


Welcome to the Edmunds Employee portal.

The link for the ESS portal is on the School Website under

[Staff > Payroll > Edmunds Employee Portal.](#)

Username is your new Edmunds employee ID number. \_\_\_\_\_

Password is first initial of your first name and first initial of your last name and the last 6 digits of your social security number. Example: John Smith **SMITH005** SSN: 123-45-6789 **JS456789**



Delran Township School District, NJ

Username:

Password:

[Don't have a username? Click here](#)

## View Paycheck History

Select the **View Paycheck History** menu to view prior paycheck history. Select a check to view check details for the specified pay period. If desired, the stub may be printed.

Town of Anywhere, FL - Employee Self-Service

Menu	Page 1 of 1	Displaying 1 - 10 of 10		
Employee Information	Check Date	Amount	Check Type	Check Id#
Print Current W2 Form	05/06/2014	\$ 1083.85	Regular	89731
Print Blank W4 Form	01/24/2014	\$ 1083.85	Regular	89724
<b>View Paycheck History</b>	01/10/2014	\$ 1083.86	Regular	89501
Change Password	12/27/2013	\$ 1075.24	Regular	89288
View/Request Time-Off	12/13/2013	\$ 1075.24	Regular	89045
Logout	11/27/2013	\$ 1075.23	Regular	88945
	11/15/2013	\$ 1075.24	Regular	88629
	11/01/2013	\$ 1075.24	Regular	88399
	10/18/2013	\$ 1031.89	Regular	88179
	10/04/2013	\$ 1031.89	Regular	87951

ANYTOWN				PAY PERIOD	DATE ISSUED	CHECK NO.
				09/30/13 - 10/13/13	10/18/13	88179
LOCATION	DEPARTMENT	EMPLOYEE NO	EMPLOYEE NAME			
	7320-00	ALVAR002	TORRES, SARA J			
EARNINGS	HOURS	AMOUNT	TAX WITHHOLDING		AMOUNT	
Regular	80.00	1,465.86	FEDERAL		154.29	
			STATE		0.00	
			FICA		84.91	
			MEDICARE		19.86	
			HOURS	EARNED	USED	REMAINING
			SICK	80.00	62.00	342.00
			VACATION	85.28	100.00	437.40
			ADMIN	0.00	0.00	0.00
			COMP	4.54	0.00	4.54
			OTHER	0.00	0.00	0.00
ADDITIONAL EARNINGS		AMOUNT	DEDUCTIONS		AMOUNT	
RK	401A Retirement-EMPLR	87.95	BEFORE TAX:			
			BP	PLAN 042-EMPLOYEE		34.06
			IR	ICMA RETIREMENT-EMPL		58.63
			OP	EMPLOYEE VISION		2.22
			MR	MEDICAL REIMBURSEMENT		60.00
			AFTER TAX:			
			29	VANTAGEPOINT IRA		20.00
DIRECT DEPOSIT			FEDERAL FILING	CURRENT EARNINGS	YTD EARNINGS	
*****6039	100.00%		S	2,225.25	37,589.86	
			STATE FILING	NET PAY	YTD NET PAY	
			NJA 0 ADD: 25.00	1,605.27	26,828.63	

On the paystub you can see your Federal and State filing status. In the above sample the status is Federal Single and NJ Single with an extra \$25.00 to be withheld.

# Employee Information

Select the **Employee Information** menu to view the following areas of an employee profile:

- Employee Information and Emergency Contacts
- Withholding/Benefits
- Salary Info

ANYTOWN, FL - Employee Self-Service

Menu <<

Employee Information

Print Blank W4 Form

View Paycheck History

Change This Employee's Password

View Time-Off

Return To Employee Summary

**Employee Information** Withholding/Benefits Salary Info

**RACHAEL D. SMITH**

Address: 100 Pirate Cove Way

Address 2:

City: Anytown

State: FL

Zip: 32726

Home Phone:

Cell Phone:

Work Phone:

Ext:

Email:

**Emergency Contact #1**

Name:

Home Phone:

Work Phone:

Ext:

Note:

**Emergency Contact #2**

Name:

Home Phone:

Work Phone:

Ext:

Note:

**Dependents**

Name	Relationship	Gender	DOB

## Withholding/Benefits

From the Withholding/Benefits screen, employees can view their current benefits, tax withholdings, direct deposit accounts and other deduction information.

ANYTOWN, FL - Employee Self-Service

Menu <<

Employee Information | Leave Balances | **Withholding/Benefits** | Salary Info

Employee Information

Print Blank W4 Form

View Paycheck History

Change This Employee's Password

View Time-Off

Return To Employee Summary

Benefits					
Description	Coverage Type	Employer Annual Contrib	Your Annual Contrib	Effective Date	Expiration Date
	Single	\$ 0.00	\$ 0.00	11/01/1906	
BlueOptions 03559-4750(\$3,000	Single	\$ 0.00	\$ 0.00	11/01/1906	
\$20,000 Life	Single	\$ 0.00	\$ 0.00	11/01/1906	
	Single	\$ 0.00	\$ 0.00	11/01/1906	

Withholding			
Type	Exemptions	Additio...	Code
Federal	1	\$ 0.00	Single
State	0	\$ 0.00	

Direct Deposit			
Bank Name	Account Number	Account Type	Amount
INSIGHT FINANCIAL CREDIT	xxxxxxxxxxxx1111	Checking	100.00%

Other Deductions				
Description	Type	Amount	Frequency	Year to Date Total
DCMA RETIREMENT-EMPL	Deduction	4.00%	Bi-Weekly	\$ 91.12
EMPLOYEE VISION	Deduction	\$ 2.22	Bi-Weekly	\$ 4.44
401A Retirement-EHPLR	Earning	6.00%	Bi-Weekly	\$ 136.68

## Salary Info

By selecting the **Salary Info** tab, employees are able to view their YTD pay and tax withholding information as well as salary history.

ANYTOWN, FL - Employee Self-Service

Menu <<

Employee Information | Leave Balances | Withholding/Benefits | **Salary Info**

Employee Information

Print Blank W4 Form

View Paycheck History

Change This Employee's Password

View Time-Off

Return To Employee Summary

Year to Date Pay Totals	
PayType	Amount
Gross Pay	\$ 2278.08
Net Pay	\$ 1787.66

Employee Taxes		
Tax Type	Wages	Employee Taxes
Federal Withholding	\$ 2182.52	\$ 220.94
Social Security	\$ 2273.64	\$ 140.96
Medicare	\$ 2273.64	\$ 32.96

Salary History						
Effective Date	Hourly Rate	Overtime Rate 1	Overtime Rate 2	Overtime Rate 3	Special Rate 1	Special Rate 2
10/14/2013	\$ 14.2381	\$ 21.3572	\$ 28.4762	\$ 13.6905	\$ 14.2381	\$ 21.3572
08/25/2013	\$ 13.6900	\$ 0.0000	\$ 0.0000	\$ 0.0000	\$ 0.0000	\$ 0.0000
08/19/2013	\$ 13.6905	\$ 20.5358	\$ 27.3810	\$ 13.6905	\$ 13.6905	\$ 0.0000

## Print Current W2 Form

If your System Administrator has enabled this option, select the **Print Current W2 Form** menu option to view and print a current W2.

Select the printer icon from the toolbar or right-click on the page and select **Print**.

a Employee's social security number ***-**-1744		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	
b Employer identification number (EIN) [REDACTED]		1 Wages, tips, other compensation 34372.96	2 Federal income tax withheld 4082.14		
c Employer's name, address, and ZIP code ANYTOWN [REDACTED]		3 Social security wages 35908.97	4 Social security tax withheld 2226.38		
		5 Medicare wages and tips 35908.97	6 Medicare tax withheld 520.68		
		7 Social security tips 0.00	8 Allocated tips 0.00		
d Control number		9 [REDACTED]	10 Dependent care benefits 0.00		
e Employee's first name and initial Last name SARA J TORRES 1 MAIN ST ANYTOWN, FL 32778 f Employee's address and ZIP code		11 Nonqualified plans 0.00		12a See instructions for box 12 D 1536.01	
		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b	
		14 Other		12c	
				12d	
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2** Wage and Tax Statement

2013

Department of the Treasury—Internal Revenue Service

Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)