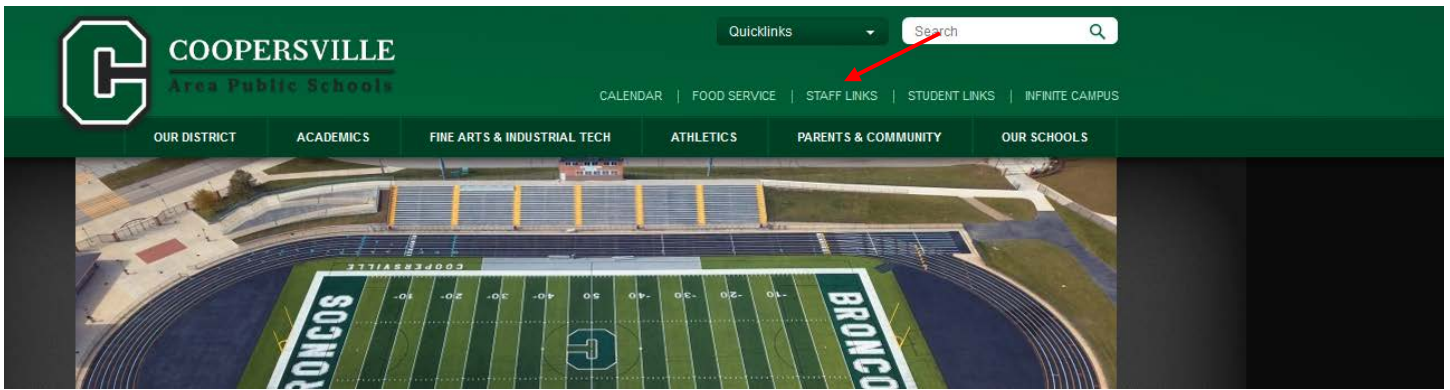




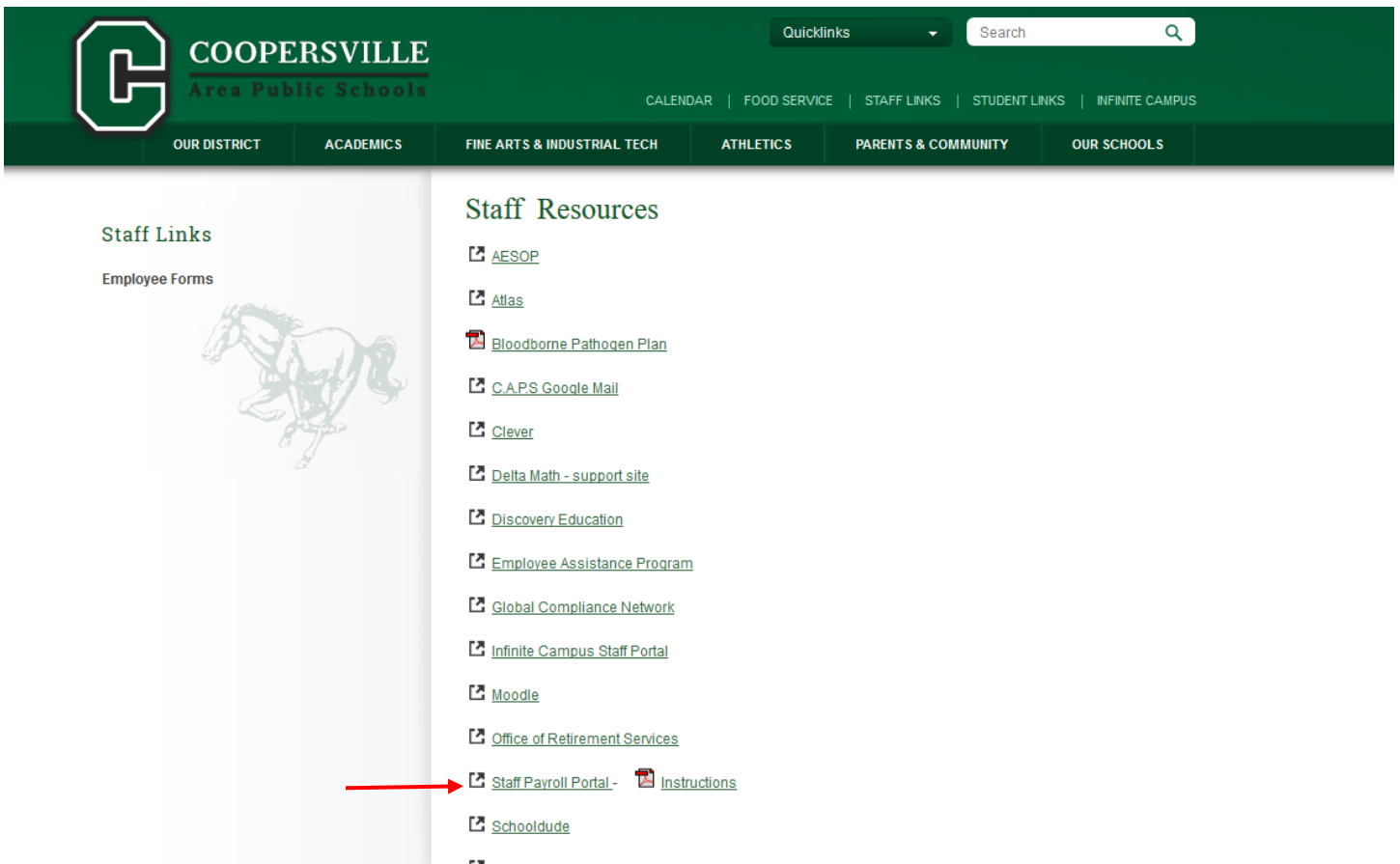
**EMPLOYEE SELF SERVICE
(ESS)**

Logging In

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



Click on Staff Payroll Portal.



Enter Username and Password to log in.

Coopersville Area Public Schools
Home of the Broncos

Home

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

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.

Coopersville Area Public Schools, 198 East Street, Coopersville, MI 49404 Advice Amount:

EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO
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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.

Coopersville Area Public Schools
"Home of the Broncos"

Welcome to Employee Self Service

Employee Self Service

- Pay/Tax Information
- Personal Information
- Time Off
- Time Entry

Announcements

Welcome!

Personal information

JONES, BETTY
4321 8TH STREET
COOPERSVILLE, MI 49404

Phone **Email**
: Email: bjones@capsk12.org

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.

Time off

[Request time off](#)

PRINCIPAL

Available time

	Available	Total
VACATION	27.00	33.00
ACR LEAVE	85.00	88.00
PERSONAL	2.00	3.00
MISC	0.00	0.00

Requested Taken

2015

J F M A M J J A S O N D

Paychecks

[Show paycheck amounts](#)

Previous paychecks

11/28/2014		Details
11/28/2014		Details
11/14/2014		Details
10/31/2014		Details

Tools

- Paycheck simulator
- View last year's W2
- View your W4

Last Paycheck: 11/28/2014

Year to date

Personal Information


You can view and edit your personal information.

Coopersville Area Public Schools
"Home of the Wildcats"

Personal Information

General Contact Dependents Tax form delivery

Employee Self Service
Pay/Tax Information
Personal Information
Time Off
Time Entry



Email address: bjones@capsk12.org
Alternate email address
Primary location: EAST ELEMENTARY
Check location

Hire date: 3/5/2020
Service date: 3/5/2020
Original hire date: 3/5/2020
Supervisor
Supervisor email

Name: JONES, BETTY
Preferred name
Employee ID: 99991
SSN: XXX-XX-XXXX
Active status: ACTIVE
Personnel status: FULL-TIME EMPLOYEE

[Edit](#)

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.

The screenshot shows the Coopersville Area Public Schools Employee Self Service portal. The header includes the school district logo and name. The main content area is titled "Personal Information" and features a navigation bar with tabs for "General", "Contact", "Dependents", and "Tax form delivery". The "Contact" tab is currently selected and circled in red. Below the navigation bar, there are sections for "Addresses", "Emergency Contacts", and "Telephones". The "Addresses" section shows a home address: "4321 8TH STREET, COOPERSVILLE MI 49404" with an "Edit" link and a red arrow pointing left. The "Emergency Contacts" section has an "Add new" link with a red arrow pointing left. The "Telephones" section shows a "Listed" status, an "Opting out of text messages" option, and "Edit | Delete" links with a red arrow pointing left. On the left side of the page, there is a sidebar menu with options like "Employee Self Service", "Pay/Tax Information", "Personal Information", "Time Off", and "Time Entry".

Coopersville Area Public Schools
"Home of the Broncos"

Employee Self Service
Pay/Tax Information
Personal Information
Time Off
Time Entry

Personal Information

General **Contact** Dependents Tax form delivery

Addresses [Add new](#)

Home Address
4321 8TH STREET
COOPERSVILLE MI 49404
[Edit](#) ←

Emergency Contacts [Add new](#) ←

Telephones [Add new](#)

Listed
Opting out of text messages
[Edit](#) | [Delete](#) ←

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

Coopersville Area Public Schools
Home of the Broncos

Employee Self Service

Pay/Tax Information

Personal Information

Time Off

Time Entry

Personal Information

General Contact Dependents **Tax form delivery**

W-2 Delivery Method

Mail

Email

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.

Pay/Tax Information

Year 2014

Check Date	Pay Period	Status	Gross Pay	Net Pay	
12/12/2014	11/24/2014 - 12/7/2014	Cleared	\$576.14	\$425.07	Details
11/20/2014	11/10/2014 - 11/23/2014	Cleared	\$509.76	\$379.60	Details
11/14/2014	10/27/2014 - 11/9/2014	Cleared	\$597.38	\$439.61	Details
10/31/2014	10/13/2014 - 10/26/2014	Cleared	\$626.58	\$459.61	Details
10/17/2014	9/29/2014 - 10/12/2014	Cleared	\$669.06	\$488.70	Details
10/3/2014	9/15/2014 - 9/28/2014	Cleared	\$642.51	\$504.14	Details

CHECK Detail

[Return to pay/tax information](#)

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

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

[View paycheck image](#)

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.

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Total Compensation

Personal Information

W-4 Information

FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

MICHIGAN

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

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.

Coopersville Area Public Schools

Welcome to Employee Self Service

Employee Self Service

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Welcome!

Personal information

JONES, BETTY
4321 8TH STREET
COOPERSVILLE, MI 49404

Phone **Email**
: Email: bjones@capsk12.org

Time off

Resources

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

[Request time off](#)

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



Capeersville Area Public Schools

Employee Self Service

Pay/Tax Information

Personal Information

Time Off

Welcome to Employee Self Service

Announcements

Welcome!

Personal information

JONES, BETTY

My Account

Log Out

More

PAYROLL CONTACTS

Tracy Garrett 616-796-1512

tgarrett@oaisd.org

Betsy Moore

616-796-1543

bmoore@oaisd.org