

Employee Self Service

Employee Self Service is a secure web portal that allows employees to access and update their own personal information through internet access. Employees can view payroll information such as paycheck history W2 information and W-4 election details.

To access employee self service go to the following link:

<http://ess.northreadingma.gov>

User name is your first initial of your first name, your last name and last 4 digits of your social security number. Example: epava05555

Example - [FirstInitial][LastName][SSN] = JSMITH1234

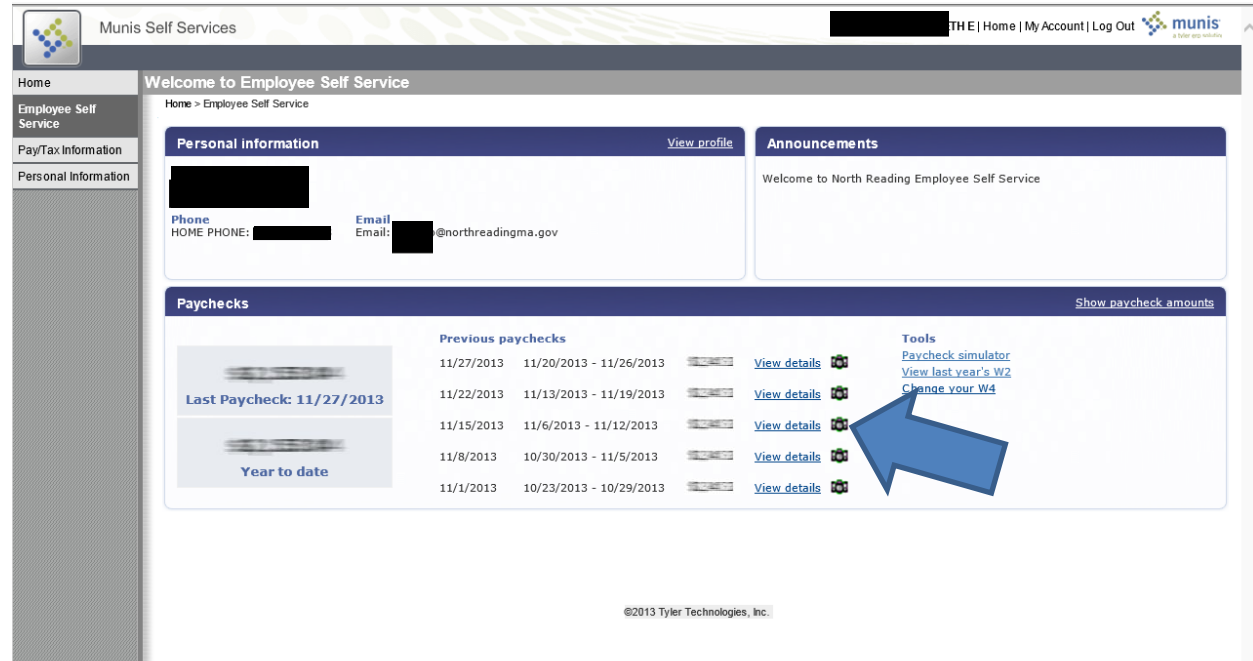
Password is the last 4 digits of your social security number initially; you will be prompted to change after your first login.

Your new password needs to be at least 5 characters long with at least 1 number.

Enter your user name and password and click log in.



Click on employee self-service to see a summary page with various details.



Click on view details to see Pay/Tax Information

The Pay/Tax Information option allows you to see details of your current Pay and Tax Information.

On the initial Pay/Tax Information screen, a listing of recent paychecks is available. The most recent check is listed on the top. You can select to see previous year's checks as well. The Check Date, Pay Period, Gross, and Net Pay are visible. By selecting View Details, you can see more detailed information for each check. This detailed information includes the hours, pay rate and total gross for each pay type along with the amount of each deduction on the check

Click on the camera icon to view a copy of your paycheck or direct deposit advice.

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Employee Self Service

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Check Detail

Home > Employee Self Service > Pay/Tax Information > Check Detail

[Return to pay/tax information](#)

Overview

Check Date	11/27/2013
Pay Period	11/20/2013 - 11/26/2013
Check Number	2079171
Check Status	Cleared
Gross Pay	\$1,742.09
Net Pay	\$1,036.39

Pay Breakdown

Pay Type	Hours	Rate	Amount
ANNL HRLY	35.00	\$46.48	\$1,626.71
FIN DIR ST	0.00	\$0.00	\$115.38
Total			\$1,742.09

Deductions

Deduction Type	Amount
MEDICARE	\$24.29
AXA EQUI T	\$50.00
HEALTH	\$47.70
AFLACFSA	\$15.38
AFLAC STD	\$22.37
13AFLACACC	\$3.74
13AFLACRIT	\$4.38
FEDERAL TA	\$272.42
STATE TAX	\$85.33
2% MIDD RE	\$23.30
9% MIDD RE	\$156.79
DIR DEP	\$1,036.39
Total	\$705.70

You can also click on any of the ESS Side Menu Options.

There are numerous options available from the menu on the left that give you access to a variety of tools. We will look at some of them below.

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Personal Information

Year-to-Date Information

Home > Employee Self Service > Pay/Tax Information > YTD Information

Year: 2013

Overview

Gross YTD Earnings	\$84,435.65
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Earnings

ANNL HRLY	\$78,767.03
FIN DIR ST	\$5,653.62
RETRO RET	\$15.00

Deductions

MEDICARE	\$1,177.45
AXA EQUI TWN	\$950.00
HEALTH	\$2,301.16
LIFE5000	\$42.60
AFLACFSA	\$753.62
AFLAC STD	\$1,096.13
13AFLACACCDT	\$183.26
13AFLACRITLL	\$214.62
FEDERAL TAX	\$13,428.71
STATE TAX	\$4,103.57
2% MIDD RET	\$1,123.37
9% MIDD RET	\$7,599.28
DIR DEP	\$51,461.88

The YTD Information screen shows you your calendar Year-To-Date total Gross, along with the YTD gross amount for each type of pay, and the YTD deduction amount for each deduction.

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Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2012 - 0
2011 - 0

YEAR: 2012

RETIREMENT ☒

3RD PARTY SICK ☐

STATUTORY EMPLOYEE ☐

Wages and Tax

	GROSS	TAX
FT	\$74,766.76	\$8,502.02
FICA	\$0.00	\$0.00
MEDICARE	\$83,741.29	\$1,214.36
SIT - MA	\$83,741.29	\$4,055.10
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00

Box 12

DD EMPR HEALTH COST	\$5,484.87
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Box 14

14Y RET	\$8,974.53
14W S125	\$3,300.70

W-2

The W-2 option allows you to review all of the details available on the W-2 form. The current year is displayed by default; previous years can also be selected.

Similar to paycheck information, the W-2 option also allows you to view an actual image of the W-2 form with the 'View W-2 image' link.

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Home > Employee Self Service > Pay/Tax Information > W-4

[Edit W-4 Values](#)

FEDERAL


Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

MASSACHUSETTS

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

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The W-4 option allows you to view, and optionally edit, your current elections for both Federal and State Taxes. The screen shows both the Marital Status elected and the number of Exemptions claimed. The W-4 change process requires an approval process and does not take effect until payroll approves your request.

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Pay/Tax Information

YTD Information

W-2

Paycheck Simulator

Personal Information

Paycheck Simulator

Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator

Pay cycle: 1 Switching deduction cycles will reset the entire page.

Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
T143	TOWN ACCOUNTANT	100	ANNUAL HOURLY TOWN	35.00	46.4774	0.00	1626.71
T143	TOWN ACCOUNTANT	711	FINANCE DIRECTOR STIPEND	0.00	0.0000	0.00	115.38

Marital

Federal Tax: SINGLE

State Tax: SINGLE


Local Tax:

Exemptions

Deduction Details

Description	Amount
9% MIDDLESEX RETIREMENT	156.79
13 AFLAC CRITICAL ILLNESS	4.38
13 AFLAC ACCIDENT	3.74
AFLAC SHORT TERM DISABILITY	22.37
AFLAC FLEXIBLE SPENDING ACCOUNT	15.38
LIFE5000	3.55
AXA EQUITABLE TOWN	50.00

The Paycheck Simulator gives you a view of your current pay and deductions. It allows you to make modifications to these figures and calculate a “what if” example of a paycheck. You are able to modify the number of hours, pay rate, gross amount, tax status and exemptions, or deduction amounts to calculate a potential pay amount.

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Employee Self Service

Pay/Tax Information

Personal Information

Employee Profile

Personal Information

Home > Employee Self Service > Personal Information

Address / E-mail

Home Address: [REDACTED]

E-mail: epavao@northreadingma.gov

Alternate E-mail:

Telephone

Type	Description	Number
PRIMARY	HOME PHONE	[REDACTED] Details

Dependents

No Dependent information to display.

Emergency Contacts

No Emergency Contact information to display.

The Personal Information option allows you to view your personal information and if it is not correct to contact Human Resources to correct.