

eSelfserve.com Overview



v5 eselfserve.com Overview

Home Menu

Eselfserve.com has been updated to be more informative and easier to navigate. This document will identify the changes from the previous version as well as the new features of the site.

The Home page no longer has dependent or open enrollment information for benefits. These items have been moved to the My Benefits section.

The Home page now contains links to the major sections of the site and a description of each section.

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User - BARNES JR., BILLY H.
Company - ABC DEMO

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My Pay
Click here to review your compensation for this year or to access your past checks and tax forms.

My Info
Click here to review your personal info, contact information, tax withholdings, direct deposit info, and emergency contacts.

My Benefits
Click here to review your current and upcoming benefit elections.

My Documents
Click here to review important documents that may be relevant to you.

My Training
Click here to review available training courses and manage your enrollments in those courses.

My Time Off Requests
Click here to review you time off request history.

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My Pay

My Pay replaces the payroll list and will also include information about accrual benefits and hours available.

The payroll list will display the last 5 pay items in the current year. To view additional items, click the More >> link or select a different year.

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2013 Year To Date Compensation

You have no compensation for 2013.

2013 Payroll List

Show Year: [2011\(1\)](#) [2010\(3\)](#) [2009\(2\)](#) [2005\(9\)](#) [2004\(7\)](#)

You have no compensation for 2013.

Your Accrual Benefits

(Click an accrual to show its schedule)

Vacation - Accrues by Pay Period
 0 hours accrued this year.

Sick - Accrues by Hours Worked
 0 hours accrued this year.

Safety Points - Accrues by Pay Period
 0 hours accrued this year.

Tax Forms

2005 W-2 Total Wages: \$6,760.25

2005 Payroll List

Show Year: [2011\(1\)](#) [2010\(3\)](#) [2009\(2\)](#) [2005\(9\)](#) [2004\(7\)](#)

Check #	Date	Gross Wages	Taxes	Deductions	Net Pay
Check #5228	10/15/2005	\$352.50	\$60.93	\$135.25	\$156.32
Check #5219	06/08/2005	\$500.00	\$73.25	\$75.00	\$351.75
Voucher	06/08/2005	\$1,390.00	\$279.02	\$90.00	\$1,020.98
Voucher	05/18/2005	\$1,656.00	\$352.56	\$90.00	\$1,213.44
Check #5207	05/18/2005	\$500.00	\$71.35	\$15.00	\$313.65

[More >>](#)

From this page, you can also view your W-2 form.

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My Info

My Info is a consolidation of the Demographics, Tax Status, and Direct Deposit pages in the previous version.

Emergency contacts and your direct deposit settings are displayed in the column on the right.

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BARNES JR., BILLY H. (00025)
Active

Employee Information

Address 100 SOUTH ST APT 54 DALLAS, TX 70119	Date of Birth 11/15/1970	Phone (318) 765-4433 Work (409) 876-5432 Mobile (504) 222-5555 Email bbarnes@gmail.com
Wage Type Salary Exempt	Hire Date 01/01/1990	Base Location Front Street
Employee Type W2	Termination Date 07/26/2009	Base Department 200 - Project 2

Federal Taxes

Federal Filing Status Married	State Filing Status Married With One Income	Withholding State California
Federal Tax Adjustment \$0.00 (None)	State Tax Adjustment None	Unemployment State California
Exemptions Claimed 4	Exemptions Claimed 1	
	Dependents 0	

Emergency Contacts

Fred Jaffey Brother-in-law	(504) 484-4151
John Barnes Father	(504) 484-1123

Direct Deposit

Account #1	
Routing # ****0137	Distribution Amount
Account # ****6165	50.000%
Account #2	
Routing # ****0137	Distribution Amount
Account # ****5544	20.000%

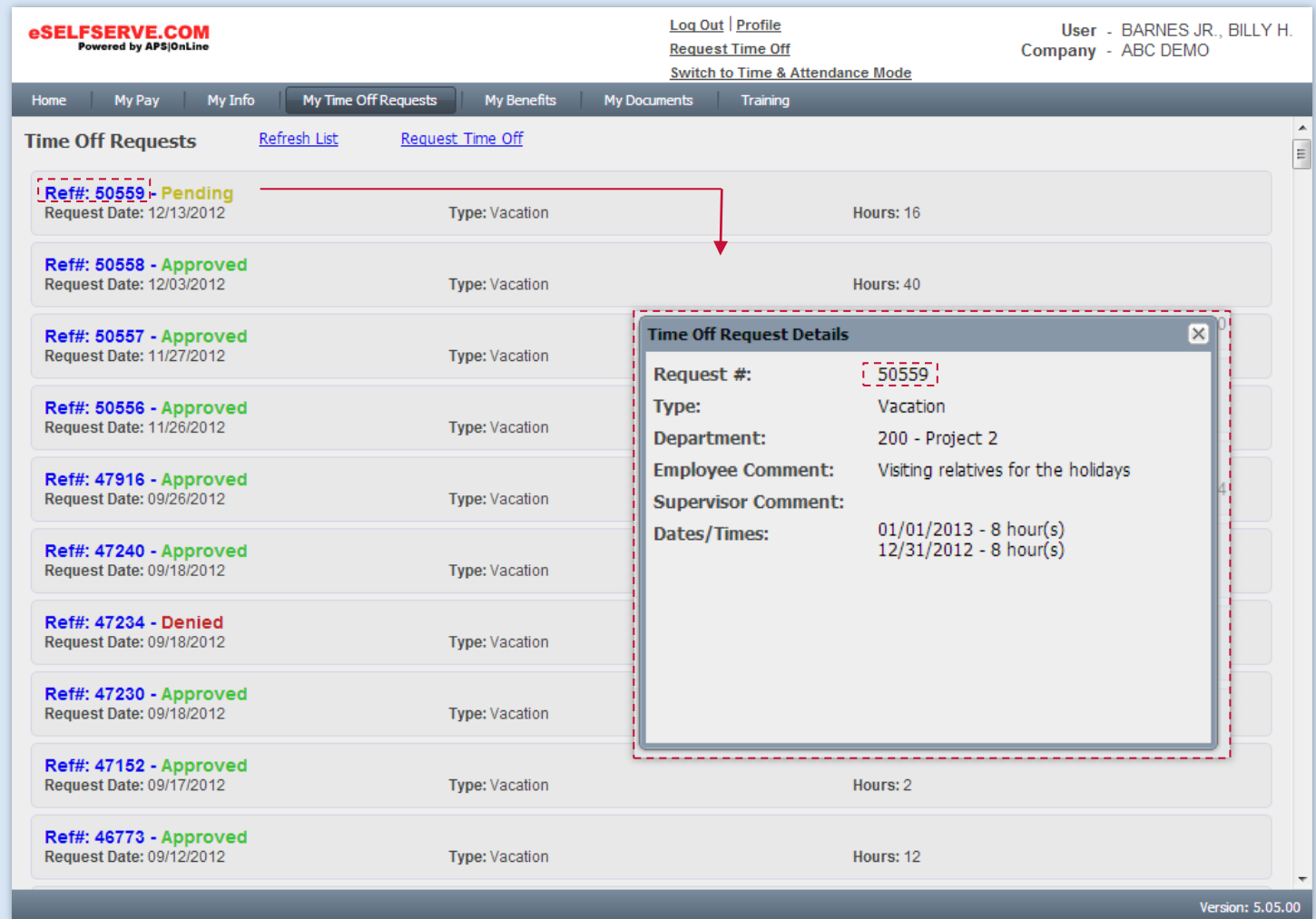
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My Time Off Requests

My Time Off Requests contains a record of time off requests and their status (pending, approved, or denied).

Click on the request to view its expanded details.



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Time Off Requests [Refresh List](#) [Request Time Off](#)

Request Reference	Status	Request Date	Type	Hours
Ref#: 50559	Pending	12/13/2012	Vacation	16
Ref#: 50558	Approved	12/03/2012	Vacation	40
Ref#: 50557	Approved	11/27/2012	Vacation	
Ref#: 50556	Approved	11/26/2012	Vacation	
Ref#: 47916	Approved	09/26/2012	Vacation	
Ref#: 47240	Approved	09/18/2012	Vacation	
Ref#: 47234	Denied	09/18/2012	Vacation	
Ref#: 47230	Approved	09/18/2012	Vacation	
Ref#: 47152	Approved	09/17/2012	Vacation	2
Ref#: 46773	Approved	09/12/2012	Vacation	12

Time Off Request Details
Request #: 50559
Type: Vacation
Department: 200 - Project 2
Employee Comment: Visiting relatives for the holidays
Supervisor Comment:
Dates/Times: 01/01/2013 - 8 hour(s)
12/31/2012 - 8 hour(s)

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My Benefits

My Benefits will display the benefits that you are currently enrolled in as well as the benefits that have been selected during open enrollment and are waiting to be approved.

Benefit description and covered dependents

The cost of the benefit and effective date are displayed here.

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Pending Benefits

Dental Employee + Family • BARNES, MINDY M. (Spouse) • BARNES, GAVIN W. (Child)	Dental - Full Time (Standard Plan) Effective Date: 02/02/2011 You Pay: \$10.41 per pay period / \$270.72 per year. Employer Pays: \$5.21 per pay period / \$135.36 per year.
LTD - Exempt	You have chosen to opt-out of this coverage.

Current Benefits

Medical	You have chosen to opt-out of this coverage.
Vision	You have chosen to opt-out of this coverage.
LTD - Exempt	You have chosen to opt-out of this coverage.

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My Documents

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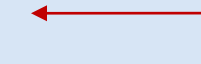
Employee Documents

I-9 Form log for his print docs	JPEG Image	Added Feb 17, 2011
Performance Review - March 2010 Billy's performance review from the accounting department in March 2010.	Adobe PDF	Added Apr 06, 2010
photo id photo	JPEG Image	Added Feb 08, 2011

Company Documents

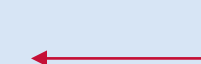
2011 W-4 2011 W-4 Federal Withholding Form	Adobe PDF	
2012 W-4 2011 W-4 Federal Withholding Form	Adobe PDF	
Blue Cross Blue Shield Health Plans Overview of BCBS health plans	Adobe PDF	Added Feb 24, 2011
Direct Deposit Authorization Employee Election Form for Direct Deposit.	Adobe PDF	
employee direct deposit employee direct deposit	Adobe PDF	Added Aug 31, 2010
I-9 (2010) Employment Eligibility Verification Form	Adobe PDF	

The My Documents page has been updated to be easier to read and find documents.



Your personal documents are listed in the top section under Employee Documents.

Company documents are listed in the bottom section.



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Training

The Training page has been updated to provide more information about the available 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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Available Courses

CPR
 Recertification course not intended for first time enrollments.

Date - 06/27/2008
 Hours - 4
 Location - 1st floor of main building
 Instructor/Facilitator - Brent Dooley

You are currently enrolled in this class.

Customer Service Training
www.youtube.com/customerservice

Date - This course is offered on an 'As Needed' basis. Please contact your manager for more information.
 Hours - 1

Your enrollment request for this class is currently awaiting approval.

OSHA Training
 Mandatory: Quarterly safety training [APS Training](#)

Training List				
Course Name	Class Date	Enrollment Date	Hours	Status
OSHA Training	04/25/2012	04/25/2012	8	Completed
State Fair Signup		02/17/2012	4	Completed
Sales Training V7		05/12/2011	8	Completed
Handling the Difficult Guest		07/19/2010	3	Denied Enrollment
OSHA Training		12/10/2009	1	Denied Enrollment
CPR	07/03/2008	02/25/2009	2	Completed