VILLAGE OF PLEASANT PRAIRIE

EMPLOYEE SELF-SERVICE (ESS)

PORTAL

EMPLOYEE INSTRUCTIONS

Rev. 6/2015
Welcome to the Village’s Employee Self Services (ESS) site. The purpose of this site is to provide employee’s easy access to view, change and print personnel and payroll related information. You should review these Instructions prior to logging into the Village’s ESS site.

ACCESS:

Internal Access. During work hours you may access the ESS portal by using the VillageNet, which is the Village’s Intranet site. The VillageNet’s address is www.villagenet.net.

External Access. After work hours you may access the ESS by using the Village of Pleasant Prairie’s world wide website. The Village’s website address is http://www.pleasantprairieonline.com. Once on the website, under services, select the Human Resources Department and to the left you will see the “Employee Self-Service” selection. Select and proceed with step-by-step instructions below.

EMAIL:

Your paystub will also be emailed to the email address on record with the Village of Pleasant Prairie’s Human Resources Department. Prior to the bi-weekly pay date, an email will be generated to your email address containing your electronic paystub. The .pdf paystub is password protected. The email will be sent from payroll@plprairie.com.

ESS ACCESS/INFORMATION ISSUES:

Log-in or password issues; contact IT HELP DESK at 262-948-6771.

Payroll related issues; contact the PAYROLL DEPARTMENT 262-694-1400.

Personnel related information that is incorrect and/or you are unable to make changes to on the ESS site; contact HR DEPARTMENT at 262-925-6731.
Use your Munis Employee ID # for Username. Use your last four digits of your SSN. Click Log in.
NOTE: You will be prompted to change your password after your initial log-in.

If you forget your password click the [Forgot your password?]

Click Employee Self Service.
WELCOME SCREEN

The Welcome Screen provides you with a snapshot of Employer Resources, Employer Announcements, Personal information, Time off and Paychecks. Under each topic you can click hyperlinks to drill down further to view or edit information.

Employer Announcements will be posted in this area.

Located under Resources tab, the Village’s Employee Handbook and other HR forms can be found.
PAY/TAX INFORMATION

Under Pay/Tax Information you will find your YTD earnings/deductions, W-2 Year Tax Statement, W4 Federal and State Withholdings, Paycheck Simulator and Total Compensation.

YTD INFORMATION

Form W-2 will be loaded to this area by January 31 of each year. You will have the choice on whether to receive your W-2 electronically by email or receive it by USPS mail. Receiving it electronically is the quickest way to receive your W-2 and is secure and password protected. You can make this election under the Personal Information section.

Payroll no longer prints duplicate W-2’s for employees. They can be obtained on this site by toggling the year in question and selecting “View W-2 Image”.

W-2 INFORMATION
This shows your current Payroll Withholdings. If you require changes, you will be allowed to make those changes on this screen. These changes will be routed to Payroll/HR. We will no longer be accepting paper versions.

To make changes, click [Edit W-4 Values]

In the Edit W-4 Screen use the drop down menus to select Marital Status. Please only select either Married or Single and enter your Exemptions (1, 2, 3, etc.) and Additional Amount.

If changing both Federal and State Payroll Withholdings, repeat the same steps under Wisconsin/Illinois.

Check the box certifying your changes and then select Continue.

PLEASE NOTE: IF YOU ARE RELOCATING FROM WISCONSIN TO ILLINOIS OR ILLINOIS TO WISCONSIN, YOU WILL NEED TO CONTACT THE HR DEPARTMENT AT #6731 OR EMAIL AT HR@PLPRAIRIE.COM FOR THE STATE W-4 FORM. THE SYSTEM WILL NOT ALLOW YOU TO CHANGE YOUR W-4 FORM FROM ONE STATE TO ANOTHER.

THANK YOU.
DIRECT DEPOSIT

You may update your banking information. Use the “primary account” for your net pay account. Use “amount-based account” for flat dollar amount account. Once you make your selections, check the small check box above “Submit Changes” and then submit your selection. You may have up to two accounts per Village Policy.

<table>
<thead>
<tr>
<th>Direct Deposit Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.</td>
</tr>
</tbody>
</table>

**Primary account**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Account type</th>
<th>Account number</th>
<th>Prenote</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Percentage-based accounts**

You have no percentage-based accounts for direct deposit.

**Amount-based accounts**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Account type</th>
<th>Account number</th>
<th>Prenote</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

[CAUTION! The Village of Pleasant Prairie is not responsible for incorrect direct deposit account information.]

Submit changes
PAYCHECK SIMULATOR

This tool is known as the “what if” which allows you to change your Payroll Withholdings and Deductions and calculate what your earnings would be with those changes.

NOTE: This will NOT change your current Payroll Withholdings or Deductions.

To use the Payroll Simulator, first select which Pay cycle you would like to run. You can choose from 1, 2 or 3. Pay cycle 1 is the first check of the month, 2 is the second check and 3 is for a third check which only happens twice a year.

Re-enter the hours and your pay rate and tab through the Percentage and Amount. The Amount should populate after you tab through it.

Change any withholdings or deductions you wish to run in the simulator and select Calculate. The system will generate a simulation of what your check may be.
TOTAL COMPENSATION

The Total Compensation is currently under construction. Watch for an announcement when it becomes available.
PERSONAL INFORMATION

Under Personal Information will be able to update your E-mail, Add/Change/Delete Telephone Numbers, List all of your Dependents (helpful for benefits) and Emergency Contact. These changes will automatically take effect in your employee record. In order to change your address, please email the HR Department at hr@plprairie.com so it can be updated on benefits offer by the Village.
EMPLOYEE PROFILE

Under Employee Profile, you will be able to view your General Information and make changes to your Demographic Information.

Please confirm/update any Demographic Information. With the new software implementation, everyone defaults to Asian and Domestic Partner.

The HR Department must comply with annual reporting under the Equal Employment Opportunity Commission. This information is important for that reporting accurately to the EEOC.

Once you have made changes, be sure to click the [Update] button so that changes will be made to your employee record.

Be sure to click the [Human Resources] button so that a notification will be mailed to the HR Department.
TIME OFF

Under Time Off, you will be able to view a summary of earned/used vacation, discretionary, sick leave and holiday time.

Click the [Summary] to view a specific summary of time.

Click the [Return to previous view] to return to previous screen.

Click the [Calendar view] to view summary by calendar instead of by Pay Period.
To Log Out of ESS, Click [Log Out]