

Beginning September 4, 2009, Direct Deposit Notices Will Only Be Available Online Through Employee Self Service.



Be sure to familiarize yourself with ESS before September.

Here's how ● ● ● ● ●

IF YOU DO NOT HAVE ACCESS TO A COMPUTER:
At MMC, PCs are available in the Schnepf Library in the Garden Lobby and Human Resources located on the first floor of the Medical Arts Building. At other affiliate sites, please ask your manager to identify a PC for your use.

ONLINE ACCESS:

1. Start: You can get to ESS 2 ways:

INTRANET WHILE YOU ARE AT WORK

Your **very first** visit to ESS must be done from work. While at work, you can only access ESS via your affiliate's intranet (internal Web site):

- MemorialNet
- MPS Net
- ALMH Web
- TMH Web

Click on the quick-link titled **Employee Self Service (ESS)**



INTERNET WHILE AWAY FROM WORK

Once you have done your initial log-in to ESS at work, you can then access ESS online, via any of the following public Websites, any time you are away from work:

- MemorialMedical.com
- ALMH.org
- TaylorvilleMedical.org
- MemorialMD.com
- MemorialHomeServices.com

Click on the **Employees** tab located at the bottom of the home page



Then click on the link titled **Employee Self Service (ESS)**



2. Log in:

Use your network username (initials and last four digits of your SSN) along with your corresponding password to log in to the system. This is the same user ID and password as what would be used for Citrix, e-mail and Windows.



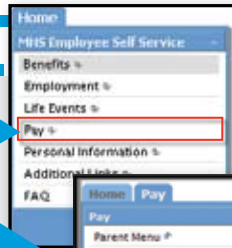
Problems so far?

If you have trouble logging in or don't know your username or password, contact the Help Desk (Information Services) at 788-4357.

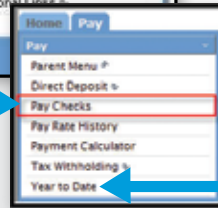
continued...

3. Choose what you'd like to view:

Select the Pay menu...



Then the Pay Checks sub-menu...



A Pay Checks table will appear containing a list of the past 12 months' pay periods.* Click on any of the blue pay periods to view paycheck details, or to print that pay period's direct deposit notice.

Date	Gross	Net
11/07/2008	1936.08	1303.80
10/28/2008	1936.08	1287.01
10/19/2008	1936.08	1267.97
09/26/2008	1936.08	1279.89
09/17/2008	1936.08	1305.07
08/29/2008	1936.08	1291.14
08/15/2008	1936.08	1282.84
08/01/2008	1683.60	1126.88
07/18/2008	1647.20	1095.91
07/03/2008	1647.20	1101.75

*** Note:** For paycheck information prior to the last 12 months, select the Year-to-Date sub-menu under Pay, then enter the year you wish to view.



As soon as you click on a blue pay period, an expanded table will appear containing details about that selected pay period.

Date	Gross	Net
08/17/2008	1683.60	1126.88
07/18/2008	1647.20	1095.91
07/13/2008	1647.20	1101.75
06/28/2008	1647.20	1113.54
06/16/2008	1647.20	1092.53
05/22/2008	1647.20	1085.61
05/09/2008	1647.20	1114.39
04/25/2008	1647.20	1110.01
04/11/2008	1456.32	1024.77
03/28/2008	1397.62	994.30
03/14/2008	1352.00	919.45
02/28/2008	1448.00	1027.20
02/15/2008	1388.00	983.89
02/01/2008	1466.00	1025.57

Pay	Hours	Wages
REGULAR WAGES	70.75	1132.30
PTO - SCHEDULED	7.75	186.30
	1.25	20.30
	8.08	128.30
Total	87.75	1466.30

Deduction	Amount	Taxable Wages
MEDICARE WITHHOLDING EMPLOYEE	19.86	1369.82
SOCIAL SECURITY WITH EMPLOYEE	84.93	1369.82
FEDERAL TAX WITHHOLDING	181.84	1369.82
STATE TAX WITHHOLDING	41.09	1369.82
Total	327.72	

Deduction	Amount
EMPLOYEE MEDICAL PRETAX	70.40
EMPLOYEE DENTAL PRETAX	5.31
EMPLOYEE LIFE PRETAX	4.29
HEALTH EXPENSE ACCT PRETAX	19.23
GROUP LIFE TAXABLE	-3.24
Total	96.18

Deduction	Amount
AFTER-TAX DEDUCTIONS	
GROUP LIFE DEDUCTION	3.14

Click here to print the direct deposit notice.

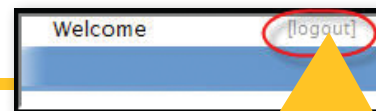
Latest direct deposit notice is available to view on **Friday of each pay week.**

4. To Print a Pay Stub:

5. Confidentiality—Log Out:

Protect Your Confidentiality!

If you choose to view ESS information or print confidential information, be aware of your surroundings. Please quickly pick up the information from the printer associated with your computer. A logout option is located in the upper right corner of the screen. Click on this link to log out of the system and close your confidential employee record. If the Lawson log-in screen reappears, you may close it.



Questions?

Take the ESS CBL on KnowledgeNet for further explanation.

If you have any questions, please ask your department manager or Human Resources representative.

Electronic direct deposit notices reflect Memorial Health System's commitment to our environment.

