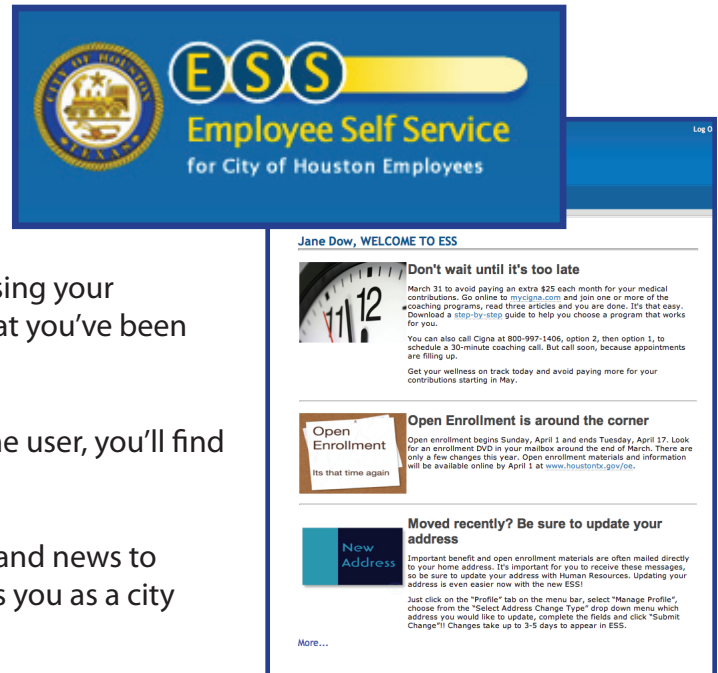


Your guide to the new and improved ESS

Your Employee Self Service has been revamped to make it easier to navigate and get the information you need, as well as added features.



Log on to the new ESS at www.houstontx.gov/ess using your employee ID (no e and no zeros) and the password that you've been using for the old ESS.

If you've forgotten your password or you are a first time user, you'll find links on this page to help you.

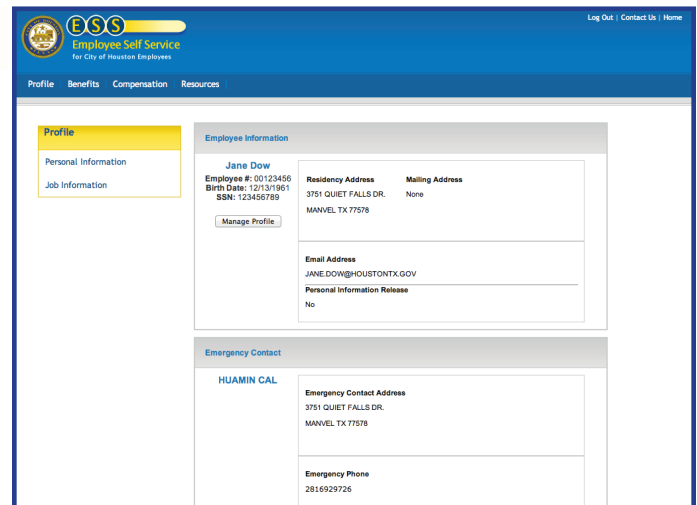
On the welcome screen, you'll find important notices and news to help keep you up-to-date on all the news that impacts you as a city employee.

Profile

Click on **Profile** to see:

Personal information - your employee ID, DOB, SSN, address, email address and emergency contact information. You can update your address here by clicking on "Manage Profile"

Job information - shows your department, division, job title, paygrade, hire and comp dates, employment status, civil service status, pension plan, EPE information and basic pay and health benefits information.



Benefits

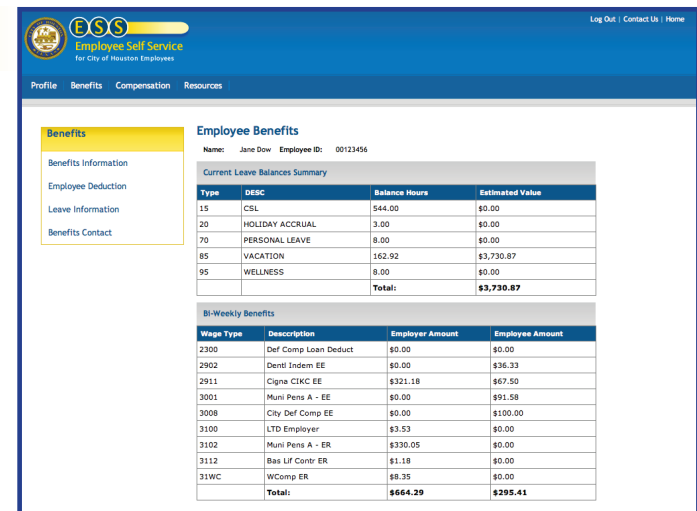
Click on **Benefits** to see:

Benefits information - your current leave balances and your contribution to your bi-weekly benefits as well as the city's

Employee deduction - details on any deductions being taken from your paycheck

Leave information - your current leave balances and a detail of any leave that you've used

Benefits contact - information on how to contact Human Resources and the HR Benefits Division



Compensation

Click on **Compensation** to see:

Current paycheck - information for your pay check: date, number, pay period start and end dates, gross, tax, deductions and net amount, base pay and more. As well as detailed information on direct deposit financial institution information, pre- and post-tax deductions, taxes and leave information.

Paycheck history - list of your past paychecks. You can click on any paycheck to get detailed information.

Total comp statement - your total compensation package, which includes: cash compensation, as well as health, income protection and retirement benefits. A chart details how much you contribute and how much the city of Houston contributes with a total amount of your compensation. A pie chart illustrates the percentages of your total compensation.

Pay Check Detail

Name: Jane Dow
Personnel Number: 00123456

| | | |
|--|-------------------------------------|-------------------------------------|
| CHECK DATE: 02/10/2012 | GROSS AMOUNT: \$1,831.60 | YTD GROSS AMOUNT: \$6,198.98 |
| CHECK NUMBER: 020512_246109_20032 | TAX AMOUNT: (\$247.85) | YTD TAX AMOUNT: (\$888.98) |
| PAY PERIOD START DATE: 01/21/2012 | DEDUCTION AMOUNT: (\$407.30) | YTD DEDUCTION: (\$1,221.30) |
| PAY PERIOD END DATE: 02/03/2012 | NET AMOUNT: \$1,176.65 | YTD NET: \$4,988.70 |
| PERSONNEL AREA: 2000 | BASE PAY RATE: \$22.67 | |
| Cost Center: 2000040012 | | |
| PAY LOCATION: 5273 | | |

EFT Financial Institution Information

| FINANCIAL INSTITUTION | AMOUNT TRANSFERRED |
|-----------------------|--------------------|
| BANK OF AMERICA, N.A. | \$1,176.65 |

Pay

| PAY DESCRIPTION | HOURS | AMOUNT | YTD AMOUNT |
|---------------------------|-------|------------|------------|
| Base Hourly Rate | 74.00 | \$1,677.58 | \$5,236.77 |
| Sick | 6.00 | \$136.02 | \$204.03 |
| Holiday Pay-Not Sch (OFF) | 0.00 | \$0.00 | \$687.00 |
| Longevity Pay | 9.00 | \$18.00 | \$54.00 |
| Overtime 1.50 | 0.00 | \$0.00 | \$17.18 |

Other Earning and Income

No Other Earning and Income for Current Pay Period.

Pre-Tax Deductions

| DEDUCTION DESCRIPTION | DEDUCTION AMOUNT | YTD AMOUNT |
|-----------------------|------------------|------------|
| City Def Comp EE | \$100.00 | \$300.00 |
| Muni Pens A - EE | \$91.58 | \$274.74 |
| Cigna CMC EE | \$67.50 | \$202.50 |
| Dentl Indem EE | \$36.33 | \$108.99 |

Post-Tax Deductions

| DEDUCTION DESCRIPTION | DEDUCTION AMOUNT | YTD AMOUNT |
|-----------------------|------------------|------------|
| Def Comp Loan Deduct | \$111.69 | \$335.07 |

Taxes

| TAX DESCRIPTION | TAX AMOUNT | YTD AMOUNT |
|---------------------------|------------|------------|
| TX EE Medicare Tax | \$25.05 | \$85.37 |
| TX EE Social Security Tax | \$72.56 | \$247.27 |
| TX Withholding Tax | \$150.24 | \$556.34 |

Leave Information

| LEAVE DESCRIPTION | LEAVE ACCRUED HOURS | LEAVE USED HOURS | PRIOR PAY PERIOD USAGE | LEAVE BALANCE HOURS |
|-------------------|---------------------|------------------|------------------------|---------------------|
| PERSONAL LEAVE | 0.00 | 0.00 | 0.00 | 8.00 |
| WELLNESS | 0.00 | 0.00 | 0.00 | 8.00 |
| CSL | 2.50 | 6.00 | 0.00 | 544.00 |
| VACATION | 5.53 | 0.00 | 0.00 | 162.92 |
| HOLIDAY ACCRUAL | 0.00 | 0.00 | 0.00 | 3.00 |
| COMP TIME | 0.00 | 0.00 | 0.00 | 0.00 |

Resources

Click on **Resources** to see:

Resources - links to common employee forms, Mayor's policies and employee FAQs.

News and events - links for the employee newsletters, and annual employee events like the Combined Municipal Campaign and Public Service Recognition Week.

Resources

- Forms
- Policies
- FAQ

News and Events

- Benefits Pulse
- Bravo Awards
- City Savvy
- Combined Municipal Campaign
- Extra Millers
- Public Service Recognition Week

Forms Links

Print out and complete the form then submit to your payroll representative.

- [AFLAC Request for Change](#)
- [Basic Life Insurance](#)
- [Change W-4 withholding](#)
- [Death Benefit Term Pay](#)
- [Financial Dependency](#)
- [Medical History Questionnaire](#)
- [New Hire Incomplete Data](#)
- [Voluntary Disease Discount](#)
- [Voluntary Life Calculator](#)
- [Voluntary Life Insurance](#)

For Change Date of Birth Please Contact your Payroll Representative to complete a multipart Form 201-A.

FAQs

How do I update my address?

Click on "profile," then click on "manage my profile." Complete the online form and click "submit change."

Where do I find my current paycheck?

Click on "compensation," then click on "current paycheck" in the left menu.

How do I find the new total comp statement?

Click on "compensation," then click on "total comp statement" in the left menu.

Where can I see what is being deducted from my paycheck?

Click on "benefits," then click on "employee deduction" in the left menu.

Who do I contact in the information is wrong?

If your personal information is wrong, you can correct it by submitting the "manage my profile" form. For other information that you is incorrect, contact hrselfserve@houstontx.gov.