

## eSELFSERVE Overview

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eSELFSERVE provides employees access to their personal information in the Strategic Focus Payment Platform.

Each time that the employee is paid through Strategic Focus OnLine, the employee will receive an email notification that a new pay item exists and can be accessed via [www.eselfserve.com](http://www.eselfserve.com).

Since the employee self-service is a real-time system, the data on both sites is always accurate.

### User Login

Once enabled to use eSELFSERVE, each employee will receive an email containing specific login instructions to access their information, including their User ID and password. ***(If they have never accessed eSELFSERVE before, their default password will be the last four digits of their Social Security number.)***

## EMPLOYEE & MANAGER SELF-SERVICE

User Name	<input type="text"/>
Password	<input type="password"/>
<a href="#">I forgot my password</a>	
<input type="button" value="Login to eSelfServe.com"/> <input type="button" value="Login to Time Clock"/>	

Employees who receive printed paystubs can view their login information at the bottom of their pay stub, once invited. This information will appear until they have logged into eSELFSERVE.

After the employee has logged in and changed their password, they may elect to stop receiving a paper voucher.

## Home Menu

The *Home* menu is the starting hub of eSELFSERVE, containing links to every other component therein.

- The navigation bar runs along the top of the page, with the employee's name and company displayed in the top right corner.
- *Recent Activity* will show the most recent pay items for the employee.
- The *To-Do* list will show any actionable items for the employee related to Attendance and HR.
- The *Approved Time Off* and *Goals* sections will show scheduled time off and recent performance reviews, respectively. (These are features of Attendance and HR and must be purchased/in use for these sections to appear.)

The screenshot displays the 'Strategic Focus' eSELFSERVE Home menu. At the top, there is a navigation bar with the company logo and name on the left, and the user's name 'Taylor Scott, Account Executive' on the right. The main navigation menu includes 'Home', 'Pay', 'Info', 'Benefits', 'Docs', 'Training', 'Time Off', and 'Reviews'. The interface is divided into several sections: 'Company Newsfeed' with a table of news items; 'To-Do' with a list of tasks; 'Approved Time Off' showing vacation requests; and 'Goals' with a table of performance goals. A 'Recent Activity' section at the bottom shows a 'Voucher' paid on 03/16/2018.

UNREAD	DATE POSTED	DESCRIPTION	CATEGORY	POSTED BY
<span style="color: red;">1</span>	01/17/2018	2018 Open Enrollment	Company News	Scott Lasseigne
	11/21/2017	Internal Opportunity	Internal Job Postings	Scott Lasseigne

Date	Type	Hours
04/02/2018	Vacation	8 hours
04/03/2018	Vacation	8 hours
04/04/2018	Vacation	8 hours

Goal	Notes	Date Due	Percent Completed	Action
Professional Development - 03/12/2018	Take a course on delegation	04/29/2018	0%	Add Document

Activity	Date
Voucher	Paid On 03/16/2018

# Pay

Pay is where the employee can view their payroll list, compensation for this year, and their past checks and tax forms.

The Payroll List displays vouchers for the current year. Current vouchers are accessible for employee review, the morning of the check date.

- ◆ An email notification is sent to the employee when the pay voucher is ready to view.
  - Email notifications will be sent the employee work email address listed on the Employee Record.
    - If no work email address is listed, then the notification will be sent to the personal email address listed for the employee.
    - If no email has been provided for the employee, a notification will appear on the Home page of eSELFserve.

View prior years' payrolls using the links listed by *Show Year*.

**Strategic Focus** Home **Pay** Info Benefits Docs Training Time Off Reviews Taylor Scott Account Executive

2017 Year To Date Compensation			
Gross Wages	Deductions	Taxes	Net Pay
\$53,194.13	\$6,809.88	\$11,296.18	\$32,727.74

2017 Payroll List				Show Year: 2017(21) 2016(27) 2015(28) 2014(27)
Voucher - 10/13/2017				
Gross Wages - \$2,832.61	Taxes - \$594.60	Deductions - \$365.87	Net Pay - \$1,872.14	
Voucher - 09/29/2017				
Gross Wages - \$2,832.61	Taxes - \$594.60	Deductions - \$365.87	Net Pay - \$1,872.14	
Voucher - 09/15/2017				
Gross Wages - \$2,832.61	Taxes - \$594.60	Deductions - \$365.87	Net Pay - \$1,872.14	
Voucher - 09/01/2017				
Gross Wages - \$2,832.61	Taxes - \$594.60	Deductions - \$365.87	Net Pay - \$1,872.14	
Voucher - 08/18/2017				
Gross Wages - \$2,832.61	Taxes - \$594.60	Deductions - \$365.87	Net Pay - \$1,872.14	
Voucher - 08/04/2017				
Gross Wages - \$2,832.61	Taxes - \$594.60	Deductions - \$365.87	Net Pay - \$1,872.14	
Voucher - 07/21/2017				
Gross Wages - \$2,832.61	Taxes - \$594.60	Deductions - \$365.87	Net Pay - \$1,872.14	

Tax Forms	
2016 1095-C	
2016 W-2	Total Wages - \$68,334.27
2015 1095-C	
2015 W-2	Total Wages - \$67,623.95
2014 W-2	Total Wages - \$59,045.97

# Documents

The *Docs* page, also a feature of the HR product console, contains personal documents (or documents assigned to that employee) listed in the first section under *Employee Documents*. Documents shared with all employees are listed in the *Company Documents* section and the *Benefit Plan Documents* section contains any documents that are tied to the employee's specific benefit plan(s).

**Strategic Focus**

Home Pay Info Benefits **Docs** Training Time Off Reviews

Taylor Scott  
Account Executive

### Employee Documents

+ add document

- Bell Tower Policy Change** Adobe PDF Added Jan 23, 2018  
Please sign within 5 days  
Signed on 03/20/2018 from 66.112.46.178
- Consent Form** Adobe PDF Added Apr 12, 2018  
Drug and Alcohol Test Consent Form  
Signed on 04/12/2016 from 75.151.218.65

### Company Documents

- Superior Systems Revised Handbook** Adobe PDF Added Nov 30, 2017  
Please read and eSIGN the revised handbook attached. Note new policies regarding PTO and expenses.  
[Click here to sign document](#)

### Benefit Plan Documents

- Benefits Admin** Microsoft Word Document (docx) Added Jul 11, 2017  
Benefits Admin
- Dental Coverage** Adobe PDF Added Sep 09, 2017  
Shows what this plan covers.
- Summary of Benefits** Adobe PDF Added Dec 17, 2017  
Lists the copays and deductibles for medical insurance.

# Training

The *Training* page, another feature of the HR product console, shows the available training courses. Clicking to sign up for a training course will queue an approval notification. Training course history (including courses pending approval, completed, and denied) will be listed in the bottom section.

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Home Pay Info Benefits Docs **Training** Time Off Reviews

### Available Courses

- CPR Certification**  
CPR Certification 2017  
Annual CPR Certification  
Date - 10/31/2017  
Hours - 2  
Location - 2nd Floor Training Room  
Instructor/Facilitator - Kari  
[Click Here to Sign Up](#)
- Key Customer Service**  
APS OnLine Training  
Teaches "client first" customer service principles.  
Date - 09/01/2017  
Hours - 4  
Location - Conference Room  
Instructor/Facilitator - Josh Johnson  
Your enrollment request for this class is currently awaiting approval.

### Training History

Course Name	Class Name	Class Date	Enrollment Date	Hours	Status
New Hire Orientation			09/28/2009	8	Completed

# Time Off

Time Off, also referred to as the Time Off Manager, is part of the Attendance product console and contains a record of time off requests and their status (pending, approved, or denied). Click on the request to view its expanded details. Employees may cancel pending or approved requests if the time is in the future.

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Scheduled Days Off [view prohibited dates](#) [+ request time off](#)

09/26/2018 PTO 4 hours	09/27/2018 PTO 8 hours	09/28/2018 PTO 8 hours
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Accrual Balances

PTO <i>Rehire Anniversary</i>	Current Balance : 160	Hours Scheduled : 20	Net Hours Available : 140	Hours Used YTD : 0
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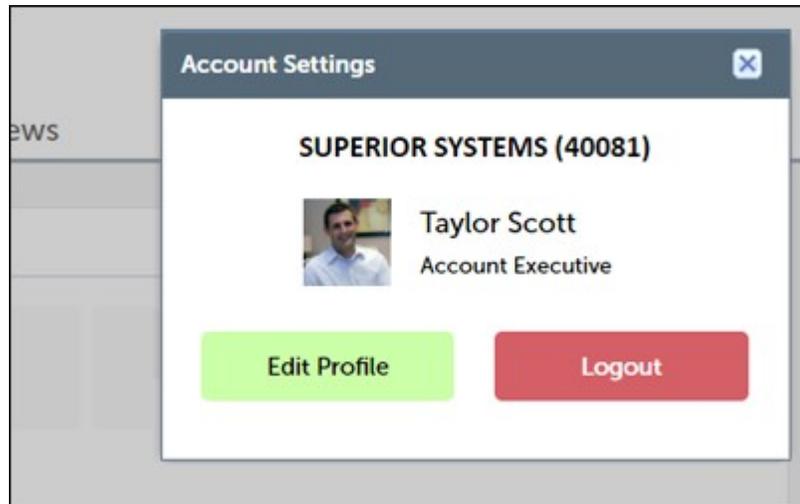
Time Off Request History [+ request time off](#)

Ref#: 760278 - <b>Approved</b>	Type PTO	Start Date 09/26/2018	Hours 20
Ref#: 757059 - <b>Canceled</b>	Type PTO	Start Date 09/19/2018	Hours 24

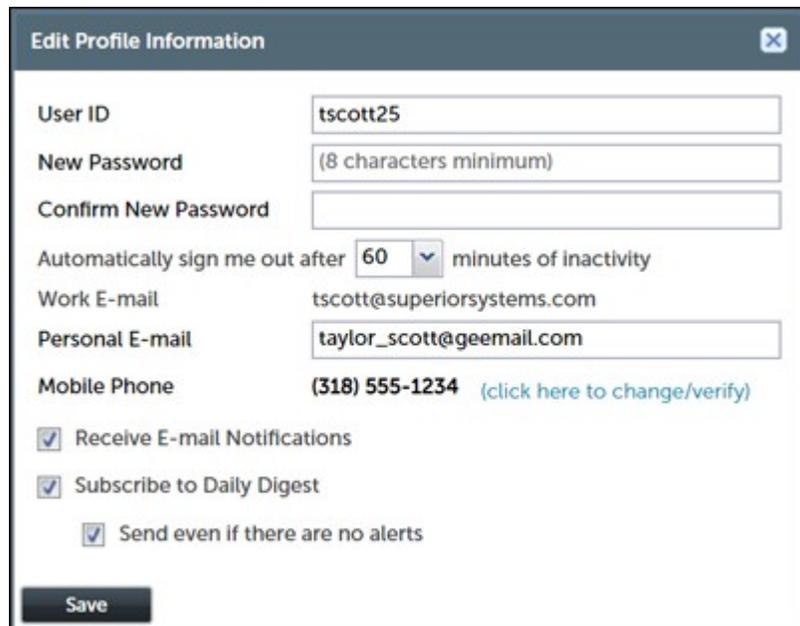
Showing records 1 - 5 of 6. [Click here to show all.](#)

## Profile & Switch Modes/Log Out

Account Settings – In the top right corner of all pages, the employee's user profile will be displayed. Click on it to open the following menu:



To log out of eSELF SERVE, click the **Logout** button. Remembering to log out is important for security purposes, as it prevents unauthorized access to the employee's account. Users can also choose a timeframe for auto-logout purposes as an added security measure.

A screenshot of the 'Edit Profile Information' modal window. The window has a dark blue header with the title 'Edit Profile Information' and a close button (X). The form contains several fields: 'User ID' with the value 'tscott25'; 'New Password' with a placeholder '(8 characters minimum)'; 'Confirm New Password' (empty); 'Automatically sign me out after' with a dropdown menu set to '60' and the text 'minutes of inactivity'; 'Work E-mail' with the value 'tscott@superiorsystems.com'; 'Personal E-mail' with the value 'taylor\_scott@geemail.com'; and 'Mobile Phone' with the value '(318) 555-1234' and a link '(click here to change/verify)'. Below these fields are three checkboxes: 'Receive E-mail Notifications' (checked), 'Subscribe to Daily Digest' (checked), and 'Send even if there are no alerts' (checked). A 'Save' button is located at the bottom left of the modal.

To edit profile information, click the Edit Profile button where the employee can edit their *User ID*, change their password or personal email address, and elect to receive notifications at that address for updates and changes.



In the top left-hand corner of all pages, there are icons used to switch modes:

*eSS Mode* – This mode is the standard eSELF SERVE mode, which is used for viewing vouchers/check stubs, requesting time off, and viewing other information.

*Time Clock Mode* – This mode is displayed when using the Attendance product console and is accessed to record and report time via a Time Clock or Timesheet.