

PeopleSoft Employee Self Service Guide for New Hires

Purpose

PeopleSoft Employee Self Service (ESS) is the most convenient way to view, manage and update your DCPS personnel and pay information. ESS is used by all employees to enroll in benefits within the first thirty-one (31) days of employment. In addition to benefits enrollment, ESS is the most convenient way to view your paycheck prior to payday; make changes to your beneficiaries, tax deductions and direct deposit information; and to update personal information such as mailing & email address, phone numbers and your emergency point of contact.

How to Create your PeopleSoft User Name and Password

You must use your DCPS email address to create your Employee Self Service (ESS) account. If you do not have a DCPS email address, contact your school's Business Manager or the Office of Human Resources (202) 442-4090 to have one created for you. Your employee id number is requested but *not required*.

ASMP	WELCOME to People Soft Employee Self Service sign-up ("Note: For DC Employees only, contractors are not eligible for ESS. If you can log into P	p] Respectively to relieve Benefits on Payment, you are already a Peoplesoit user and do not need to register again for eTANE. If you require assistance, please call the Help Deax at 727-6700 between the hours of Bam and Spm.
ASHP HOHE	ePay enables you to view your basic payroll information and print a copy of your latest earnil eBenefits, enables online access for employees to review their penefits information. Employ	ings stratement online «Pa) is a collacorative application that glues (ou immediate access to jour personal payroll cata. Indees will also be able to access their means. Life. FSA, and Represent the attribution online as well.
SERVICE AREAS	eProfile : ability to update your name, address, marital status, emergency contact informati	ton email accreases and prone numbers.
	For them Registrates 1. Fill-active Online Registration Form and citics "Submit". 2. Wat for an enable confirming our information (if you don't receive an enable you may 3. Citick on the "Confirm Information" link in the enable. 4. Review your registration information and citick rear "Confirm" button. 5. Wat for a new enable with your PeopleSof User (D, Password, and Instructions on 1. Wat for a new enable with your PeopleSof User (D, Password, and Instructions on 2. State of the confirming of the confir	y have mile-typed your email accrease and must repeat step 1 or call the help deak for assistance). I now to sign into the system.
	Please enter the following information (* inclustes a required entry): First Name Last Name	
	Last wants Milodie Name: Suffic:	Seet: ₩ (16. ur. 5r. II. etc.)
	Lest 4 digits of your 5 SN; Day Prone	
	Enter your DC Government email address, only use a personal email account if yo Click Help if you do not know your DC Government email accress. DC Government eMail.	ou uo Noi nave suo dovernmentamai account address.
	Enter Email Again: Please enter <u>at least one</u> of the following so that we can confirm a correct match to your p	ersontel record in PeopleSot
	Your birth day and month (MM/DD): 8 digit EMPL ID from your pay stub:	Seet Y Seet Y
		Start Over Start

- Using a computer connected to the DCPS network, log onto <u>http://pshcm.dc.gov/</u> to register for PeopleSoft Employee Self Service (ESS) account.
- 2. Click on link "Sign-up for Peoplesoft Self-Service"
- 3. Complete the Peoplesoft registration page.
- 4. Log into your dc.gov email account to confirm the information. <u>http://outlook.dcps.dc.gov</u>.
- 5. Click on the "Confirm Information" link in the email.
- 6. Review your registration information and click the "Confirm" button.
- 7. Wait for an email with your ESS user name, password and instructions on how to sign into the system. *This process typically takes 15-20 minutes.*

How to Log into Your PeopleSoft Employee Self Service Account

.gov	http://ess.dc.gov You will be required to change your password. Minimum 6 characters- must be a mix of letters and numbers.	of PeopleSoft Production PeopleSoft HCM System
	User ID: Password: Forgot your password?	

- Log onto Employee Self Service.
 If you are using a computer on the DCPS network use <u>http://pshcm.dc.gov</u>
 If you are using a computer from home or outside the DCPS network use <u>http://ess.dc.gov</u>
- We highly recommend that the first time you log onto ESS, that you use a DCPS networked computer. Additionally, you will be required to change your password. Minimum of 6 characters, must be a mix of letters and numbers.

What You Need To Update In Your Profile

All employees must update their personal information, direct deposit information, tax withholdings and enroll in benefits. *Note, only benefits eligible employees will be able to access the benefits enrollment screen within the first 31 days of hire. If you are transferring positions, you are not eligible to enroll in benefits.*



What You Need To Update In Each Section

Personal Information	Payroll & Compensation	Benefits
Update from any computer	Can only update from DC Gov't Computer	Update from any computer
 Add Contact Information Add Email Address Add Emergency Contacts Verify Personal Details 	 Add Direct Deposit Information Add W-2 Information Add State Tax Information (Select the state where you live) 	 Benefits Enrollment

Personal Information

You can change all of your personal information through ESS **except for Name Change and Marital Status**. To change this information, provide proof of the requested status change to the Office of Human Resources either in person or via fax to 202-442-5315 Attention: Data Changes. For more information, contact HR Answers at dcps.hranswers@dc.gov or via phone at 202-442-4090.

Main Menu > Self Service >		
Personal Information		
Review and update your personal information		
Personal Information Summary Review a summary of your personal information.	Email Addresses Add or update your email addresses.	Emergency Contacts Add or update your emergency contact information.
Review Change Requests (USF) Review the status of requests you have submitted.	Name Change (USF) Submit a name change request Name and Marital Status chang Office of Human Resou	Marital Status (USF) Update your marital status tes must be submitted to the urces for processing.
Address Change (USF) Update your home or mailing address.	Phone Number Change (USF) Update your phone numbers.	

Payroll and Compensation

You can only make changes to your direct deposit and tax information through a computer connected to the DCPS network and using the <u>http://pshcm.dc.gov</u> weblink. Update your Direct Deposit, W-4 Tax, and State Tax Information.

*Note- This is the section where you will review your paycheck every two weeks.

Direct Deposit

You are strongly encouraged to utilize the direct deposit system to receive your paycheck. Pay is deposited to your account at 12:00am on the pay date. The maximum number of accounts that you can have in the system is four.

1. Click Add Account.

Direct Deposit						
Direct Deposit Detail						
Account Type Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
					Edit	Delete
					Edit	Delete
1						
Add Account	Pay Statement Prin	t Option				

- 2. Type in the Routing Number of your banking institution.
- 3. Type in the Account Number of your banking institution and select the account type (checking or savings).
- 4. Select your Deposit Type. *Amount*: Select a specific amount to be deposited. *Balance:* Used when selecting more than one account. *Percent:* You may select any percentage amount.
- 5. Select Deposit Order.
- 6. Click Save.

	Direct Deposit			
	Add Direct Deposit			
	Your Bank Information			
2	Routing Number: View check example			
	Note: Use only a voided check to obtain your bank routing number. Do not use a deposit slip.			
	Bank Name:			
	Address:			
	istribution Instructions			
3				
	Account Number:			
4	*Account Type:			
	*Deposit Type:			
	Amount or			
5	Percent: Denosit Order: (example: 1 = first account processed)			
	Deposit order.			
6	Save			
	Return to Direct Deposit			
	* Required Field			

Federal (W-4) Tax Information

If you need assistance completing your W-4 tax form, log onto www.irs.gov

1. Confirm that your name, social security number, and home address are correct.

*If name and/or social security number is incorrect, contact the office of Human Resources to request the change. You will have to provide proof of the correct information.

*If home address is incorrect, you can make the correction in the Personal Information section of Employee Self Service.

W-4 Tax Information

District Of Columbia Govt

Social Security #:

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

1

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

2. Enter the total number of allowances you are claming.

If you want an additional amount withheld each paydate, enter that amount also.

- 3. Indicate your Marital Status.
- If you are not tax exempt, click Submit. You will be required to re-type your password to finalize the update.

<u>vv-</u>	4 Tax Data						
Ent	er total number o	Allowances you	are claiming	g:			
Ent	er Additional Amo	unt, if any, you v	vant withhel	d from eac	h		2
pay	check:						
Ind	icate Marital	O Single	Married	3			
	Check here and se Note: If married, b alien, select "Singl	lect Single statu: ut legally separa e' status.	s if married ted, or spou	but withho ise is a nor	lding at nresiden	single rate t	
	Check here if your You must call 1-80 Sard	last name differs)-772-1213 for a n	s from that s new	nown on y	our soci	ial security	card.
	Claim Exemption						1
	Claim Exemption I claim exemption for	from withholding	2010 and I	certify that	I meet]
	Claim Exemption I claim exemption for BOTH of the follo	from withholding	2010 and I	certify that	l meet		0
	Claim Exemption I claim exemption for BOTH of the follor >> Last year I had	from withholding ving conditions fo a right to a refund o	2010 and I or exemption: f ALL Federal	certify that	I meet		0
	Claim Exemption I claim exemption for BOTH of the follor >> Last year I had because I had N	from withholding ving conditions fo a right to a refund o O tax liability; AND	2010 and I or exemption: f ALL Federal	certify that	I meet		0
	Claim Exemption I claim exemption for BOTH of the follor >> Last year I had because I had N >> This year I expe	from withholding wing conditions fo a right to a refund o O tax liability; AND ot a refund of ALL i	2010 and I or exemption: f ALL Federal	certify that income tax	l meet withheld		0
	Claim Exemption I claim exemption for BOTH of the follor >> Last year I had because I had N >> This year I expen- because I expen-	from withholding wing conditions fo a right to a refund o O tax liability; AND ot a refund of ALL i t to have NO tax lia	2010 and I or exemption: f ALL Federal Federal income ibility.	certify that income tax	l meet withheld		
	Claim Exemption I claim exemption for BOTH of the follor >> Last year I had because I had N >> This year I expec because I expec Check 'Exempt'	from withholding ving conditions fo a right to a refund o O tax liability; AND ot a refund of ALL i t to have NO tax lia here if you meet b	2010 and I or exemption: f ALL Federal Federal income ability. poth conditio	certify that income tax e tax withhei ns.	l meet withheld		0
4	Claim Exemption I claim exemption for BOTH of the follor >> Last year I had because I had N >> This year I expec because I expec Check 'Exempt' Submit	from withholding ving conditions fo a right to a refund o O tax liability; AND ot a refund of ALL i t to have NO tax lia here if you meet b Under penalties of	2010 and I or exemption: if ALL Federal Federal income ibility. both conditio perjury, I decl	certify that income tax t e tax withhel n5. lare that I ha	I meet withheld d ve examin	ned this	0

State Tax Information

If you need assistance completing your state tax form, click on the sample form in the State Tax Data Section.

1. Select the jurisdiction where you live and click submit.

State Tax Information
Social Security #:
District Of Columbia Govt
You must complete a state-local jurisdiction tax form so the Payroll Department can calculate the correct amount of tax to withhold from your pay.
Home Address
State Tax Data
Select Jurisdiction:
O District of Columbia
O Maryland
O Virginia
O other
Submit

correct, and complete.

- 2. Enter the total number of exemptions you plan to claim for the tax year. If you plan to withhold additional funds, enter that amount.
- 3. If you are not tax exempt, click Submit. You will be required to re-type your password to finalize the update.



Benefits Enrollment

1. Click Select to open your benefit event.



You will only have thirty-one (31) days from the date of hire to enroll in benefits. If you are still within your 31 day enrollment period and are unable to access your benefits beyond this screen, send an email that includes your name and employee id number to <u>dcps.benefits@dc.gov</u>. Your request for assistance will be responded to within two (2) business days.

Before making your benefit elections, carefully review your *DCPS Employee Benefits Guide* to determine the benefit(s) that you would like to enroll in. You can only access your benefits enrollment event once within your 31 day enrollment period. Selections take 48 hours to appear on your PeopleSoft benefits summary screen.

Upon completion of enrollment, you will receive a benefits confirmation summary via email. Check your DC.gov email account within 48 hours of your enrollment. If you do not receive a benefits confirmation summary within 48 hours, your enrollment was unsuccessful and you will need to contact the Office of Human Resources **immediately** via email at <u>dcps.benefits@dc.gov</u>. Your request for assistance will be responded to within two (2) business days.

STEP 4: Edit your Enrollment Summary. Click the *Edit* buttons to make your choices. Upon completion, you will receive a confirmation email, be sure to save a copy for your records.



Health Coverage Options

The most up-to-date premium rates are provided within the health coverage options section. Please note that before-tax deductions allow your premiums to be deducted from your gross pay prior to taxes being calculated.

If you are enrolling a domestic partner (same-sex or common law) or a domestic partner and children, your benefits will be deducted after-tax. Therefore, your premiums will be deducted from your gross pay after taxes are calculated.

Adding Dependents to Health Insurance

Enroll Your Dep	pendents	
The following I individual is m eligible. You m	ist displays all individuals who a issing from this list, click Add/R aay also use this button to add n	are eligible to be your dependents. If an eview Dependents to determine why they are not ew dependents to your list.
You may enrol Enroll box next	I any of the following individuals to the dependent's name.	for coverage under this plan by checking the
Enroll N	ame	Relationship
Add/Review	v Dependents	
Continue	Click Continue to store your ch Enrollment Summary.	oice until you are ready to submit your final enrollment on the
Cancel	Click Cancel to ignore all entries	made on this page and return to the Enrollment Summary.

To add dependents to your health insurance coverage, you must have their full name, date of birth and social security number at the time of online enrollment. Additionally, you will need to submit documentation showing proof of relationship to the Office of Human Resources within 31 days of your enrollment. Please refer to your *DCPS Employee Benefits Guide* for more information regarding required documentation.

Electing Life Insurance

You may elect to have additional life insurance coverage beyond the basic plan during your 31 day enrollment period. Refer to your *DCPS Employee Benefits Guide* for more information regarding your life insurance options.



Designating Life Insurance Beneficiaries

When selecting your life insurance plan(s), you will also need to designate beneficiaries. You will need to provide personal contact information for each of your beneficiaries.

You are also able to add and make changes to your life insurance beneficiaries at anytime throughout the year using ESS.

Designate Your	Beneficiaries				
The following list from this list, click button to add nev	displays all individuals who are Add/Review Beneficiaries to d / beneficiaries to your list.	eligible to be you etermine why th	ur beneficiaries. ey are not eligibl	lf an individua e. You may al:	l is missing so use this
Add/Review	Add/Review Beneficiaries				
You may designa a specific dollar a deceased.	You may designate the following individuals as Primary or Secondary beneficiaries by allocating a percent or a specific dollar amount. Secondary beneficiaries receive benefits only if all Primary beneficiaries are deceased.				
If you select flat of from the policy.	Iollar amounts, then one benefic	ciary must be des	signated to recei	ve any left ove	er money
If you select perc beneficiaries (if a	ents, all percents for Primary be ny) must also total 100.	eneficiaries must	total 100. All pe	rcents for Sec	condary
*Enter Pr	imary Allocations as:	Percent	~		
*Enter Se	condary Allocations as:	Percent	~		
<u>Name</u>	Relationship	Current Primary Percent	Current Secondary Percent	<u>New</u> Primary Allocation	<u>New</u> Secondary Allocation
			Total:	0	0
				_	_
Continue Clic Enr	k Continue to store your choic oliment Summary.	e until you are re	eady to submit ye	our final enroll	ment on the
Cancel Clic	k Cancel to ignore all entries ma	ade on this page	and return to th	e Enrollment S	ummary.
["="] Notify					

Reviewing Your Benefits Elections

Within 48 hours following the completion of your benefits elections, you will be able to review your benefits summary in ESS. Access the Benefits section and select Benefits Summary.



When reviewing your benefits summary, make sure that the enrollment date reflects the actual date when your coverage will begin.

If you did not add your life insurance beneficiaries during enrollment, you can update your beneficiaries through the Benefits Summary screen.

Benefits Summary Jane Doe			
To view your benefits as of anothe	r date, enter the date and clic	k Go:	
05/26/2011 🕅 Go			
Type of Benefit	Plan Description	Coverage or Participation	
Employees Health Benefits	United HC POS-DC After T	x Self and Family	
Domestic Partner Medical		Waived	
AFLAC - Cancer Insurance		Waived	
AFLAC - Hospital Confinement		Waived	
AFLAC - Personal Sickness		Waived	
AFLAC - Personal Accident		Waived	
AFLAC - Specify Health Event		Waived	
Basic Life	DCEGLI Basic	1 X Salary + \$2000	
Option B - Additional	Option B - 2X	Salary X 2	
Option C - Family	Option C - 1X	\$5000	Select the plan for which you would like to
Option A - Standard		Waived	update your beneficiary information
Short-Term Disability	STD - Standard STD Plan	100% of Salary	, , , ,
Long-Term Disability	LTD - Standard LTD Plan	100% of Salary	
Tax Sheltered Annuity		Waived	
Section 457		Waived	
529 College Savings Plan		Waived	
Flex Spending Health - U.S.	Healthcare Acct.	\$300 Pledge	
Parking FSA		Waived	
Retirement	DEfined Contribution 5%	0% of Earnings	
Go to: Enroll in Benefits			



Have Additional Questions? Don't hesitate to contact us!

Email: <u>dcps.benefits@dc.gov</u>

Phone: (202)442-4090 Monday through Friday 8:00 a.m. to 5:00 p.m.