXX</td>
<td>Savings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XXXXXXX</td>
<td>Checking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XXXXXXX</td>
<td>Checking</td>
<td></td>
</tr>
</tbody>
</table>

### SCREEN NOTES

- This screen displays your direct deposit information.

- If you have more than one account for direct deposit, the secondary direct deposit information will display how your accounts are set up.
### DEDUCTIONS SCREEN

**ESS Deductions**

<table>
<thead>
<tr>
<th>Pre-Tax Deduction Description</th>
<th>Pre-Tax Deduction Amount</th>
<th>Pre-Tax Deduction YR Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Comp - IRS</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Family Vision Ins</td>
<td>6.88</td>
<td>0.00</td>
</tr>
<tr>
<td>FSA Medical Flex Acct</td>
<td>10.00</td>
<td>240.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withholding Description</th>
<th># of Exemptions</th>
<th>W4 Withholding Status</th>
<th>Additional Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Withholding</td>
<td>3</td>
<td>M</td>
<td>0.00</td>
</tr>
<tr>
<td>Medicare Withholding</td>
<td>0</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>MN State Withholding</td>
<td>0</td>
<td>M</td>
<td>0.00</td>
</tr>
<tr>
<td>FERA - Coordinated Plan</td>
<td>0</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Social Security Withholding</td>
<td>0</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After-Tax Deduction Description</th>
<th>After-Tax Deduction Amount</th>
<th>After-Tax Deduction YR Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Life Insurance</td>
<td>1.30</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplemental Spouse Life Insurance</td>
<td>3.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**SCREEN NOTES**

- This screen displays your deduction setup information only.

- If you want to view YTD information, click on **Year To Date** in the left navigational area.
**CHECK HISTORY SCREEN**

This screen shows a listing of all checks for the specified date range.

- If you want to view a specific check, click on the check number *(in blue)*.

- If the check date that you are looking for is not being shown, change the values of the “From:” or “To:” fields in the date range at the top of the screen and click **Go**.

- Check History will be kept for 18 months back from the end of the prior fiscal year.
CHECK HISTORY DETAILS SCREEN

This screen displays the specific details for the selected check. Be sure to note that there’s an additional scroll bar on the right-hand side of the screen.

- **Print Check Stub** will show the selected check details including pay, deductions, withholdings, and employer-paid benefits.

- **Print YTD Stub** will show the YTD information for pay, deductions, withholdings, and employer-paid benefits. This link will only be available when viewing the most recent check.

- Examples are shown on the following pages.
**Print Check Stub Screen**

This screen displays an easy-to-print format of a check stub.
**PRINT YTD STUB SCREEN**

**SCREEN NOTES**
- This screen displays an easy-to-print format of YTD information.
**ACCRUALS SCREEN**

### ESS Accruals

<table>
<thead>
<tr>
<th>Code</th>
<th>Available</th>
<th>Accrual Plan</th>
<th>Beginning</th>
<th>Accrued</th>
<th>Taken</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>HOL</td>
<td>Floating Holiday</td>
<td>0.00</td>
<td>24.00</td>
<td>24.00</td>
<td>0.00</td>
</tr>
<tr>
<td>BU</td>
<td>VAC</td>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE</td>
<td>CON</td>
<td>Comp Time Earned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB</td>
<td>STD</td>
<td>Sick Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SL</td>
<td>SEC</td>
<td>Sick Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCREEN NOTES**

- This screen shows each accrual leave plan. It also shows the available balances of each plan.

- If you click on the hours (*in blue*) under the **Accrued** column, another chart will appear. This chart will show the number of hours accrued for the specified pay period ending date.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Hours</th>
<th>Pay Period Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLHCL ACCR</td>
<td>24.00</td>
<td>Jan 17, 2010</td>
</tr>
<tr>
<td>FLHCL ACCR</td>
<td>24.00</td>
<td>Jan 18, 2009</td>
</tr>
</tbody>
</table>

- If you click on the hours (*in blue*) under the **Taken** column, another chart will appear. This chart will show the number of hours taken for the specified pay period ending date.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Hours</th>
<th>Pay Period Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLT HOL</td>
<td>8.00</td>
<td>2010</td>
</tr>
<tr>
<td>FLT HOL</td>
<td>9.00</td>
<td>2010</td>
</tr>
<tr>
<td>FLT HOL</td>
<td>9.00</td>
<td>2010</td>
</tr>
<tr>
<td>FLT HOL</td>
<td>8.00</td>
<td>2009</td>
</tr>
<tr>
<td>FLT HOL</td>
<td>8.00</td>
<td>2009</td>
</tr>
<tr>
<td>FLT HOL</td>
<td>8.00</td>
<td>2009</td>
</tr>
</tbody>
</table>
# Year To Date Screen

<table>
<thead>
<tr>
<th>Pay</th>
<th>Description</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Confidential Contribution - Waive</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comp Time Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>County Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floating Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floating Holiday Accrued</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fulltime</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sick Leave Accrued</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sick Leave Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vacation Time Accrued</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vacation Time Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Tax Deductions</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FSA Dependent Care Accr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withholdings</th>
<th>Description</th>
<th>Taxable</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal Witholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medicare Withholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MN State Withholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERA - Coordinated Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Security Withholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After-Tax Deductions</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AFSCME Fair Share 31-40 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFSCME Fair Share Dues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFSCME Full Share 31-40 hours</td>
<td></td>
</tr>
</tbody>
</table>

### Screen Notes
- This screen displays the YTD information for pay, deductions, withholdings and employer-paid benefits.

- This screen is also available under the **Check History** option using the most recent check detail and clicking on the **Print YTD Stub**.

- Be sure to note that there’s an additional scroll bar on the right-hand side of the screen.
**DOCUMENT LIBRARY SCREEN**  
(Example documents)

---

**Document Library**

- [2010 W-4 Form (PDF 167KB)]
- [Direct Deposit Enrollment Form (PDF 52KB)]
- [Address Change Form (PDF 51KB)]
- [Vacation Cashout Request Form (PDF 23KB)]

---

**SCREEN NOTES**

- This screen will link you to the following forms:
  - “2010 W-4 Form”
  - “Direct Deposit Enrollment Form”
  - “Address Change Form”
  - “Vacation Cashout Request Form”

- Each form can be printed, completed & turned into the Employee Relations Department.
CHANGE PASSWORD SCREEN

Change Password

Old Password: 
New Password: 
Change Password

SCREEN NOTES

• Even though your password never expires, this screen allows you to change your password at any time.

• Enter the requested information:
  o **Old Password** -- This is your current password.
  o **New Password** -- This is the new password that you will create. (Must be alphanumeric and 6-30 characters in length.)
  o **Click on** Change Password

• If you correctly entered your Old Password & a new secure Password, you will see the following message on the screen:

  Your password has been changed successfully.
**CONTACT PAYROLL DEPARTMENT SCREEN**

**ESS Requests**

- Payroll Related

**SCREEN NOTES**

- You can submit an inquiry to the Payroll Department.
  1. In the drop-down box, determine if this is a “Payroll Related” request or a “Miscellaneous” request.
  2. Enter your inquiry in the large text box.
  3. Click on Send.
Contacts

Lisa May - Payroll Coordinator
Handles all Payroll Inquiries including Etinecards
(952) 361-1507
(952) 361-1308
lmay@co.carver.mn.us

Shane Patrick - Employee Relations Generalist
Supports Administrative Services and Property Records & Taxpayer Services
952-361-1569
spatrich@co.carver.mn.us

Joan Schwarz - Employee Relations Generalist
Supports: Finance, Public Health & Environment, Public Works, and Social Services
952-361-1524
jschwarz@co.carver.mn.us

Kristin Hack - Employee Relations Generalist
Supports County Attorney’s Office, Sheriff’s Office, and Court Services
952-361-1535
khack@co.carver.mn.us

SCREEN NOTES

- This screen provides contact information for the Employee Relations Division and Payroll.
**Forgot Password?**

If you forget your password while logging on,

1. Click on “Forgot Password” link.

2. Then enter your email address (the one that you’ve been using to access the site) & click **Submit** on the following screen:
3. The following message will show on the screen:
   
   A new password has been sent to your email.

4. A temporary password will be sent in an email (from support@visualgov.com) to the email address that you provided in Step #2. It will look something like this:

   -----Original Message-----
   From: support@visualgov.com [mailto:support@visualgov.com]
   Sent: Friday, January 15, 2016 8:58 AM
   To: jschulze@dtventures.net
   Subject: Employee Payroll Service - Notification

   Information
   -----------------------
   Your new password : mdr534MD
   
   You can access the site here: https://iowa.ess.visualgov.com

   ** NOTE ** -- It’s possible that this email may appear in your “Junk Mail” folder. If it does, please add support@visualgov.com to your Safe Sender List.

5. Log into the ESS site (https://iowa.ess.visualgov.com) using your email address and the new temporary password from the email that you just received.

6. Once you have successfully logged back into the site, you will want to go to the Change Password screen & create a different password that is more meaningful to you.