

The Information in this document will help you navigate your way through ESS

You'll learn about:

- Pick Lists and Calendar Tool
- Hyperlinks
- Grids
- Download/Print Attachments

Pick Lists

On some ESS pages, you will see the calendar tool or pick list icon next to certain fields. These tools help you to search for available values and to make field entries. To display the pick list or calendar tool (in fields where they are available), select the icon appearing beside the field.

Calendar Pick List Example:


Add New Dependent

*First Name:

Middle Name:


*Last Name:


Suffix: Optional

*Birth Date:  **Clicking Here**

*Gender: Select

*Relationship: Select

Wedding Date: 

Divorce/Separated Date: 

Social Security Number:

SSN Applied For:

Disabled:

Student:

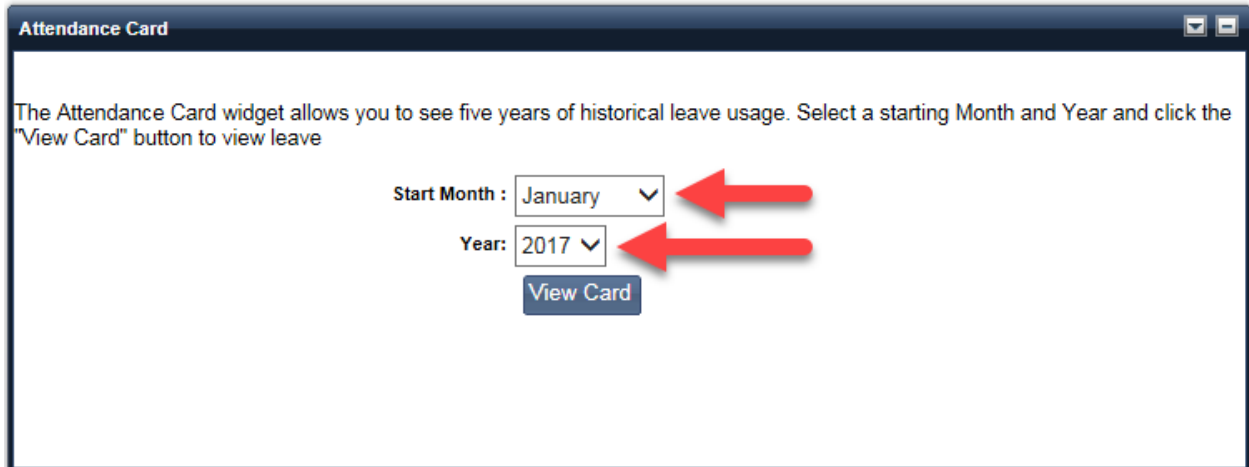
Opens the Calander Pick List

2017 Sep						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Apply Changes **Cancel Changes**

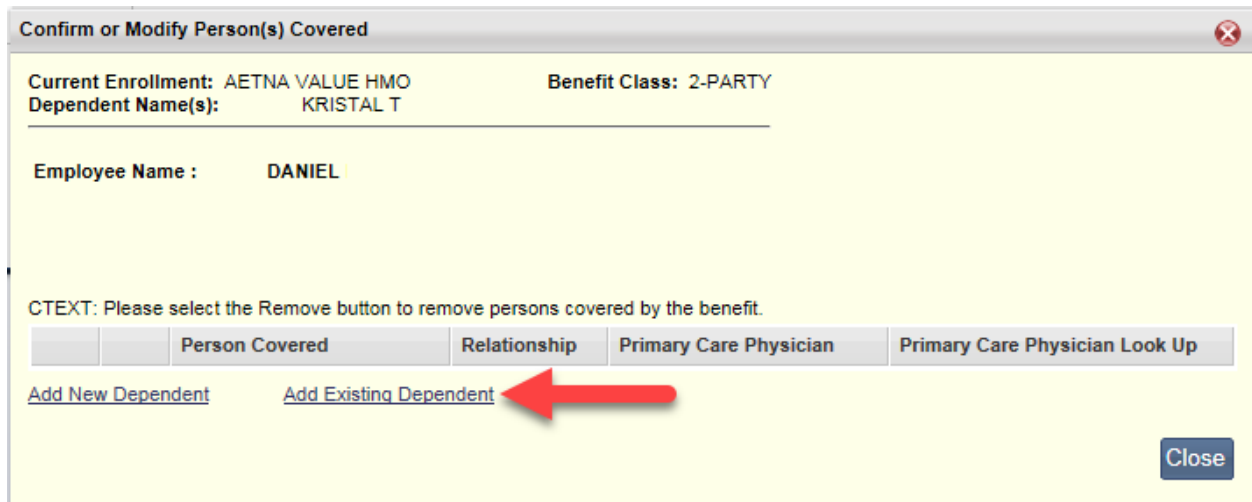
The **Calendar Tool** displays a calendar that can be used to populate the associated date field by simply clicking on the desired date. The calendar tool can be navigated by month or by year. After selecting the desired date, the text box will populate with your selection.

Pick List Example:



Hyperlinks

On some ESS pages, you will see hyperlinks, or words underlined. These will open new windows to display more information or to require data entry on your part.



Grids

Some ESS pages display a group of information in a grid. Additional information about a selected record within a grid is displayed at the bottom of the page.

In the example below, clicking on the Check Date 8/18/2017, populates the check information below:

Issued Checks/Advices ☰ ☱

This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year:

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	09/01/2017	Regular	4180.00	1510.90	2669.10	Cleared Payment	08/28/2017	
	08/18/2017	Regular	4180.00	1559.04	2620.96	Cleared Payment	08/14/2017	
	08/04/2017	Regular	4180.00	1559.17	2620.83	Cleared Payment	07/31/2017	

Disposition Information

<p>Appointment ID :</p> <p>Check Date : 08/18/2017</p> <p>Bank Account : 01</p> <p>Bank Name : Wells Fargo Bank</p> <p>Check Number : 00000000823295</p>	<p>Type of Check : Regular</p> <p>Combined Check : 0.0000</p> <p>Disposition : Cleared Payment</p> <p>Disposition Date : 08/14/2017</p>
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Payment Summary Information

<p>Payroll Number : REG BIWEEKLY</p> <p>Title : BUS INF SYS ADM</p>	<p>Gross Pay Amount : 4180.00</p> <p>Total Deductions Amount : 1559.04</p> <p>Net Pay Amount : 2620.96</p> <p>FICA Wage : 4011.58</p> <p>Fringe Benefits : 4255.10</p>
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Download/Print Attachments

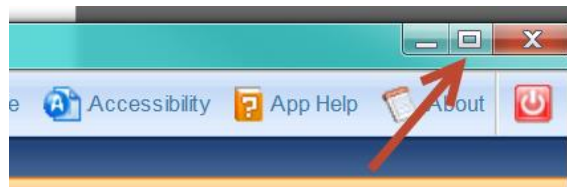
The Attachment Icon allows you to view any attachments that have been added to a record. When you click on the Attachments Icon, the attachment is opened and displays the information associated with that specific page.

Topic	Description	Department	Link	Attachment
Benefit	457P ICMA	ALL		
Benefit	CALPERS BNFCRY	ALL		
Benefit	INS MARKETPLACE	ALL		
Benefit	LIFE INS	ALL		
Benefit	RHS ENRLMT/CHG	ALL		
Miscellaneous	AFA FLSA	ALL		
Miscellaneous	PAY SCHEDULE	ALL		
Pay Check	CREDIT UNION	ALL		
Pay Check	E-STUB	ALL		
Tax	DE4	ALL		
Tax	W2 REQUEST	ALL		
Tax	W4	ALL		

Once you click on the icon it asks you to "Open" the document on the bottom of the screen, click "OPEN".



If you do not see the icon on the bottom of your screen, maximize your screen by clicking the icon below. You should see the "OPEN" screen now.



Once your document populates, you can print and or save to your computer.

