Employee Self Service

Overview

Introduction
The purpose of this document is to provide an overview of Employee Self Service at Pacific. Employee Self Service is a tool that provides the ability for any Pacific faculty, staff or graduate assistant to view their personal payroll information.

This document will not provide step by step instruction for each available option within Employee Self Service because the navigation is the same throughout.

Security
Employee Self Service (ESS) contains highly confidential information, which is why it is located within insidePacific. Because of its location, it can only be accessed with a PacificNet ID and password.

When you are viewing and updating information within insidePacific, please do not click on web links to other sites that you may receive through instant messaging, email or other applications. Visiting a rogue web site while logged in to insidePacific can allow a hacker to maliciously access information without your knowledge. This vulnerability is not particular to Pacific as it can be exploited on practically any web site that requires users to sign in.

Pacific has gone to great lengths to protect its’ data. We must remember to do what we can to minimize this possible hazard.

Extra Information
• If you do not have access to a secure computer in your office or at home, you can access a secure computer in the Library or the Human Resources Lobby.
• If you are unsure of your PacificNet ID and password, please contact your Technical Support Provider (TSP) for your Division or Customer Support at x 6-7400.
• To determine your TSP, go to this link: http://oitfaq.pacific.edu/index.php?article=320
• For more information regarding Employee Self Service, go to OIT’s FAQ website at: http://oitfaq.pacific.edu/index.php?category=37

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**Before You Begin**

Do not be alarmed if your insidePacific screens don’t match the “screen prints” in this document. All users do not have the exact same tabs or channels.

**Terminology**

The table below defines the terms you should know in order to access Employee Self Service.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PacificNet ID</td>
<td>Assigned by OIT to each employee at the onset of their employment at Pacific. Naming Convention: 1st initial+Last Name = no more than 8 characters</td>
</tr>
<tr>
<td>PacificNet Password</td>
<td>Assigned by OIT at the onset of employment.</td>
</tr>
<tr>
<td>Log In</td>
<td>The action needed to access the Pacific network.</td>
</tr>
<tr>
<td>insidePacific</td>
<td>Location of secure data accessible only by Pacific employees with a valid PacificNet ID and password.</td>
</tr>
<tr>
<td>Tab</td>
<td>How information is grouped within insidePacific.</td>
</tr>
<tr>
<td>Channel</td>
<td>Specific information based on the tab that’s been selected.</td>
</tr>
<tr>
<td>Navigate</td>
<td>How you move around a screen.</td>
</tr>
</tbody>
</table>

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## Overview, Continued

### Introduction
The sections below provide a brief overview of the types of information available within Employee Self Service.

### Pay Information
The following Pay Information is available when selecting this option:

- Direct Deposit Breakdown
- Earnings History
  - Date range can be chosen and displayed
- Pay Stub
  - A year can be chosen
  - A specific pay date can be chosen
- Deductions History
  - Date range can be chosen and displayed
  - A specific deduction can be chosen and displayed

### Tax Forms
The following Tax Form information is available when selecting this option:

- W2 Year End Earnings Statement
- Tax year

### Job Summary
The following Job Summary information is available when selecting this option:

- Displays list of job(s) held on campus
- Displays information of the job(s)

### Leave Balances
The following Leave Balance information is available when selecting this option:

- Displays sick leave
- Displays vacation leave
- Ability to view previous years
The diagram below displays various icons/tools for moving around InsidePacific and Employee Self Service.

Other tab options within insidePacific

Returns you to the main menu of the section you’re currently viewing.

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More Navigation

The diagram below provides more navigation options while viewing some of the Employee Self Service options.

- Most of the screens have some option listed at the bottom of the screen.
- These options do not return you to the main menu.
- The listed options take you to another option within the category you selected.
- To select, point and click with the mouse.
Accessing Employee Self Service

Introduction

This section provides step by step instruction for accessing Employee Self Service via insidePacific.

Assumptions

It is assumed that you have a PacificNet ID and password.

These instructions begin after your computer is turned on and you’ve logged into the Pacific Network (PacificNet).

insidePacific has a 30 minute timeout set, which means it will log you out after 30 minutes of inactivity.

Logging on to InsidePacific

Follow the instructions below to log on to insidePacific.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Launch web browser i.e. Internet Explorer</td>
</tr>
<tr>
<td>2.</td>
<td>Type: <a href="http://www.pacific.edu">www.pacific.edu</a></td>
</tr>
<tr>
<td>3.</td>
<td>Press: Enter key and Pacific’s homepage will display.</td>
</tr>
<tr>
<td>4.</td>
<td>Click: insidePacific</td>
</tr>
<tr>
<td>5.</td>
<td>Type: PacificNet ID at the insidePacific logon screen&lt;br&gt;Press: Tab Key OR Click within the Password field&lt;br&gt;Type: PacificNet Password&lt;br&gt;Click: Login button OR Press: Enter key</td>
</tr>
</tbody>
</table>

Continued on next page
## Accessing Employee Self Service, Continued

Logging on to insidePacific (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6.   | Click: Administrative Link on the left  
      | Click: “Click Here to” on the Administrative Services Channel |
| 7.   | Click: Employee link |
| 8.   | The ‘Employee Services’ main menu displays. |
# Logging Out

## Introduction

This section provides instruction for logging out of insidePacific. This is a simple one step process since you can log out from any screen that is being viewed.

It is **critical** that you always **log out** of insidePacific once you are finished viewing your data, otherwise someone else can view your data until the session has time out.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click: Logout</td>
</tr>
</tbody>
</table>
| 2.   | When logged out, the following screen displays.  

## User Logout

Thank you for using Pacific’s Web Information System.  
If you are finished, please close your browser to protect your privacy.

## Release Information

**RELEASE: 8.8**  
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| 3.   | Close the browser. This will help ensure the security of your data. |
Using Employee Self Service

Introduction
This section provides an overview and instructions for accessing some of the options available within Employee Self Service.

Pay Information
This section provides instructions for viewing your payroll information. The “Earnings History”, which provides the ability to select any pay period, will be the focus of this section.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Click: Pay Information.  
|      | Click: Earnings History. |

```
Step Action
1. Click: Pay Information. 
   Click: Earnings History. 

Employee Services

Pay Information

Direct Deposit Breakdown
Earnings History
Pay Stub
Deductions History
Administrative Pay Stub Summary

Time Sheet
Time Sheet is used by designated Students and Temp Casuals to enter time relating to 2017-2018 Student and Temp Casual Web Time Entry Payroll Calendar.

Overtime Requirements Non-Exempt Employees
Format Guidelines for Entering Hours
Rest Periods & Meal Breaks
To view the PowerPoint presentations below, once opened, on the ribbon at the top Web Time Entry Approvals for Supervisors
Web Time Entry for Students and Temp Casuals

Benefits and Deductions
Health insurance information, FLEX spending accounts, 401(K) information, 403(b) information, and other information.

Display button
Click to display earnings, pay stubs, and deductions history.

Select Earnings to View

Select a date range for which to view your earnings and then click Display.

From Date: [Select Date]  
To Date: [Select Date]  

Display

RELEASE: 7.3

[ Direct Deposit Breakdown | Pay Stub | Deductions History ]
```

Continued on next page
Pay Information (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Earnings History for the requested time period displays.</td>
</tr>
</tbody>
</table>

To Return to...

<table>
<thead>
<tr>
<th>To Return to...</th>
<th>Click...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Information Main Screen</td>
<td>Return to Menu in top right corner of screen</td>
</tr>
<tr>
<td>Employee Services Main Screen</td>
<td>Back button at top of screen three times</td>
</tr>
</tbody>
</table>

Continued on next page
To **change** the date range of the Earnings History follow the instructions listed below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click: Earnings History from main menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image of Earnings History from main menu" /></td>
</tr>
<tr>
<td>2.</td>
<td>Click: Drop down arrows as show below. Select appropriate month and year. Click: Display</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Image of Select Earnings to View" /></td>
</tr>
<tr>
<td>3.</td>
<td>Earnings History will display for the selected date range line as in step 3 on the previous page.</td>
</tr>
</tbody>
</table>

*Continued on next page*
**Leave Balances**  This section will focus on viewing your available sick leave and vacation accrual.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click: Leave Balances</td>
</tr>
<tr>
<td>2.</td>
<td>The Leave Balance totals are displayed.</td>
</tr>
</tbody>
</table>
| 3.   | Viewing ‘Leave Balance’ detail  
Click: Sick  OR  Vacation |

**View Leave Balances**

Welcome to the Pacific’s Employee Self Service  
This information can be viewed in summary form or you can view a detailed listing of your leave time that you have accrued and taken, listed by each pay period.  
To view the pay period breakdown for a particular type of leave, click on the type of leave.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours or Days</th>
<th>Available Balance</th>
<th>Earned as of Feb 21, 2008</th>
<th>Taken as of Feb 21, 2008</th>
<th>Available Balance as of Feb 21, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>40.00</td>
<td>30.00</td>
<td>0.00</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>50.00</td>
<td>10.00</td>
<td>4.00</td>
<td>56.00</td>
<td></td>
</tr>
</tbody>
</table>