



SAN JOAQUIN
DELTA
COLLEGE

Employee **S**elf **S**ervice (ESS)

Available 24 Hours a Day, 7 Days a Week

User Guide

To access the San Joaquin Delta College ESS site visit:

From Human Resources home page
(<https://deltacollege.edu/dept/hr/EmployeeResources.html>)

click link Employee Self Service.

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SJDC Employee Self Service Overview

Employee Self Service (ESS) is a web based application that allows San Joaquin Delta College Employees to privately access selected personal and payroll information.

The following are some features and information available through ESS:

PERSONAL INFORMATION

- View and update contact information (Address and Telephone Numbers).
- View and update personal email contact information.
- View and update emergency contact information.
- View employee profile information (General employment and demographic information).

PAY AND TAX INFORMATION

- View and print pay check information.
- View and print year-to-date gross earnings.
- View and print W-2 information.
- View and print current W-4 withholding information.
- Paycheck Simulator utility.

Before You Get Started, General Guidelines

Internet access is necessary in order to access Employee Self Service (ESS).

User Name is your First Initial Last Name (e.g., Mickey Mouse = mmouse)

If the naming convention does not work, then use the name you usually use for Delta College email.

First time users will enter the last 4 digits of their SSN# as the password and then be required to change their password.

- Passwords guidelines are as follows:
 - Alpha, numeric or combination of both alpha and numeric
 - upper or lower case

First time users will be prompted to provide a password hint. Provide a hint that will allow you to easily remember your password.

Module-Specific screens are listed at the right side of the Employee Self Service page which provides information to which you have access.

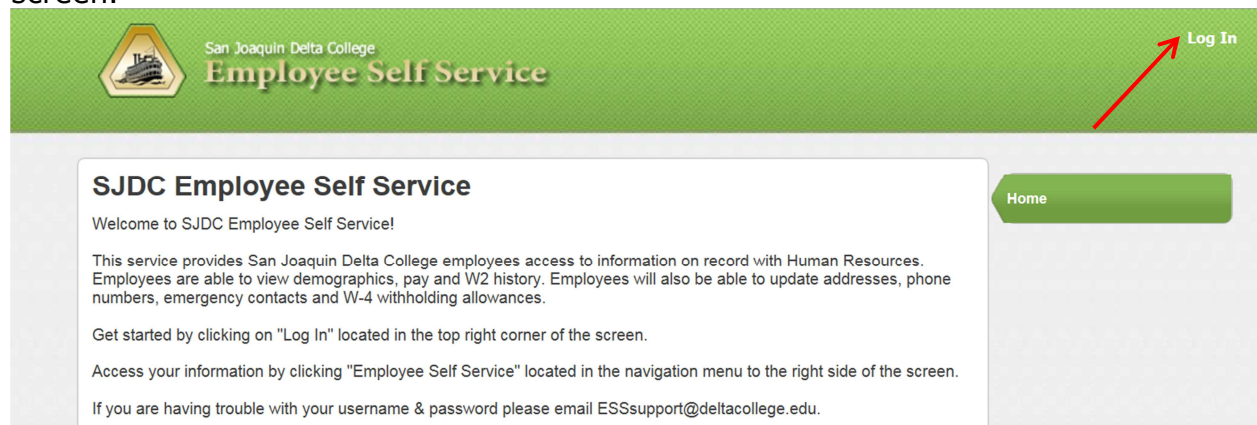
Please make sure you log off when finished.

Accessing Employee Self Service

1. From the Internet, type
<https://www.deltacollege.edu/dept/hr/EmployeeResources.html>
2. Click on the link Employee Self Service

Logging In to Employee Self Service

Click the **Log In** link located above the gray bar on the top right-hand side of the screen.



SJDC Employee Self Service

Welcome to SJDC Employee Self Service!

This service provides San Joaquin Delta College employees access to information on record with Human Resources. Employees are able to view demographics, pay and W2 history. Employees will also be able to update addresses, phone numbers, emergency contacts and W-4 withholding allowances.

Get started by clicking on "Log In" located in the top right corner of the screen.

Access your information by clicking "Employee Self Service" located in the navigation menu to the right side of the screen.

If you are having trouble with your username & password please email ESSsupport@deltacollege.edu.

1. Enter your First Initial, Last Name without spaces.

The screenshot shows a login form with a green header. The header contains a logo on the left and the word "Home" on the right. The login form is titled "Login" and contains two input fields: "User name" and "Password". Below the "Password" field is a link that says "Forgot your password?" and a "Log in" button. Two red callout boxes provide instructions: one points to the "User name" field with the text "User Name is your 1st initial, last name Example: JDoe" and another points to the "Password" field with the text "First time users will enter the last 4 digits of your Social Security Number as the default password. You will be required to change your password once you log in."

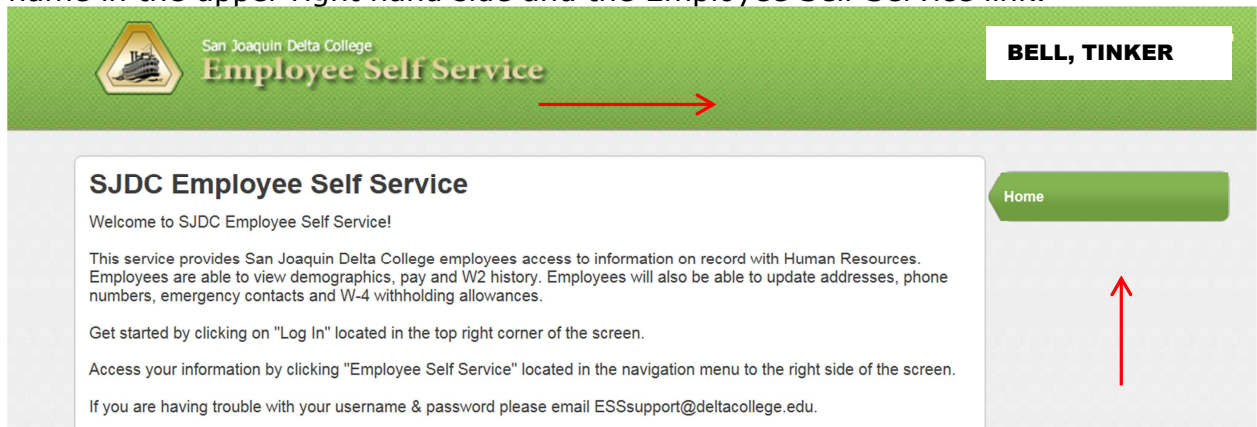
2. First time users will enter the **last 4 digits of your Social Security Number** as the default password. You will be required to change your password once you click Log In. Otherwise, returning users, enter your password.
3. Click **Log In**. First time users will be prompted to change their password.
4. Returning users will log into Employee Self Service and can proceed to the next section.
5. If your password is acceptable the Password Strength will change to Acceptable and the font will turn green.

The screenshot shows a "Change Password" form. At the top, it says "Before proceeding you must change your password." Below this is a red-bordered box with the text "Your new password can be alpha/numeric, lower or upper case." The form contains five input fields: "Current password", "New password", "Confirm new password", and "New password hint". The "Password strength" field shows "Acceptable" in green text. At the bottom, there are two buttons: "Change" and "Cancel".

6. Verify your password. To do this, re-enter the password you just entered.
7. Enter a New Password Hint.
8. Click **Change**.

Employee Self Service Main Page

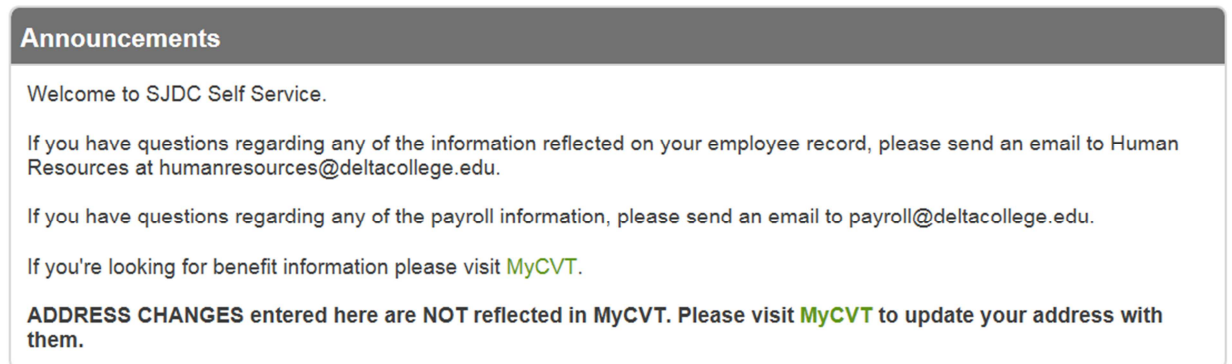
1. Once you log in, Employee Self Service Main Page appears displaying your name in the upper right-hand side and the Employee Self Service link.



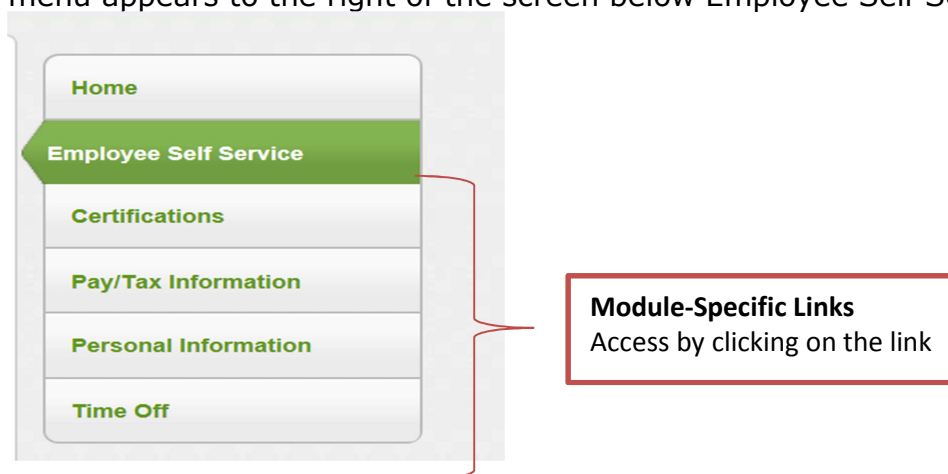
2. Click Employee Self Service link from the list on the right.
3. The Employee Self Service Welcome screen appears.

Identifying parts of SJDC Employee Self Service Main Page:

1. **Announcements** – District-wide messages for all SJDC ESS users to view.



2. **Module-Specific Links** – these screens are viewed individually and the menu appears to the right of the screen below Employee Self Service.



3. Personal Information

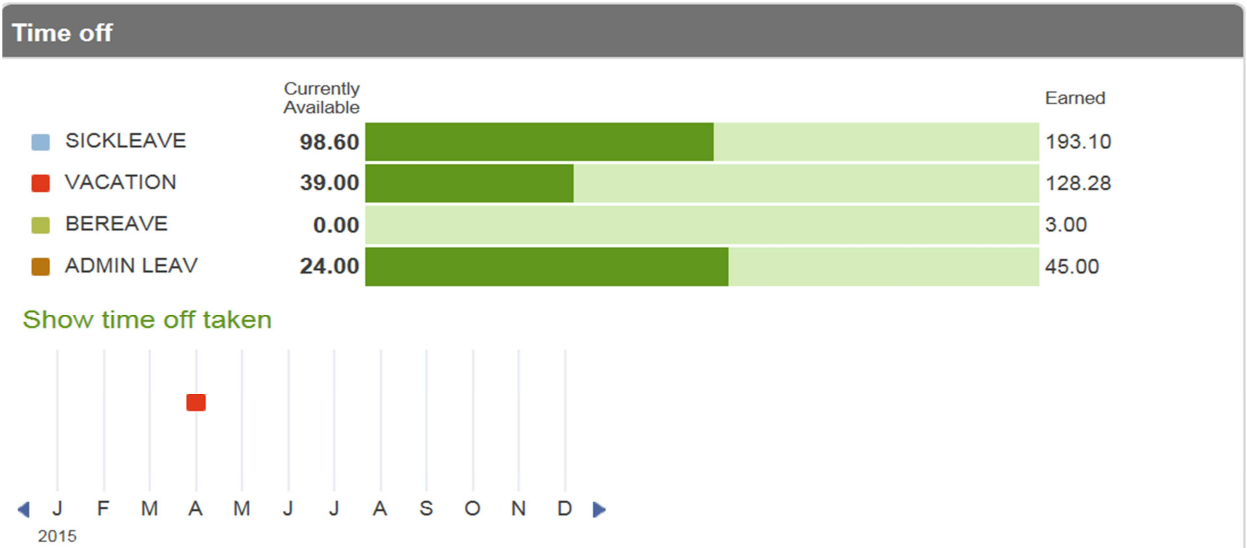
Personal information
View profile

TINKER BELL
123 Any Street
Hollywood, CA 12345

Phone
HOME PHONE:

Email
Email:

4. Time Off – You can view your leave balances. Leave balances are updated each pay period.



5. Paychecks – You are able to view the last five checks issued to you by clicking on Show paycheck amounts and then details.

Paychecks
Show paycheck amounts

Last Paycheck: 4/30/2015

Year to date

Previous paychecks

4/30/2015		Details	
3/30/2015		Details	
2/27/2015		Details	
1/30/2015		Details	
12/19/2014		Details	

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

View and Update Personal Information

1. Click Personal Information from the Module-Specific list on the right.
2. Personal Information includes home address, e-mail, telephone, and emergency information.
3. The user has the ability to update most Personal Information by clicking the "Change" link by each section.

Personal Information

[Employee Preferred Name change](#)

Preferred Name N/A

[Address / E-mail change](#)

Home Address 55 DETAIL STREET,
EXAMPLE, CA 95211

E-mail nhunt@deltacollege.edu

Alternate E-mail patharris@aol.com

[Telephone](#) [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	209-455-1234	No	Change
HOME	MY DAD	446-789-0000	No	Change Delete
OTHER		209-444-1111	Yes	Change Delete

[Emergency Contacts](#) [Add Emergency Contact](#)

Name	Relationship	Phone	Comments	
JACK SPADE	BROTHER	209-456-1234		Change Delete
SALLY PATRICK	CHILD	209-124-2222		Change Delete
JAMES DEAN	INLAWS	415-123-4444		Change Delete
PATRICK DEMPSEY	OTHER	415-777-9999	EMAIL PDEMPSEY@HOTMAL.COM	Change Delete

4. If you choose "Change", you will be taken to a new page to edit your information.
5. Click Update once you have made your edits.

Employee Profile Subsection

1. Under Personal Information, click the Employee Profile to view general employment and demographic information.

NOTE: Name, general employment and demographic information can only be changed by e-mailing your request to humanresources@deltacollege.edu. Please include your name and/or employee number.

The Pay/Tax Information Module

The Pay/Tax Information Module allows you to view and print pay check information, year-to-date gross earnings, W-2 information, W-4 withholding information and offers a Paycheck Simulator utility.

View and Print Pay/Tax Information

1. Click **Pay/Tax Information** from the Module-Specific list on the right to view pay history. Click the pull down menu to the right of your name and select a year to view your pay information.
2. Click **View Details** to view pay check stub details from the last pay period.

Pay/Tax Information				
HARRIS, NEIL PATRICK R Year <input type="text" value="2014"/>				
Check Date	Pay Period	Status	Gross Pay	Net Pay
7/31/2014	7/1/2014 - 7/31/2014	Cleared	\$7,981.41	\$4,352.35 Details
6/30/2014	6/1/2014 - 6/30/2014	Cleared	\$7,751.35	\$4,231.38 Details
5/30/2014	5/1/2014 - 5/31/2014	Cleared	\$7,751.35	\$4,231.38 Details
4/30/2014	4/1/2014 - 4/30/2014	Cleared	\$7,751.35	\$4,231.22 Details
3/27/2014	3/1/2014 - 3/31/2014	Cleared	\$7,751.35	\$4,231.22 Details
2/28/2014	2/1/2014 - 2/28/2014	Cleared	\$7,751.35	\$4,231.38 Details
2/10/2014	1/1/2014 - 1/31/2014	Cleared	\$361.70	\$308.71 Details
1/31/2014	1/1/2014 - 1/31/2014	Cleared	\$7,751.35	\$4,131.38 Details

NOTE: This information cannot be modified by the user. Please email payroll@deltacollege.edu for questions or issues regarding your pay check information.

YTD Information Subsection

1. Click the YTD Information subsection of Pay/Tax Information for a cumulative view of payroll information for a given year.

W-2 Information Subsection

1. Click the **W-2 Information** subsection of Pay/Tax Information.
2. W-2 Information displays Federal and State taxes and withholding for a given year.

W-4 Information Subsection

1. Click the **W-4 Information** subsection of Pay/Tax Information to view information regarding current tax withholding status for Federal taxes. You also have the ability to update your W-4.

Paycheck Simulator Subsection

1. Click the **Paycheck Simulator** subsection of Pay/Tax Information to enter pay, tax, and deductions to see what your paycheck might look like if you change tax withholdings or deductions such as 403(b) contributions.

Paycheck Simulator

Pay cycle: Switching deduction cycles will reset the entire page.

Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
1581	MANAGER	130	CLASSIFIED MANAGER	<input type="text" value="21.75"/>	<input type="text" value="363.1379"/>	<input type="text" value="0.00"/>	<input type="text" value="7898.25"/>
1581	MANAGER	900	LEAVE WITHOUT PAY-DAY	<input type="text" value="21.75"/>	<input type="text" value="363.1379"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Marital Exemptions

Federal Tax	<input type="text" value="SINGLE"/>	<input type="text" value="15"/>
State Tax	<input type="text" value="SINGLE"/>	<input type="text" value="15"/>
Local Tax	<input type="text" value=""/>	<input type="text" value="0"/>

Deductions

Description	Amount
SUPL/DEP. COVERAGE INSURANCE	<input type="text" value="55.80"/>
PUBLIC EMPLOYEES RET SYSTEM	<input type="text" value="552.88"/>
AFA CANCER-PRETAX	<input type="text" value="78.18"/>
VALIC	<input type="text" value="150.00"/>

2. Click **Submit** to see the results of your enter values.

Questions and Answers

How secure is my personal information?

Your information is encrypted for privacy and will remain secure as long as you protect your password.

Who do I email if I have questions about my information?

- HR related: humanresources@deltacollege.edu
- Payroll related: payroll@deltacollege.edu

Who do I email if I can't log in to Employee Self Service?

Email ESSsupport@deltacollege.edu