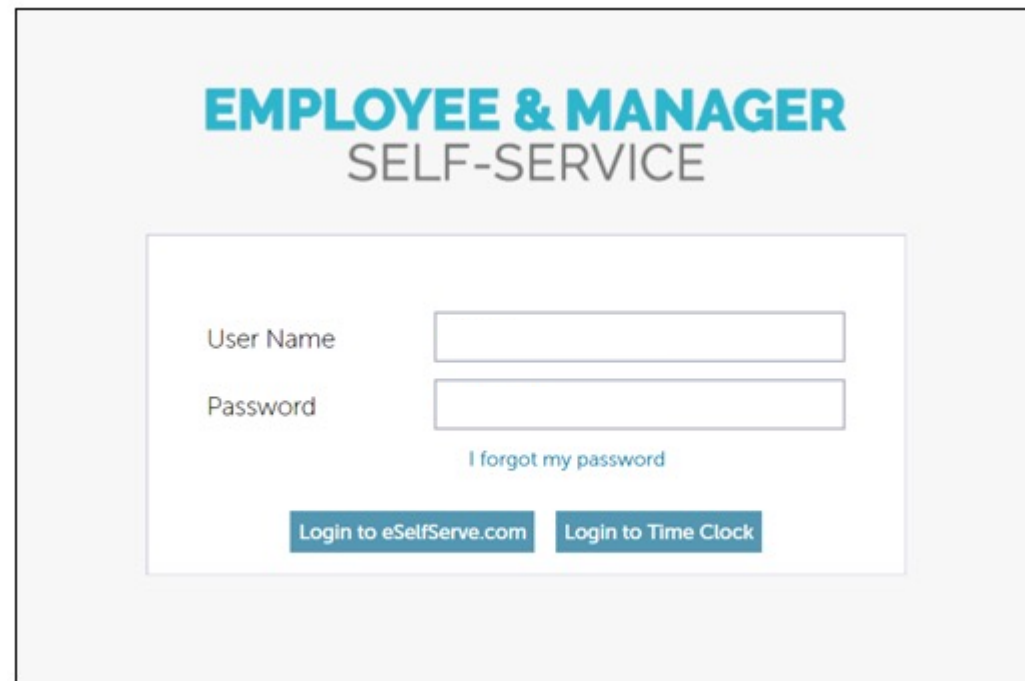


# eSelfServe.com Overview

# User Login

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Once enabled to use eSELFSERVE.COM, you will receive an email containing specific login instructions to access your information, including your User ID and password. (If you have never accessed eSELFSERVE.COM before, your default password will be the last four digits of your Social Security number.)



The image shows a login interface for 'EMPLOYEE & MANAGER SELF-SERVICE'. The title is in blue and grey text. Below the title is a white rectangular box containing the login fields. Inside this box, there are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link that says 'I forgot my password'. At the bottom of the white box are two blue buttons: 'Login to eSelfServe.com' and 'Login to Time Clock'.

**EMPLOYEE & MANAGER**  
SELF-SERVICE

User Name

Password

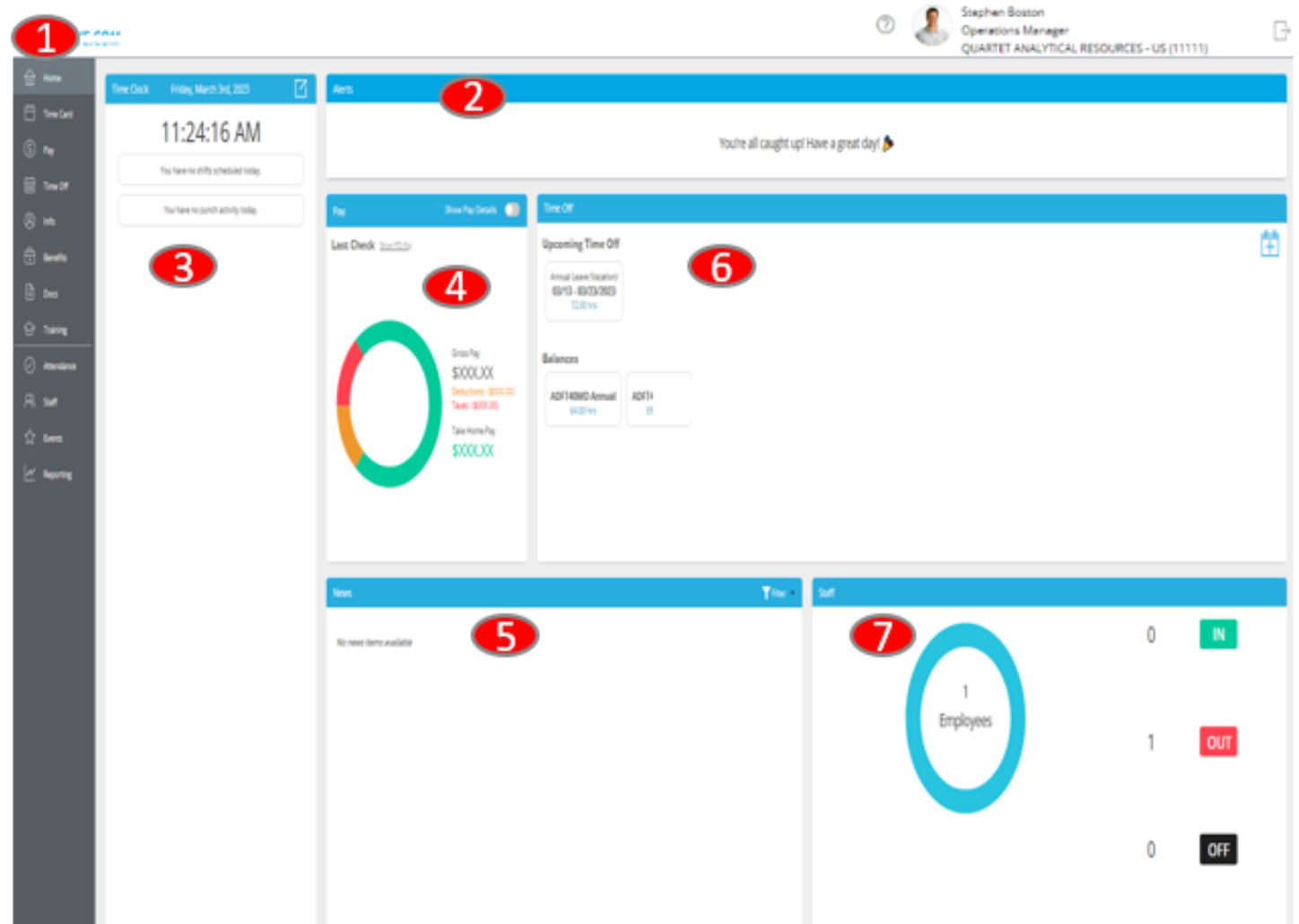
[I forgot my password](#)

[Login to eSelfServe.com](#) [Login to Time Clock](#)

# Home

The Home dashboard is the starting hub of eSELFserve.com. It contains links to every other component therein.

1. The navigation bar runs along the left side of the page, with the employee's name and company displayed in the top right corner.
2. The Alerts panel notifies when open enrollment has begun, a performance review needs to be signed, etc. Click the alert to go to that page.
3. The Time panel allows the employee to clock in and out or log time through a timesheet.
4. The Pay panel displays any upcoming scheduled time off as well as current time off balances. The employee may also request time off by clicking the calendar icon in the right corner of the panel.
5. The News panel displays important messages generated from the HR console in APS OnLine. Click [here](#) to learn how to post into the News panel from APS OnLine.
6. The time off panel shows upcoming time off and time off accrual balances
7. The Staff panel, seen by managers only, displays the manager's direct reports that are currently clocked in, out and off.



# Pay

Pay is where you can view your payroll list, compensation for this year, past checks and W2 tax forms.

1. The Pay panel gives you a snapshot of your year to date pay.
2. The Payroll List is where current vouchers are accessible for employee review, the morning of the check date. Simply click on any voucher to see detailed information and/or print stub for your records.
  - An email notification is sent to the employee when the pay voucher is ready to view.
3. Show Prior Year is where you can choose to view prior year pay vouchers.
4. Tax Forms - in this area to view all issued W2s and 1095-Cs

**eSELSERVE.COM**

Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

**Pay** Show Pay Details

**YTD Pay** Show Last Check

Gross Pay: \$57,996.14  
Deductions: (\$284.97)  
Taxes: (\$10,783.33)  
Take Home Pay: \$46,927.84

**2022 Payroll List** Show Year: 2022 (21) 2021 (6)

Date	Voucher	Gross Wages	Deductions	Taxes	Net Pay
11/15/2022	Voucher	\$2,500.00	\$13.57	\$435.89	\$2,050.54
10/31/2022	Voucher	\$2,500.00		\$435.89	\$2,050.54

**Tax Forms**

2021 1095-C

**Annual Total Compensation Report**

No reports on file.

# Time Off

Time Off, also referred to as the Time Off Manager, is part of the Attendance product console and contains a record of time off requests and their status (pending, approved, or denied).

Click on Time Off Request History to view its expanded details. Employees may cancel pending or approved requests if the time is in the future.

**eSELSERVE.COM**

Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

**Time Off** [view prohibited dates](#)

2022 Holiday Time	2022 Holiday Time	2023 Holiday Time
12/30/2022	01/02/2023	01/03/2023
8 hours	8 hours	8 hours

**Accrual Balances** [check projected accrual balances](#)


	Current Balance	Hours Scheduled	Net Hours Available	Hours Used YTD
2022 Holiday Time - Annually	24.00000	24.000	0.000	0.000
2023 Holiday Time - Annually	8.00000	8.000	0.000	16.000

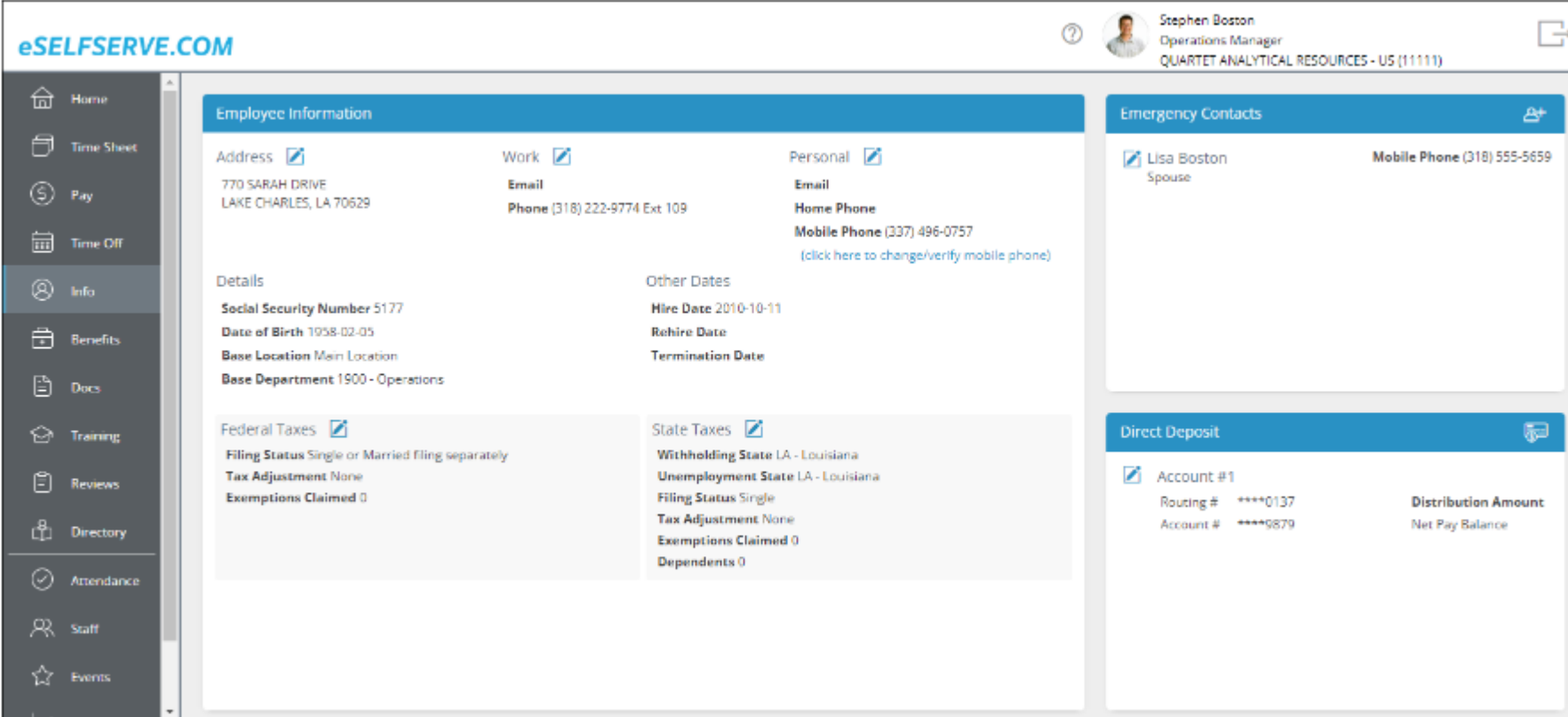
**Time Off Request History**

12/26/2022 - 2022 Holiday Time <small>Req# 2200035 - submitted on 12/27/2022</small>	Hours 24	Approved
12/23/2022 - Floating Holiday <small>Req# 7547070 - submitted on 12/23/2022</small>	Hours 8	Approved

# Info

Info is a consolidation of your personal information and contact information, tax withholdings, direct deposit information, and emergency contacts.


You can update/revise any section that has the pencil icon  Changes/updates you make will be sent to HR for approval.





**eSELFserve.COM**

Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

**Employee Information**

**Address**  770 SARAH DRIVE  
LAKE CHARLES, LA 70629

**Work**  **Email**  
**Phone** (318) 222-9774 Ext 109

**Personal**  **Email**  
**Home Phone**  
**Mobile Phone** (337) 496-0757  
[\(click here to change/verify mobile phone\)](#)



**Details** **Other Dates**

**Social Security Number** 5177 **Hire Date** 2010-10-11

**Date of Birth** 1958-02-05 **Rehire Date**

**Base Location** Main Location **Termination Date**

**Base Department** 1500 - Operations

**Federal Taxes**  **State Taxes** 


**Filing Status** Single or Married filing separately **Withholding State** LA - Louisiana


**Tax Adjustment** None **Unemployment State** LA - Louisiana


**Exemptions Claimed** 0 **Filing Status** Single


**Tax Adjustment** None

**Exemptions Claimed** 0 **Dependents** 0

**Emergency Contacts** 

 **Lisa Boston** **Mobile Phone** (318) 555-5659  
Spouse

**Direct Deposit** 

 **Account #1**


**Routing #** \*\*\*\*0137 **Distribution Amount**

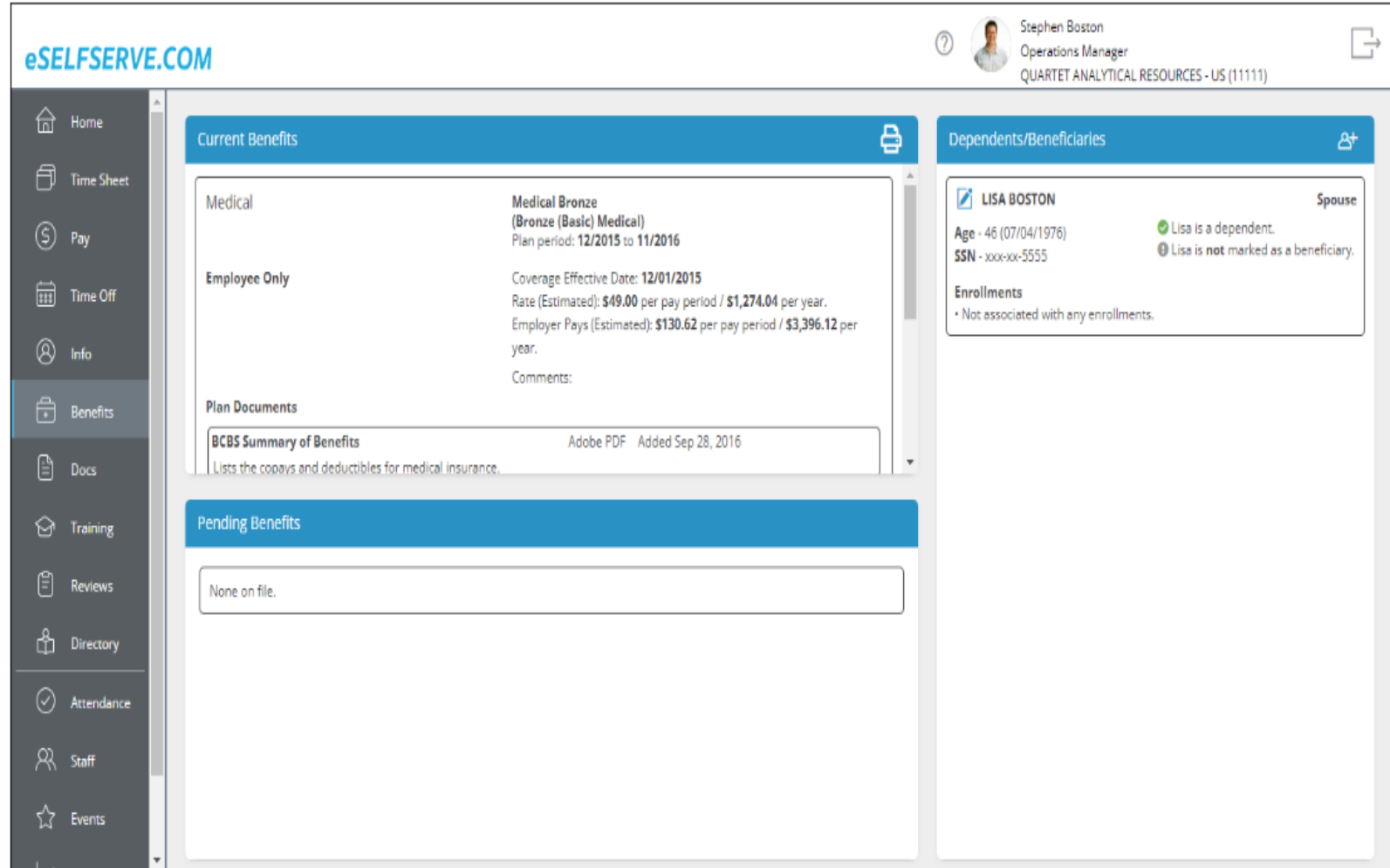
**Account #** \*\*\*\*9879 **Net Pay Balance**

# Benefits

Benefits will display the benefits you are currently enrolled in, the benefits that have been selected during open enrollment and are waiting to be approved, as well as a list of any Dependents/Beneficiaries the employee has, as well as a list of any Dependents/Beneficiaries you have set up.

Click on the  icon to add a new dependent/beneficiary.

Click on the  icon to make a change to an existing dependent/beneficiary.



The screenshot shows the eSELFserve.COM interface. The top navigation bar includes the logo, a user profile for Stephen Boston (Operations Manager, QUARTET ANALYTICAL RESOURCES - US (11111)), and a help icon. A left sidebar contains navigation links: Home, Time Sheet, Pay, Time Off, Info, Benefits (highlighted), Docs, Training, Reviews, Directory, Attendance, Staff, and Events. The main content area is divided into three sections: 1. Current Benefits: A table with columns for Medical, Employee Only, and Plan Documents. The Medical section shows 'Medical Bronze (Bronze (Basic) Medical)' with a plan period of 12/2015 to 11/2016. The Employee Only section shows coverage effective date 12/01/2015, rate of \$49.00 per pay period / \$1,274.04 per year, and employer pays of \$130.62 per pay period / \$3,396.12 per year. The Plan Documents section shows a 'BCBS Summary of Benefits' PDF added on Sep 28, 2016. 2. Pending Benefits: A section with a 'None on file.' message. 3. Dependents/Beneficiaries: A section for LISA BOSTON, Spouse, Age 46 (07/04/1976), SSN - xxx-xx-5555. It indicates Lisa is a dependent but not marked as a beneficiary, and shows no enrollments.

# Documents

The Docs page contains personal documents (or documents assigned to an employee) listed in the first section under Employee Documents. Documents shared with all employees are listed in the Company Documents section and the Benefit Plan Documents section contains any documents that are tied to the employee's specific benefit plan(s).

The screenshot displays the eSELFserve.COM interface. The top navigation bar includes the logo, a help icon, a user profile for Stephen Boston (Operations Manager, QUARTET ANALYTICAL RESOURCES - US (11111)), and a share icon. A left sidebar lists various functions: Home, Time Sheet, Pay, Time Off, Info, Benefits, Docs (highlighted), Training, Reviews, Directory, Attendance, Staff, and Events. The main content area is divided into three columns:

- Employee Documents:** Contains two document cards. The first is "Current Benefits Confirmation Statement 05/13/2022" with a description "Current Benefits Confirmation Statement: 05/13/2022", a link "Click here to sign document", and a date "Adobe PDF - May 13, 2022". The second is "IT Security Policy" with a description "Provides detailed policies & guidelines relating to specific security controls.", a link "Click here to sign document", and a date "Adobe PDF - Aug 14, 2018".
- Company Documents:** Contains two document cards. The first is "APS Confidentiality Agreement" with a description "APS Confidentiality Agreement" and a date "Adobe PDF - Jan 31, 2018". The second is "Drug and Alcohol Consent" with a description "Please read and sign this consent form before November 15, 2017." and a date "Adobe PDF - Oct 16, 2017".
- Benefit Plan Documents:** Contains one document card titled "BCBS Summary of Benefits" with a description "Lists the copays and deductibles for medical insurance." and a date "Adobe PDF - Sep 28, 2016".



# Training

The Training page, shows the available training 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. **This section may or may not be fully functional or used at this time.**

**eSELFserve.COM**

Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

**Available Courses**

CPR Certification  
CPR Certification 2018  
Annual CPR Certification

**Date** 11/30/2018  
**Hours** 2  
**Location** 2nd Floor Training Room  
**Instructor/Facilitator** Kari

[Click Here to Sign Up](#)

New Hire Orientation  
Company culture, mission statement, etc.

**Date** This course is offered on an 'As Needed' basis. Please contact your manager for more information.  
**Hours** 8

[Click Here to Sign Up](#)


**Training History**

Course Name	Class Name	Class Date	Enrollment Date	Hours	Status
None on file.					

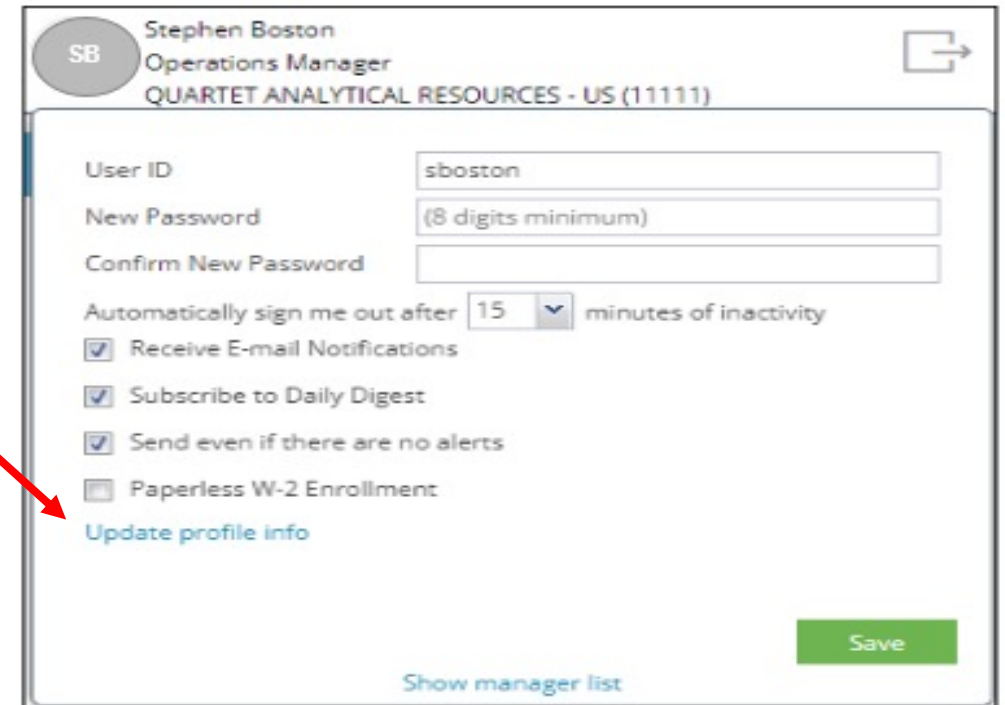
## Profile & Switch Modes/log Off

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In the top right corner of all pages, your user profile will be displayed. Click on the bubble that has your to open the display box to open the box below. Here, you can edit your User ID, change your password and elect to receive email notifications.

To log out of eSELFserve.COM, click the Logout button . Remembering to log out is important for security purposes, as it prevents unauthorized access to the employee's account. Users can also choose a timeframe for auto-logout purposes as an added security measure.

You may also click on the link to Update profile info which will take you back to the Info dashboard to update personal contact information as well as change/verify mobile phone number.



The screenshot shows a user profile settings page. At the top, the user's name 'Stephen Boston' and title 'Operations Manager' are displayed, along with the organization 'QUARTET ANALYTICAL RESOURCES - US (11111)'. A small bubble with the initials 'SB' and a 'Logout' icon are in the top right. The main section contains several input fields and checkboxes: 'User ID' (sboston), 'New Password' ((8 digits minimum)), 'Confirm New Password' (empty), 'Automatically sign me out after' (15 minutes of inactivity), 'Receive E-mail Notifications' (checked), 'Subscribe to Daily Digest' (checked), 'Send even if there are no alerts' (checked), and 'Paperless W-2 Enrollment' (unchecked). At the bottom, there is a 'Save' button and a 'Show manager list' link. A red arrow points to the 'Update profile info' link.

SB Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

User ID sboston  
New Password (8 digits minimum)  
Confirm New Password  
Automatically sign me out after 15 minutes of inactivity  
☒ Receive E-mail Notifications  
☒ Subscribe to Daily Digest  
☒ Send even if there are no alerts  
☐ Paperless W-2 Enrollment  
[Update profile info](#)  
[Show manager list](#)  
[Save](#)

# **eSelfServe.com**

## **Manager Features**

If the employee is also a manager in eSELFserve, they will have additional features that allow them access to their direct reports.

# Manager Features - Attendance

The Attendance dashboard allows managers to manage their employees' time, create and edit schedules, respond to time off requests, approve timecards, and access employee reports.

**eSELFserve.COM**

Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

**Employee Status** **Edit Time Cards** **Scheduling Alerts** **Scheduling** **Scheduling Templates** **Time Off Requests** **Approve Time Cards** **Add Mass Hours** **Time Off Calendar**

Type Name, EE Number or SSN Here... ☐ Only show employees assigned to your departments Showing **All** **Filter** **Report**

Employee Name	Base Department	Location	Wage Type	Status	Last Punch
CHAPMAN, PIPER (11800076)	1900 - Operations	Remote Location	Hourly	Out	
DUDLEY, AMY (11800011)	0500 - Interns	Main Location	Hourly	Out	Friday, Dec 11 2020 11:50AM
LEWIS, BRIANNA (11800039)	1900 - Operations	Main Location	Hourly	Out	Thursday, Jun 25 2020 09:25AM
MEYERS, JODI (11800059)	0700 - Client Relations	Main Location	Hourly	Out	
MORGAN, DEXTER (11800066)	1900 - Operations	Main Location	Hourly	Out	

Page 1 of 1 **Displaying 1 - 5 of 5**

# Manager Features - Staff

The Staff dashboard displays all employees in the managers group or department/location.

The screenshot displays the eSELFserve.COM Staff dashboard. The interface includes a top navigation bar with the logo, a user profile for Stephen Boston (Operations Manager), and a search bar. A left sidebar contains navigation links for Home, Time Card, Pay, Time Off, Info, Benefits, Docs, Training, Reviews, Directory, Attendance, Staff (selected), Events, Reporting, and APS Hire. The main content area features a grid of employee cards, each with a initials icon, name, and title. Above the grid are filters for Active (11), Extended/Leave (0), Sick/FMLA (0), and a checkbox for Show Inactive Employees. The right sidebar contains sections for Upcoming Dates, Time Off (listing Brianna Lewis's PTO for 2/10/2023, 2/11/2023, and 2/13/2023), Anniversaries (No upcoming anniversaries), and Events.

Active:	Extended/Leave:	Sick/FMLA:	Show Inactive Employees
11	0	0	<input type="checkbox"/>

Initials	Name	Title
KB	Kevin Ball	Client Relationship Manager
PC	Piper Chapman	Account Manager
GE	Grace Emberly	Analyst
VJ	Vince James	Account Manager
AJ	Alan Jones	Analyst
Brianna Lewis	Brianna Lewis	Operations Specialist
GM	Gloria Mendez	Analyst
DM	Dexter Morgan	Actuary
SR	Susie Ross	Account Executive
SS	Shane Smith	Account Manager
DW	Darryl A. Williams	Benefits Manager

**Time Off**

Name	PTO Date	Hours
Brianna Lewis	2/10/2023	2 hrs
Brianna Lewis	2/11/2023	2 hrs
Brianna Lewis	2/13/2023	2 hrs

**Anniversaries**

No upcoming anniversaries.

## Manager Features - Staff

After clicking an employee from the Staff dashboard, the employee staff page will appear containing a several tabs. It's important to note that the following tabs will only be available depending on which services the college is subscribed to as well as the manager's security role.

Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

Home

Pay

Time Off

Info

Benefits

Docs

Training

Reviews

Directory

Attendance

Staff

Events

Reporting

APS Hire

Dawn Hope  
Active

Employee Number - 12749  
Hire Date - 07/17/2023

Attendance
Accruals
Events
Documents

Current Pay Period: Mon Feb 27, 2023 - Sun Mar 12, 2023 (12:00 AM CST)
Show Scheduling
Jump To Pay Week: 05/06/2023 to 05/12/2023

<b>Monday</b> Mar 6, 2023 (Current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Tuesday</b> Mar 7, 2023 (Current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Wednesday</b> Mar 8, 2023 (Current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Thursday</b> Mar 9, 2023 (Current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Friday</b> Mar 10, 2023 (Current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Saturday</b> Mar 11, 2023 (Current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Sunday</b> Mar 12, 2023 (Current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Monday</b> Mar 13, 2023 (Not in current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>	<b>Tuesday</b> Mar 14, 2023 (Not in current pay period) Scheduled 0.00 Actual 0.00 <a href="#">EDIT TIME CARD</a>
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# Manager Features - Events

The Events dashboard allows the manager to see events scheduled for their employees. They may also add events and/or edit current events based on their permissions. Events are ordered by category. It's important to note that some events will be available depending on which services the college is subscribed to as well as the manager's security role.

The screenshot displays the eSELFserve.COM interface. On the left is a vertical navigation menu with icons and labels for: Home, Pay, Time Off, Info, Benefits, Docs, Training, Reviews, Directory, Attendance, Staff, Events (highlighted), Reporting, and APS Hire. The main content area is titled 'Events' and features a blue header bar with a 'Filter' button and a plus icon. Below this, a table lists two events:

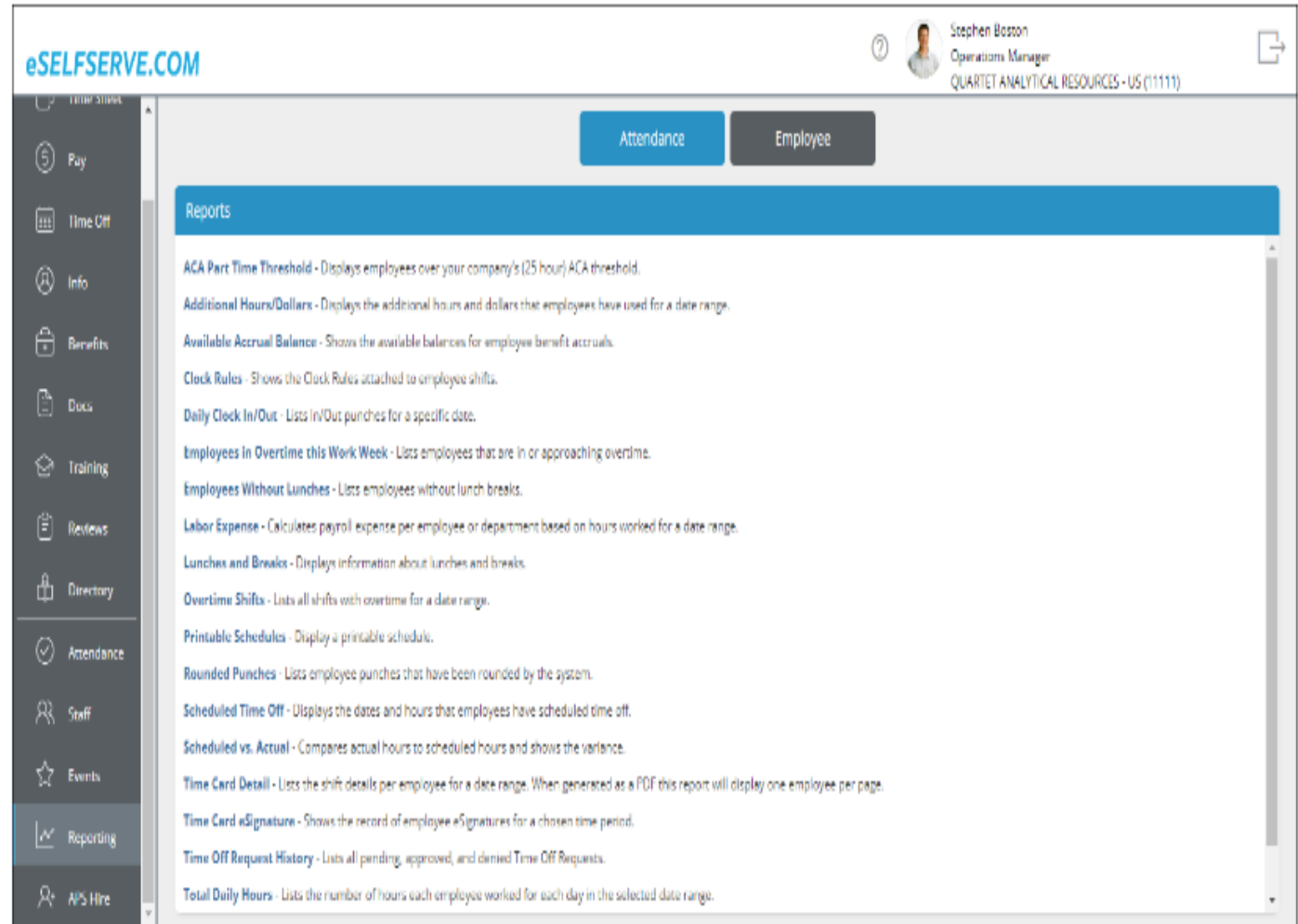
Employee	Event Category	Event Date	Status	Follow-up Date	Notes
PC Piper Chapman	Performance Reviews Scheduled Review Scheduled performance review	12/29/2022	Open		
KB Kevin Ball	Performance Reviews Scheduled Review Scheduled performance review	12/22/2022	Open		

At the bottom of the page, there is a pagination bar showing 'Page 1 of 1' and a 'Displaying 1 - 2 of 2' indicator.

# Manager Features - Reporting

The Reporting dashboard is used to access Employee and Attendance reports.

- Run several reports related to Attendance, such as Employees in Overtime this Work Week and Time Card Detail.
- Choose the report, fill in desired information, and Run Report.
- Reports may be downloaded as a PDF or printed directly from the console.





# Mobile App

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The eSS Mobile app is available to authorized customers of APS with an iOS or Android device.

Open the App Store or Google Play Store and type "eSELFserve Mobile" in the search bar. If you have trouble locating the app in your selected App Store, you can visit one of the following links to download:

Android: <https://play.google.com/store/apps/details?id=com.apspayroll.essmobile>

Apple: <https://itunes.apple.com/us/app/eselfserve-mobile/id1377718614?ls=1&mt=8>

