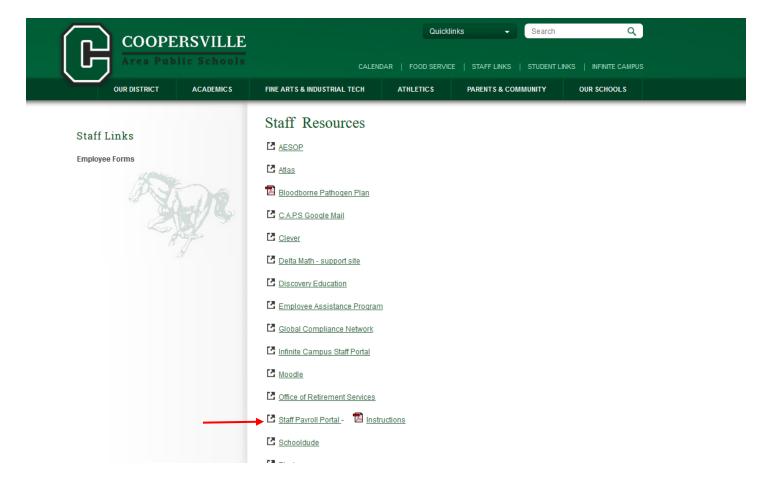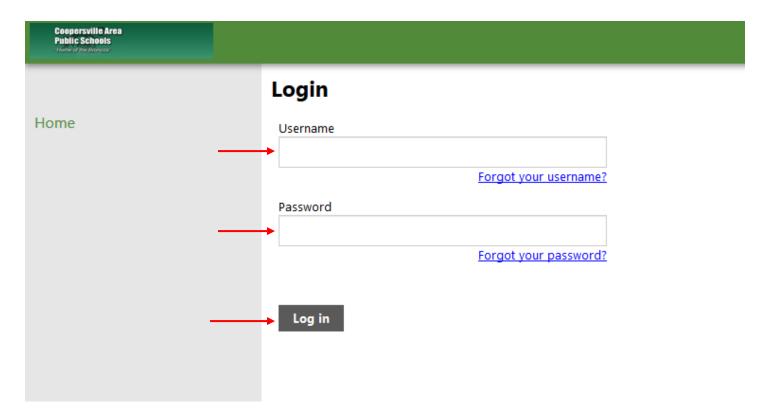# EMPLOYEE SELF SERVICE

(ESS)

Logging In

To access Employee Self Serivce (ESS) go to https://coopersvillebroncos.org. Click on Staff Links.

Click on Staff Payroll Portal.

Enter Username and Password to log in.

Your username is your employee number. Your employee number was emailed to you upon hire. It can also be found on your paycheck in the upper left hand corner.
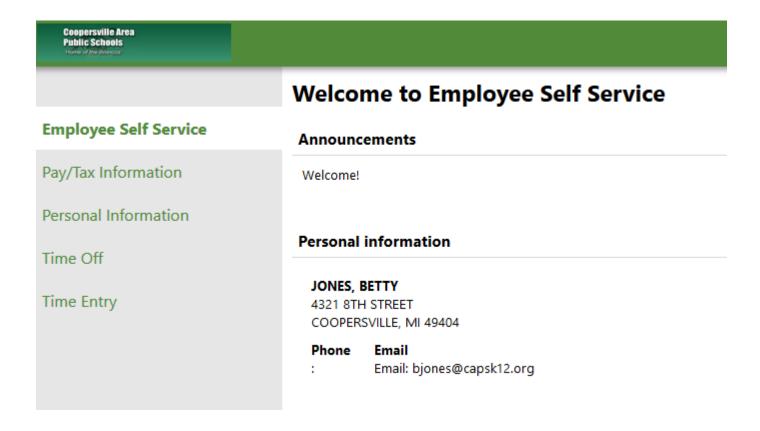

The first time you login your username and password will be the same. Once logged in, the system will prompt you to change your password.

Notes: You have 10 attempts to log in before the system locks you out. If you are locked out, please call Arla Tubergen at 616-997-3208 or email atubergen@capsk12.org.

Employee Self Service

You can view your personal information, time off balances and the last five paychecks.

To view a PDF of a paycheck, click on the camera. To view the details of a paycheck, click on details. Quick links are also available to the paycheck simulator, W2 information and W4 information.

Personal Information

You can view and edit your personal information.

View and edit your address, emergency contacts and telephone on the contact tab. This address change will update Human Resources, Payroll and Accounts Payable.

Note: Please do not enter any punctuation in the address. Please do not enter any spaces or punctuation in the telephone number.

View and edit your W-2 delivery method on the tax form delivery tab.

Pay/Tax Information

The pay/tax information allows you to view all your paychecks, year to date information, W-2 information, W-4 information, paycheck simulator tool and total compensation for the current year.

Using the drop down, you can select a previous year. Click on the details for detailed information about a specific paycheck.

Overview

Check Date	12/12/2014
Pay Period	11/24/2014 - 12/7/2014
Check Number	7364
Check Status	Cleared
Gross Pay	$576.14
Net Pay	$425.07

Pay Breakdown

Pay Type	Hours	Rate	Amount
FOOD SVS	54.25	$10.62	$576.14
Total			$576.14

Deductions

Deduction Type	Amount
FICA-OASDI	$34.65
FICA-MED	$8.10
FED TAX	$50.74
STATE TAX	$23.02
MIP-GRADED	$17.28
MIP-HTH 3%	$17.28
DD-NET PAY	$425.07

To print a copy of your paycheck, click on view paycheck image.

Check Detail

Overview   View paycheck image

Check Date	12/12/2014
Pay Period	11/24/2014 - 12/7/2014

W-2 Information

You can view and print W-2's. Using the drop down, you can select a previous year. To view and print your W-2 click View W-2 Image.

W-2 Information

Year: 2014 - 0 ▼

View W-2 image

YEAR: 2014

RETIREMENT		☑
3RD PARTY SICK		☐
STATUTORY EMPLOYEE		☐

Wages and Tax

	GROSS	TAX
FIT	$48,664.15	$5,183.53
FICA	$50,878.57	$3,154.53
MEDICARE	$50,878.57	$737.74
SIT - MI	$48,664.15	$1,885.17

DEP CARE		$0.00
SOCIAL SECURITY TIPS		$0.00
ALLOCATED TIPS		$0.00
NONQUAL		$0.00

Box 12

DD EMPR HEALTH COST		$18,377.40

W-4 Information

View your current withholdings.

W-4 Information

FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	$0.0000000000

MICHIGAN

Marital Status	SINGLE
Exemptions	0
Additional Amount	$0.0000000000

Left navigation menu:
- Home
- Employee Self Service
- Pay/Tax Information
  - YTD Information
  - W-2
  - W-4
  - Paycheck Simulator
  - Total Compensation
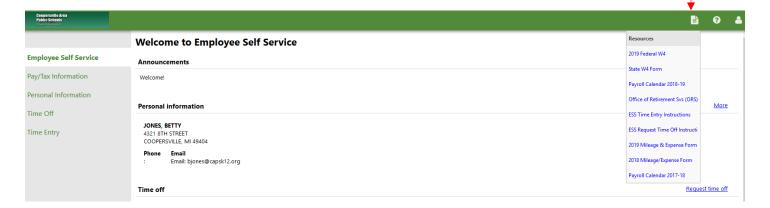- Personal Information

This is view only. To make changes, complete a Federal and/or State W-4 form and return to the admin office.

Several resources and documents are available on ESS. To access click on Resources Menu.

Welcome to Employee Self Service

Announcements

Welcome!

Personal information

JONES, BETTY
4321 8TH STREET
COOPERSVILLE, MI 49404

Phone   Email
:   Email: bjones@capsk12.org

Time off

Left menu:
- Employee Self Service
- Pay/Tax Information
- Personal Information
- Time Off
- Time Entry

Resources
- 2019 Federal W4
- State W4 Form
- Payroll Calendar 2018-19
- Office of Retirement Svs (ORS)
- ESS Time Entry Instructions
- ESS Request Time Off Instructi
- 2019 Mileage & Expense Form
- 2018 Mileage/Expense Form
- Payroll Calendar 2017-18

More

Request time off

To change your password or log out click on your account.

PAYROLL CONTACTS

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tgarrett@oaisd.org

Betsy Moore
616-796-1543
bmoore@oaisd.org