



## **ADS ProFund**

### Employee Self Service

NOTE: Actual screens will not be the same as in the manual - update to follow

## Contents

Employee Self Service Log-In	2
Employee Self Service Home Page	2
Employee Self Service Time Off	3
PayDay	5

## Employee Self Service Log-In

Employee Self Service is a web-based application. You can access Employee Self Service via an internet browser application such as Microsoft Internet Explorer. **Please note: all of the screen shots are examples of the Software Company not New Horizons. The actual look of the screen may vary.**

The Employee Self Service (ESS) will allow employees to:

Update address, telephone, and emergency contact information

View check stub information (from 2009-current)

View W2 (from 2009-current)

View W4 information

View leave balance information and dates of leave activity

Print any screen you are viewing by going to "file" and select "print"

## Employee Self Service Home Page

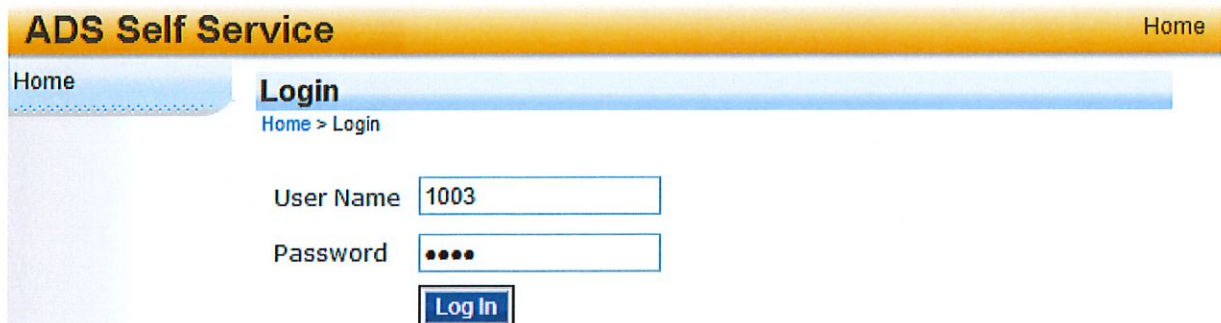
The Employee Self Service home page link is located on New Horizons home screen. [www.nhrec.org](http://www.nhrec.org) under the "Employment section". Once you click on the link you will be taken to a page that looks like the picture below.



## Employee Self Service Log In



Enter your employee ID (if you have preceding zero's do not enter those. Ex: #004567 is entered as 4567) and Password which is the last four of your social security number, and then click on Log In. After logging in for the first time, it is recommended that you change your password to something more familiar to you. Password must be a minimum of 4 characters. Go to "My Account" located at the top right of the screen, to make this change. Please do not share your log-in information with anyone.



**ADS Self Service** Home

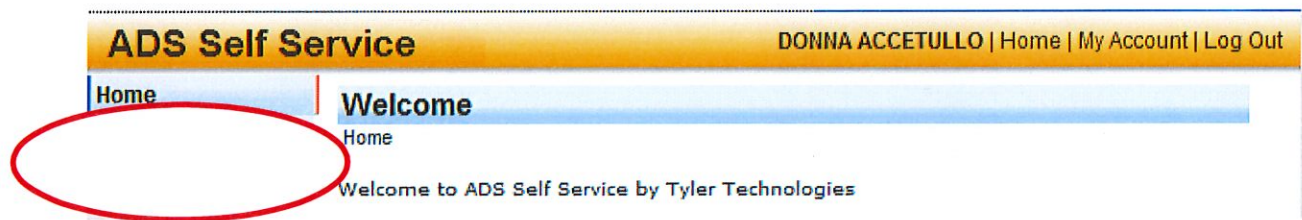
Home Login

User Name 1003

Password ••••

Log In

Click on Employee Self Service on the left-hand side of the webpage.



**ADS Self Service** DONNA ACCETULLO | Home | My Account | Log Out

Home Welcome

Welcome to ADS Self Service by Tyler Technologies

This screen may also show an organization-wide Announcement and or Department-specific information. The Employee Self Service site is very easy to navigate. Tabs are located on the left to view your paycheck, W2, W4, and personal information. Because it's so easy, this document will only go into detail about a few of the tabs you'll see.

## Employee Self Service Time Off

Click on Time Off on the left-hand side of the screen to access this area of Employee Self Service.

## Employee Self Service

DONNA ACCETULLO | Home | My Account | Log Out

Home  
Employee Self Service  
Personal Information  
Pay/Tax Information  
Time Off  
Time Entry

### Welcome to Employee Self Service

Home > Employee Self Service

Resources

CNN

#### Announcements

#### Department Information

Note: the screen shots shows "Request Time Off", "My Requests", and "Time entry", these features are not available. Only the "Time Off" feature is available. You will continue to submit leave slips as usual.

## Employee Self Service

DONNA ACCETULLO | Home | My Account | Log Out

Home  
Employee Self Service  
Personal Information  
Pay/Tax Information  
Request Time Off  
My Requests  
Time Entry

### Time Off

Home > Employee Self Service > Time Off

Resources

CNN

Plan	BBF	Accrued	Used	To Be Taken	Available Balance	To Be Accrued	Projected Available
teach personal days	1.00	3.00	0.00	2.00	4.00	0.00	4.00

H=Hours; D=Days

\* Projected Earnings through 8/31/2004 This is an estimate, please note that your actual earnings may differ.

In the "Time Off" section you will see New Horizons leave plans listed that pertain to your position. The "Other leave" plan does not deduct from any of your leave. It is a way of keeping track of days that were docked pay, light duty days, worker comp days, professional leave, etc.

The "Used" column shows you how much leave you have used in the plan so far for the current school year. All of the plans only show leave that has been processed, so keep in mind that your balance is subject to change.

The calendar icon next to the days used will show you dates of activity. If you click on that icon, you will be able to select a previous year (dating back to 2009). There will be a red box around a day that has had leave activity. Activity could be a full day or partial day of leave or it could be a correction. Unfortunately the system does not show you how much leave was taken on that day. It is recommend that you keep copies of all of your leave slips. You may either check with your Department Secretary to find out how much leave was entered on a particular day or call payroll. Your Department Secretary keeps a copy of your leave slip and only has access to entering leave for you. They do not have access to any other information that you will see. Please call Carol Porter at X3358 with questions.

Plans will also show how much leave has been accrued. "Projected Available" is an estimate. It is a combination of your "available balance" and "leave to be accrued".

PERSONAL LEAVE PLAN – The Personal leave plan is a way to keep track of the sick leave you used as personal leave. Though the date is entered in this plan as well as the Sick Leave Plan, you are only being charged once. You may only use 3 sick days a year as personal leave.

Employees who start the school year with 40 or more days are allowed 4 days. You are docked pay if you go beyond the 3 or 4 days.

## PAYDAY

February will be the last month that you will receive a payroll advice slip. You will receive an email notification when your monthly pay is ready to be viewed. If you do not receive notification by payday please call Carol Porter at X3358. You can still log in to the system without having received the notification. In March, you will only receive the email notification. If you receive a live check, you will still be able to view your paycheck but your paycheck will be mailed on payday as usual.

You may receive the notification a few days before payday. PAYDAY CONTINUES TO BE THE 20<sup>TH</sup> OF THE MONTH UNLESS THE 20<sup>TH</sup> FALLS OVER THE WEEKEND, IN THAT CASE PAYDAY IS THE FRIDAY BEFORE.

Please take some time to explore the features in the ESS. If you feel the information displayed in ESS is not correct or you have questions, please contact Carol Porter at X3358.