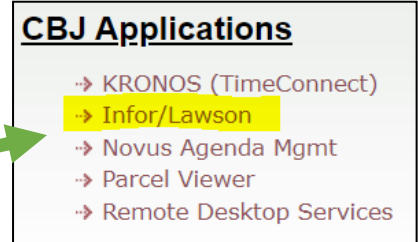


Welcome to Lawson Employee Self Service (ESS)

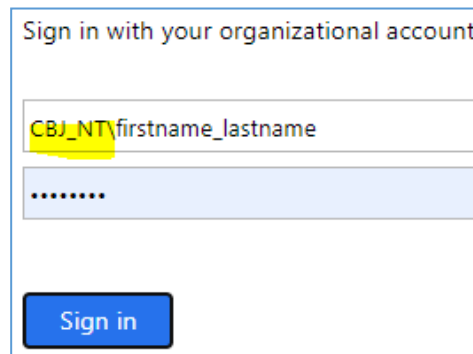
2 ways to Access ESS:

❖ At WORK:

1. Through the CBJ INTRANET: <http://cbj.cbjak.org>
2. Locate CBJ Applications and select Infor/Lawson
3. Sign in:


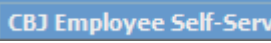


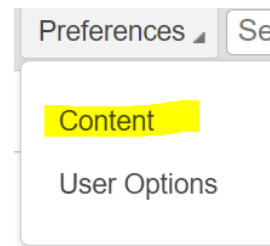
NOTE: JPD and Library employees have a different highlighted portion. Check with your admin for instruction



A screenshot of a login form titled "Sign in with your organizational account". It contains a text input field with the placeholder "CBJ_NT\firstname_lastname" (the "CBJ_NT\" part is highlighted in yellow), a password input field with masked characters "*****", and a blue "Sign in" button.

*****A "one time" set up may be needed.**

1. In the upper right hand corner, click on the Preferences box
2. Click on "Content"
3. A list of Subscriptions will appear
4. Double click on the words "  CBJ Employee Self-Service "
- It will be added to the Layout/Bookmarks column
5. Click Save
6. Click on the Red Infor Box located in the top left corner to refresh the page
7. ESS will now be in the blue column left hand side. 



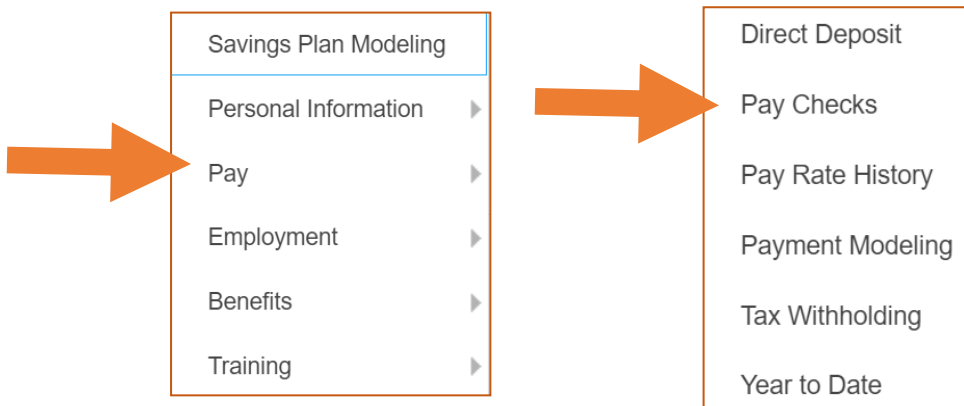
❖ From HOME:

1. Login using CHROME: <http://ess.juneau.org>
2. Log in using your normal login & password (that you use for your work computer).

• How do I?? View & Print Paychecks

Step 1: On the left navigation pane, under *CBJ Employee Self Service* tab, click “Pay”.

Step 2: Click “Pay Checks”.



Step 3: Click the blue/underlined “payment date” you want to view.

Step 4: Once clicked, it will expand to show Wages, Taxes, Deductions, and a Summary

NOTE: Your leave balance does not appear here.

To PRINT:

Step 5: Click “Printable Pay Stub” under the Summary Section (this opens a new window):

Summary

| <u>Printable Pay Stub</u> | |
|---------------------------|------------|
| Check Number | 430652 |
| Payment Date | 05/17/2013 |
| Period End Date | 05/05/2013 |

Step 6: In the new window, the paystub will display. Click the grey print button in the upper right hand corner.

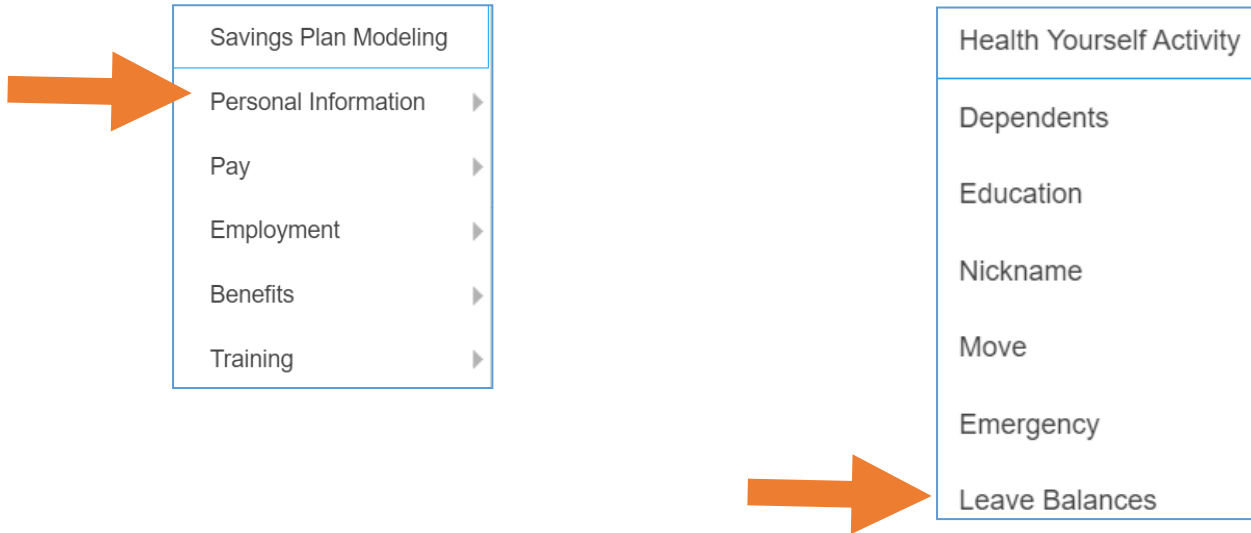
Payments

| Date | G |
|----------------------------|----|
| 05/17/2013 | 3: |
| 05/03/2013 | 3: |
| 04/19/2013 | 2: |
| 04/05/2013 | 2: |
| 03/22/2013 | 2: |
| 03/08/2013 | 2: |
| 02/22/2013 | 2: |
| 02/08/2013 | 2: |
| 01/25/2013 | 2: |

• How do I?? View Personal Leave Balance and Transactions

Step 1: On the left navigation pane, under *CBJ Employee Self Service* tab, click “Personal Information”.

Step 2: Click “Leave Balances”, totals by leave type will display.



Step 3: To see Accrual and Usage:
Under “Balance Details”, click the hours (highlighted in blue) next to Available Time:

The screenshot shows the 'Personal Leave 37.5 Hr' section. On the left, under 'Balance Totals', it displays: Available Time: 150.55 hours, 0.00 carryover hours included in available time, Accrued Time: 0.00 hours, and Reserved Time: 20.03 hours. On the right, under 'Balance Details', it shows 'PERSONAL LV 37.5 HR EMP' with an available time of 150.55 hours. Below this is a table with columns for Date, Description, and Amount.

| Date | Description | Amount |
|------------|-------------|--------|
| 02/10/2013 | Accrual | 7.80 |
| 01/27/2013 | Accrual | 7.80 |
| 01/24/2013 | Use | -7.50 |
| 01/23/2013 | Use | -2.50 |
| 01/14/2013 | Use | -7.50 |

Below the table, it shows: 0.00 carryover hours included in available time, Accrued Time: 0.00 hours, and Reserved Time: 20.03 hours. A 'Print' button is visible in the top right corner of the details section.

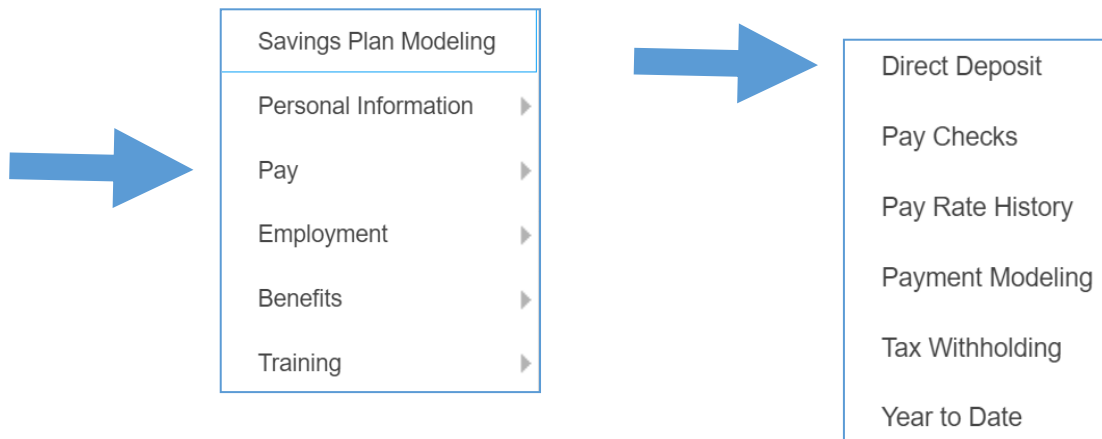
• How do I?? View my **Direct Deposit** Information

You can view your current direct deposit information here.

NOTE: To start/end or change, complete the Direct Deposit Authorization Form located here: [Finance – All Forms – City and Borough of Juneau](#)

Step 1: On the left navigation pane, under *CBJ Employee Self Service* tab, click “Pay”.

Step 2: Click “Direct Deposit”



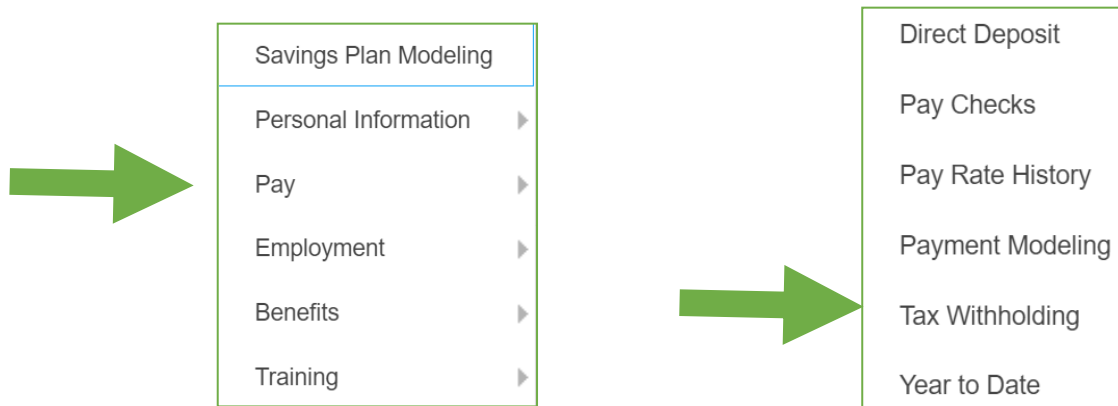
• How do I?? View and/or Change my W-4 Information

You can change your tax status and withholding allowances.

NOTE: A paper form is not required if the information is entered online. *You must confirm your transaction by submitting the auto e-mail notification that appears once you have completed your transaction.*

Step 1: On the left navigation pane, under *CBJ Employee Self Service* tab, click “Pay”.

Step 2: Click “Tax Withholding”



The following opens:

[Tax Withholding](#)

[Tax Withholding](#)

Deductions

| | Description | Resident Status | Marital Status | Exemptions | Exempt | Additional E: |
|---|---------------------|-----------------|----------------|------------|--------|---------------|
| ▶ | FEDERAL WITHHOLDING | Resident | Single | 0 | No | 0 |

Step 3: Click on the small grey arrow next to “Federal Withholding”

Step 4: The newest W-4 form opens displaying your current selections.

Step 4: Enter changes and click “Continue”.

Step 5: Click “Update” to authorize changes.

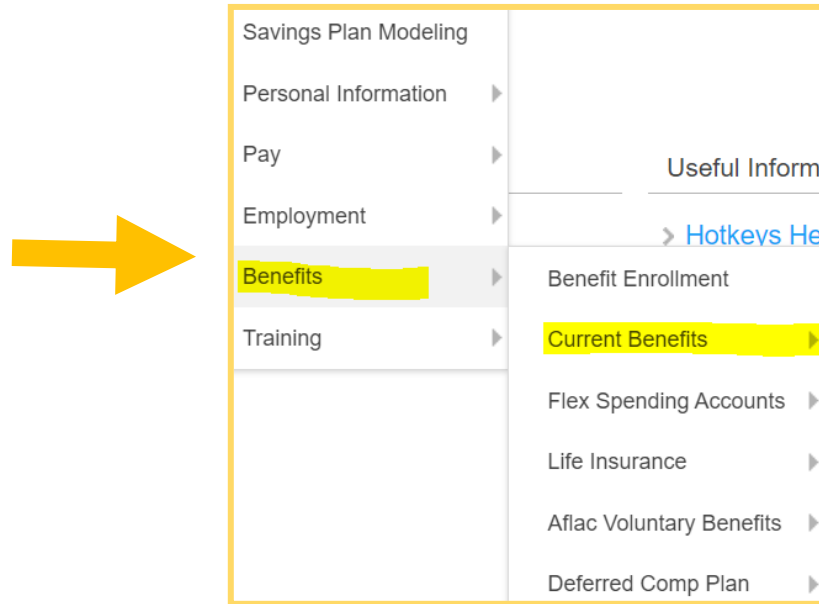
• How do I?? View my Current Benefits

Employees can view and print current benefit information, Health, Dental, Life, Pet Insurance, Deferred Compensation, Flexible Spending Accounts and Voluntary Benefits.

NOTE: Open Enrollment is also located here by using the Benefit Enrollment link below.

Step 1: On the left navigation pane, under *CBJ Employee Self Service* tab, click “Benefits”.

Step 2: Click “Current Benefits”



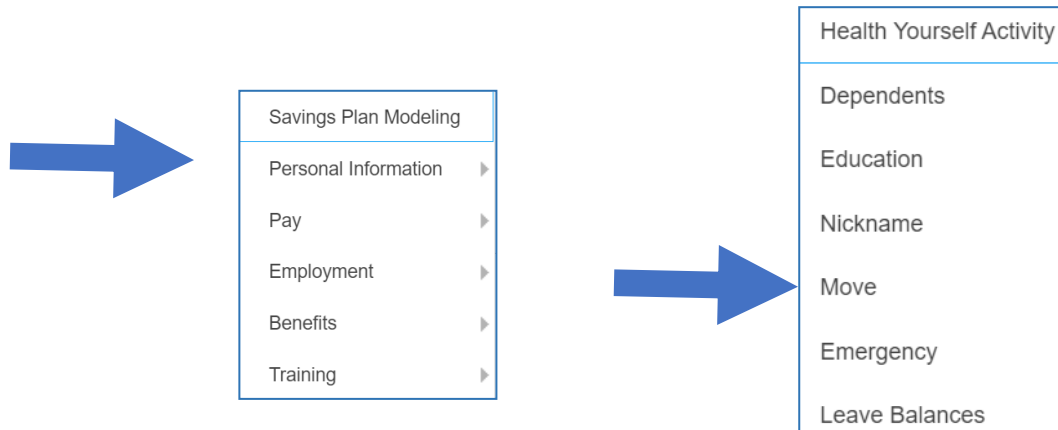
This will display all of your current benefits, coverage, and costs.

You can also view your beneficiary information as on record with HR and Payroll offices. To make any changes here, please contact HR and/or Payroll.

• How do I?? View and/or change my Address

Step 1: On the left navigation pane, under *CBJ Employee Self Service* tab, click “Personal Information”.

Step 2: Click “Move” to update your mailing address.



Important!!

Home = mailing address

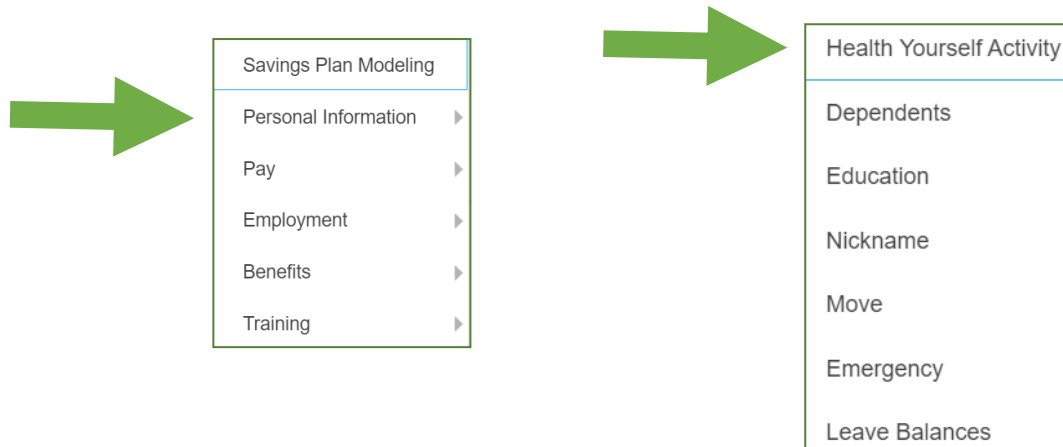
Supplemental = Physical address

Be sure to allow the auto-generated email to send to Payroll!

• How do I?? View my Health Yourself Points

Step 1: On the left navigation pane, under *CBJ Employee Self Service* tab, click “Personal Information”.

Step 2: Click “Health Yourself Activity”



**Important!!
Contact Jess Brown if you have
any questions.**