Employee Self-Service

Presented by:
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Agenda

- Employee Self Service
  - Pay Information
  - Tax Forms
  - Leave Balances
  - Job Summary

Discussion Topics

- Establishing Your SE Key
  - Log on to My Southeast
  - Click on SE Key Activation
SE Key Activation Step One

- Go to "If never activated" section of SE Sign In.
- Enter your Social Security Number in the SSN field.
- Enter the day and year of your birth in PIN field.

Enter a password in the Create Password field, reenter in the Confirm Password field, accept and click Activate SE Key.

"Passwords are case sensitive and required 6 characters. See Password Rules for details."

Logging on to Self Service
Logging into Employee Self Service

Click on My Southeast Self Service link. This will take you to a list of available self service features.

From the Southeast Portal Employee tab select My Southeast.

Self Service Main Menu

Click on Employee for a list of ESS Options

Click on Pay Information, Tax Forms Leave Balances, or Jobs Summary for Various Employee Information.
Pay Information

- Pay Information screen provides access to the following employee information:
  - Direct Deposit Allocation
  - Earnings History
  - Pay Stubs
  - Deductions History

Direct Deposit Allocation

- From Pay Information menu click on Direct Deposit Allocation.
- View current Direct Deposit setup for paychecks.
- Changes can be made using the Direct Deposit Authorization Form.

Direct Deposit Authorization form can be downloaded from Payroll Forms website at http://www4.semo.edu/humanresources/payroll/forms.

Earnings History

- Provides Total Gross Pay and Total Hours paid against individual earnings types.
- View earnings for specific periods based on from and to dates.
- View details of an individual earning by clicking on the specific earning type.
Earnings History

Click on earnings type to view earnings by pay period.

Deductions History

- Provides a history of Employee and Employer deductions by deduction type.
- View Employee and Employer deductions for specific periods based on from and to dates.
- View details of individual Employee and Employer deductions by clicking on the specific deduction type.
**Pay Stub Detail**

- Displays Pay Stub Summary by check date.
  - Displays gross wages, total deductions, employer contributions, and net pay.

- Provides Check or Direct Deposit information.
  - Check/Direct Deposit Number, document type, and net pay.

- Detail of earnings and deductions displayed by earnings and deductions type.

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**Pay Stub Detail**

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<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>11/20/2006</td>
<td>Pay Stub Summary</td>
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<td>Gross Pay</td>
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<td>Deductions</td>
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<tr>
<td></td>
<td>Net Pay</td>
<td>$1,159.21</td>
</tr>
</tbody>
</table>

- Paid in Check/Deposit
  - Bank of America MO 05-102-0001
  - Checking

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<tr>
<th>Earnings</th>
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<td>Employer</td>
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<table>
<thead>
<tr>
<th>Benefits or Reductions</th>
<th>Description</th>
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<tbody>
<tr>
<td>pension contributions</td>
<td>20% of Payroll</td>
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<tr>
<td>Roth 401K</td>
<td>10% of Payroll</td>
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<td>Health Insurance</td>
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<td>Total Benefits</td>
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<tr>
<td>Total Reductions</td>
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<tr>
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**Tax Forms**

- **W4 Tax Exemptions or Allowances**
  - View current Federal W4 exemptions and allowances.
  - Missouri W4 exemptions and allowances will be available at a future date.

- **W2 Year End Earnings Statement** will be available for the 2006 tax year in January 2007.
Leave Balances

- Provides available balance information in hours by leave type.
- Time displayed in hours and date available.
- Summarized by leave type.
- Leave detail available for each leave type by pay period.

Leave Balances displays information regarding beginning balance, hours earned, hours taken, and available balance by hour per leave type. Detail by pay period can be seen by clicking on a specific leave type.

Unverified sick leave does NOT accrue, but is calculated based on the University Sick Leave policy.
Job Summary

- List of employee jobs by position title.
  - Jobs listed by begin and end date.

- Job detail by position can be viewed by clicking on specific position title.
  - Displays effective date, status, job title, department name, and reason for change.
Dates Available

- Direct Deposit Information will be available October 2006. Be sure to verify Direct Deposit information and make any changes by completing the Direct Deposit Authorization form. Download form at http://www4.semo.edu/humanresources/payroll/forms
- Leave Balances, W4 Tax Information, and Job Summary will be available December 2006.
- Pay Information will be present on Employee Self Service after the first payroll of January 2006.

Questions