



Employee Self Service

Help Yourself!

Employee Self Service (ESS) is a web-based tool that displays your human resources information and offers you a quick way to update data. Sign on to Employee Self Service to:

- ❖ View or change your address, phone number, and emergency contacts
- ❖ Review your paychecks and benefit information
- ❖ Participate in the Getty Transportation incentive program

Your ESS login & password will be given to you during your New Employee Deskside Orientation. If you have a Novell password, you can also access ESS from a Getty standard computer with internet access by logging on to <https://webconnect.getty.edu>.

Home Page Overview

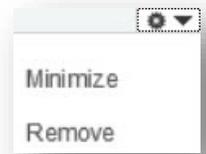
The screenshot shows the 'Human Resources Home' page. It features a left-hand menu with categories: Personal Information, Payroll, Benefits, Transportation Program, and Settings. Below the menu is a 'Quick Links' section with links to Holiday / Payroll Schedules, HR Benefits Portal, HR Contacts, Jobs, Staff Handbook, and Vanguard. On the right side, there are sections for 'Paychecks' (Current Paycheck, Paycheck Modeler, Historical Paychecks), 'Employee Leave Summary' (Leave Balances table), and 'Transportation Program' (21 points to earn your next AQMD personal day, Create eBlueCard, Update eBlueCard, Manage Rewards). The numbered callouts are: 1 - Human Resources Home title; 2 - Quick Links section; 3 - Paychecks section; 4 - Employee Leave Summary section; 5 - Transportation Program section.

Absence	Duration	Rate
Sick	456.51	
Vacation	100.84	
Personal	10.72	

- 1 – Click a title on the **menu** to open linked content in that category.
- 2 – **Quick Links** provide easy access to often-searched references like HR Contacts and Staff Handbook.
- 3 – **Paychecks** links let you find current or previous paychecks or review "what ifs" with the Paycheck Modeler.
- 4 – **Leave Balances** illustrate your current Sick, Vacation, and Personal leave accruals.
- 5 – **Transportation Program** offers easy access to your eBlueCard and Rewards management.

Customize Your Home Page

You can move the frames on the home page. If you want the Transportation Program at the top right, just click and drag it there. But what if you don't participate in the Transportation Program? You can simply minimize or remove any frame from your Home page view. Click the arrow on the upper right of the frame and select **Minimize** (to collapse the content), or **Remove** to hide it.



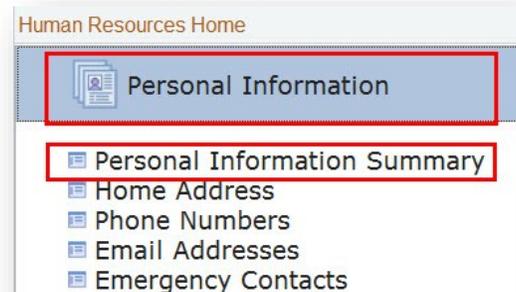
If you want that content back in the future, it's easy to retrieve. If you've minimized, just click the same arrow and select **Expand**. If you've removed the frame from your Home page, click the **Personalize Content** link on the upper right; then select the checkbox next to the frame you wish to restore, and click **Save**.



On the menu, click **Personal Information** to review and edit your personal information via the following subcategories:

Personal Information Summary

This summary page allows you to review your name, address, phone numbers, email addresses and emergency contact information on one handy page. You may update or correct your current address, or add or update phone numbers and email addresses, by clicking on the corresponding **Change** button.



Home Address

Review and edit your home address.

Phone Numbers

Review, add, and edit your main, cell or other phone numbers.

- ❖ To change a phone number, type the new number and click **Save**.
- ❖ To add a phone number (pager, cell phone, etc.), click the **Add Phone Number** button, select the type of number from the drop-down menu, type the new number, and click **Save**.
- ❖ To delete a number, click the **Delete** button, and click **Yes** on the Delete Confirmation page.
- ❖ To change your Preferred Phone number, just click the checkbox next to the number you wish to designate as primary and click **Save**.
- ❖ If you wish to receive emergency notifications in Spanish, click any of the checkboxes in the "Spanish" column and then click **Save**. This causes all emergency notifications, via phone & email, to be sent to you in Spanish.

Phone Numbers					
Phone Type	*Telephone	Extension	Preferred	Spanish	Delete
Business	310/440-6454		<input type="checkbox"/>	<input type="checkbox"/>	
Mobile	310/796-2921		<input type="checkbox"/>	<input type="checkbox"/>	
Main	310/837-1024		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other	310/841-6192		<input type="checkbox"/>	<input type="checkbox"/>	

Add Phone Number

Email Addresses

Review and edit your personal email address.

- ❖ To change an email address, type the new address and click **Save**.
- ❖ To add an email address, click the **Add an Email Address** button, select the type of address from the drop-down menu, type the new address, and click **Save**.
- ❖ To delete an email address, click the **Delete** button, and click **Yes** on the Delete Confirmation page.
- ❖ To change your Preferred Email Address, just click the checkbox next to the address you wish to designate as primary and click **Save**.
- ❖ If you wish to receive emergency notifications in Spanish, click any of the checkboxes in the “Spanish” column and then click **Save**. This causes all emergency notifications, via phone & email, to be sent to you in Spanish.

Please note: Your business phone number and email address cannot be adjusted through Employee Self Service. For corrections to your business email address, please contact the ITS Help Desk at extension 1199 (or from outside the Getty, toll-free at 888/440-1199).

Emergency Contacts

Review and edit your emergency contacts. You may:

- ❖ Add a contact by clicking the **Add an Emergency Contact** button
- ❖ Edit a contact by clicking the **Edit** button
- ❖ Delete a contact by clicking the **Delete** button
- ❖ Change a primary contact by clicking the **Change the primary contact** link

Emergency Contacts				
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Lisa and David Geller	Other Relative	<input type="checkbox"/>		
Niles, Ken	Spouse	<input checked="" type="checkbox"/>		

Note: One Call Now Emergency Notification System

- ❖ The One Call Now notification service sends automated emergency notification messages to all Getty employees when they are not in the office. These messages will be sent to your home phone, cell phone, and personal email address, if you have entered this information in Employee Self Service. The Security Department recommends that you provide as many of these contact options as possible, since you cannot be sure where you will be when an emergency happens. Follow the steps above to enter your phone numbers and email addresses.
- ❖ Note: If you wish to receive emergency notifications in Spanish, go to either the Phone Numbers page or the Email Addresses page. Click any of the checkboxes in the “Spanish” column and then click **Save**. This causes all emergency notifications, via phone & email, to be sent to you in Spanish.



Payroll

This handy feature lets you view and print your current and prior paychecks. You can also preview your paycheck up to two days before you actually receive it. (Paycheck Review shows the checks processed in the normal payroll cycle and received every other Friday. Checks processed outside of the normal payroll cycle are not available for viewing.)

Paychecks

On the Home page, click **Current Paycheck** to view your most recent check, or **Historical Paychecks** to select another paycheck from a list.

Your paycheck will display in an easy-to-read format. The upper part of the page shows your earnings and taxes; the lower part displays detailed deduction and benefit information.

Two helpful links appear on the upper right of the paycheck view:

- To view other paychecks, click the **View a Different Paycheck** link, and then select another paycheck from a list of dates that appears.
- To print a Pay Advice, first navigate to the correct paycheck (either the default, i.e., the most current, or by selecting another paycheck from the list of dates available through the **View a Different Paycheck** link). When the correct View Paycheck page displays, click the **View Pay Advice** link on the upper right. The Pay Advice appears, formatted to print as a PDF file. Click the **Print** icon.

Paychecks



Current Paycheck



Paycheck Modeler



Historical Paychecks

[View a Different Paycheck](#)

[View Pay Advice](#)

Paycheck Modeler

What if you changed your withholdings or deductions, or got that raise? What would your take-home pay equal? Test these scenarios. Use the new **Paycheck Modeler** to find out. This "wizard" walks you through your current Earnings, Deductions, and Taxes, and lets you change amounts or percentages to calculate the results. (Of course, it's hypothetical – to make real changes, follow the standard procedures.)

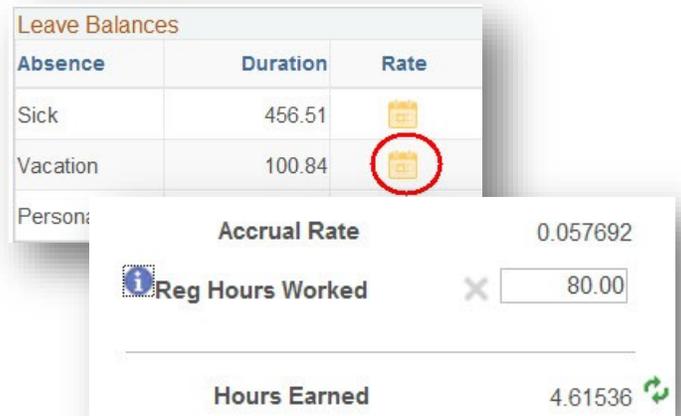
My Deductions				
Deduction	Type	Amount	Percentage of Gross	Edit
Dental Deduction	Before-Tax	\$29.88		
EIP W/Match	Before-Tax	\$571.33		
Flex Spending Limited Purpose	Before-Tax	\$38.46		
Health Savings Account	Before-Tax	\$192.31		
Medical Deduction	Before-Tax	\$257.57		

My Tax Withholding Information	
Tax Jurisdiction	Edit
Federal	
California	

And here's a plus – if you want to make changes to your tax withholdings, the W-4 Tax Information you must complete is now online! You'll find it in the Payroll menu, and as a handy link in the Paycheck Modeler.

Review and Calculate your Leave

The Leave Balances on the Home page displays your current Sick, Vacation, and Personal leave accruals. Non-exempt staff may click the **Rate** button to the right of any figure to find out how many hours you'll accrue during the current pay period. When prompted, enter the number of hours you expect to work for this pay period, and then click the **Calculate** icon. (The  displays the definition of Reg Hours Worked.)



Leave Balances		
Absence	Duration	Rate
Sick	456.51	
Vacation	100.84	

Person: _____

Accrual Rate: 0.057692

 Reg Hours Worked:

Hours Earned: 4.61536 



On the menu, click **Benefits > Benefits Summary** to review each of the areas listed below - you can see the benefits available to Getty staff and the options you've chosen for this enrollment period:

Benefits Summary

This page summarizes your current and historical benefits information, including:

- Medical, Dental and Vision insurance
- Mental Health care
- Life insurance
- Accidental Death/Dismemberment, Long-Term Disability, and Travel Accident coverage
- Employee Investment Plan (EIP) contribution amount
- Sick leave, vacation and personal days accrued
- Flexible Spending Account(s)
- Voluntary Benefits (Supplemental life insurance, Pre-Paid Legal Plan)
- Current Retirement Plan Benefit Statement (updated annually) or Non-Elective Contribution
- Benefit Statement (updated annually)

To view your benefits as of another date, enter the date and select Go.



Benefits Summary		
Type of Benefit	Plan Description	Coverage or Participation
Medical	PPO Plan	Emp. + two or more d
Dental	Dental Insurance	Emp. + two or more d
Vision	Vision Coverage	Emp. + two or more d
Mental Health	Mental Health Care	Emp. + two or more d
Life	Group Life Insurance	Salary X 2 + 0
AD and D	Accidental Death/Dismemberment	Salary X 2 + 0
Travel Accident	Travel Accident	Salary X 3 + 0
403(b) W/ Match	Employee Investment Plan	15% Before Tax
Sick	Sick Leave	-----
Vacation	Vacation - Exempt 76 Stdhrs	-----
Personal	Personal Leave	-----
Flex Spending Health - U.S.	FSA - Health Care	\$2,500 Pledge
Legal Services	Hyatt Legal Plan	Participating
Retirement Plan	Estimated Accrued Annual Benefit as of 07/01/2013	

Dependent/Beneficiary Info

Click a dependent name to review personal information; click the Edit button if you need to update that dependent's address or phone. Click the **Dependent/Beneficiary Coverage Summary** hyperlink to see the type of benefits elected for each of your dependents.



Transportation Program

ESS provides an online method to record and submit your Getty Transportation Program records and keep track of your incentives. Just complete an eBlueCard in ESS. Keep track of your transportation a day at a time, or once every pay period. When the card is complete, submit it to Payroll online.

Create eBlueCard

On the home page, click **Create eBlueCard**. The most recent pay period defaults; click **Add** if this is correct. If you need a previous pay period, click the **Select** icon (magnifying glass) to select from a list of pay periods. Points can only be entered for the current and last two pay periods.

For each day in this pay period, click the arrow and select the appropriate choice from the drop-down list. For carpooling, enter the name of the person(s) with whom you are riding.

If you partially complete the pay period, you may click **Save for Later**. (See the instructions below to update the eBlue card.)

Once you've completed the eBlue card for the entire pay period, you may click **Submit to Payroll**.

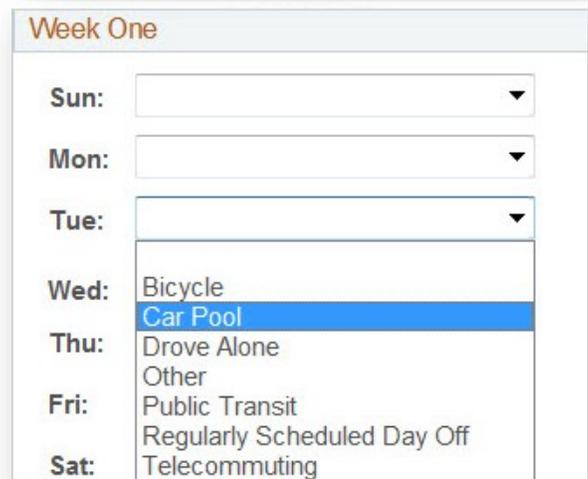
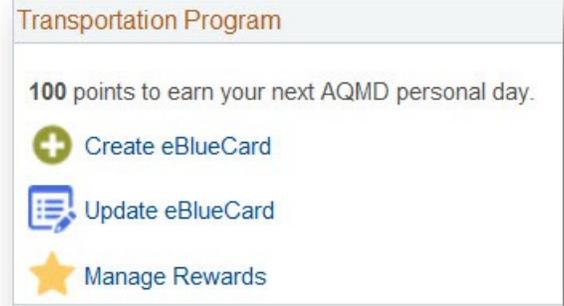
Update eBlueCard

If you saved an eBlue card for later, you may access your eBlueCard from the Home page by clicking **Update eBlueCard**. Once you've completed the eBlueCard, click **Submit to Payroll**.

Manage Rewards

Once you submit the eBlueCard to payroll, you see the number of incentive points you've earned. To view the status of your rewards, from the home menu, click **Manage Rewards**.

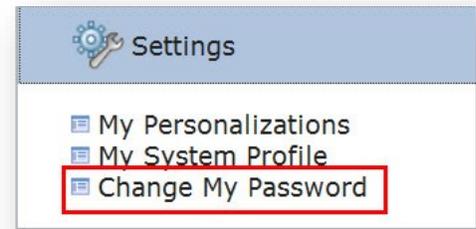
When you've earned a personal day, you will see a message in the Available Personal Days section. The AQMD Personal Days section displays your personal days and their status (including used and expired), as well as their expiration date.



You may change your password for Employee Self Service at any time. From the Home page, click **Settings > Change My Password**.

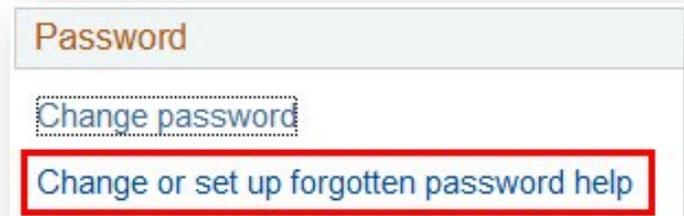
Type your current password, and then the new password (in both the New Password and Confirm Password fields).
Note: Passwords are case-sensitive – keep this in mind when typing your new one.

Once you've typed and confirmed your new password, just click **Change Password**.



If you forget your ESS password, just call the ITS Help Desk at extension 1199 (or from outside the Getty, toll-free at 888/440-1199) to request that your password be reset.

A default forgotten password help question/answer are set for you automatically. However, you can customize the question and answer. From the home page, click **Settings > My System Profile**, and then select the **Change or set up forgotten password help** link. Enter a question and response. Once you've done that, just click **OK**.



If you forget your password, you will be prompted to answer this question, and a new password will be e-mailed to you.