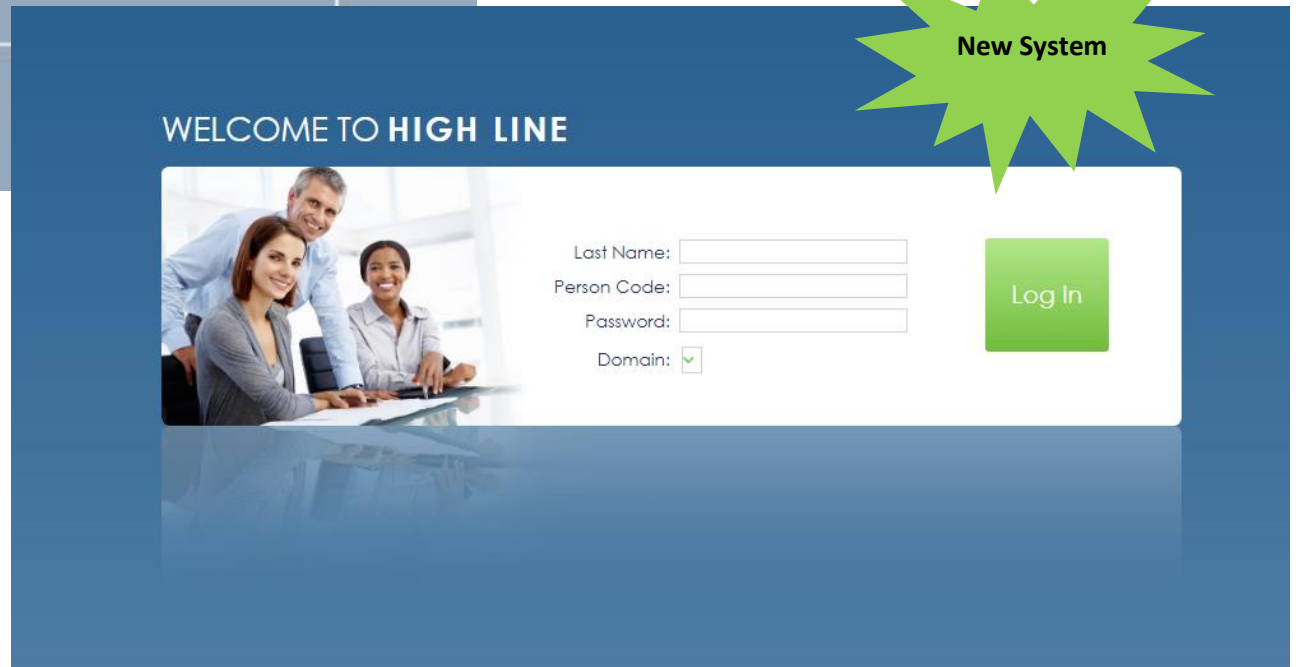
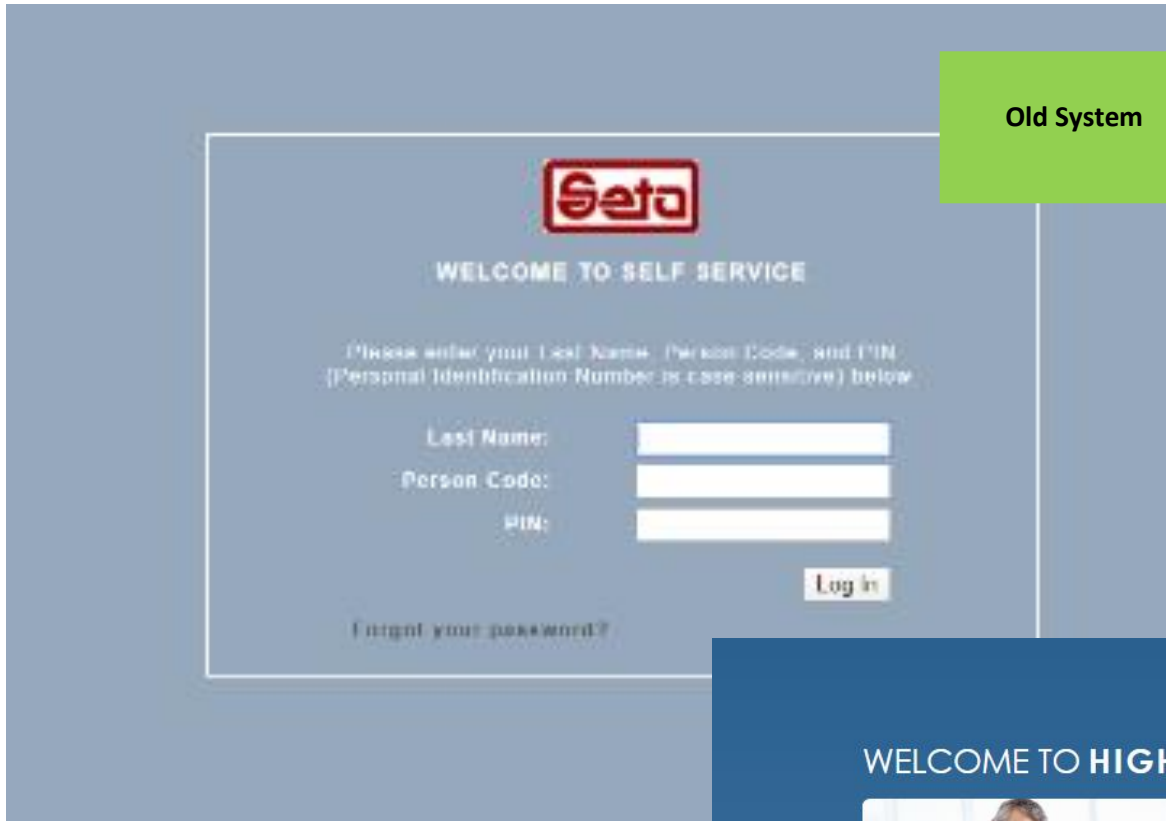


The following link will take you to the new employee portal for payroll.

<http://setang1.highlinehosting.com:7010/selfServiceADF/faces/ssLogin>



The key difference to the employee view is there is now a homepage.

The screenshot shows the employee dashboard for Jessica Cunha, Senior Payroll Specialist. The dashboard is divided into several sections:

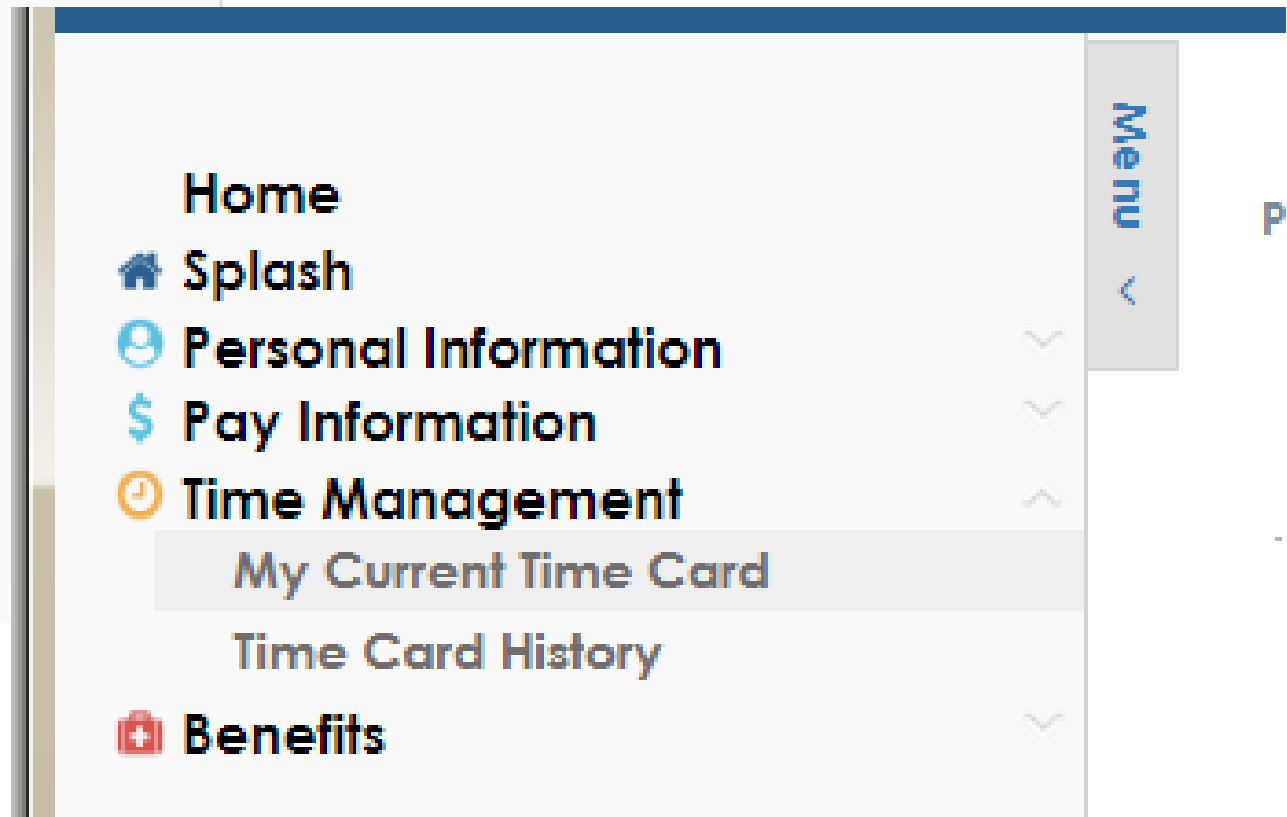
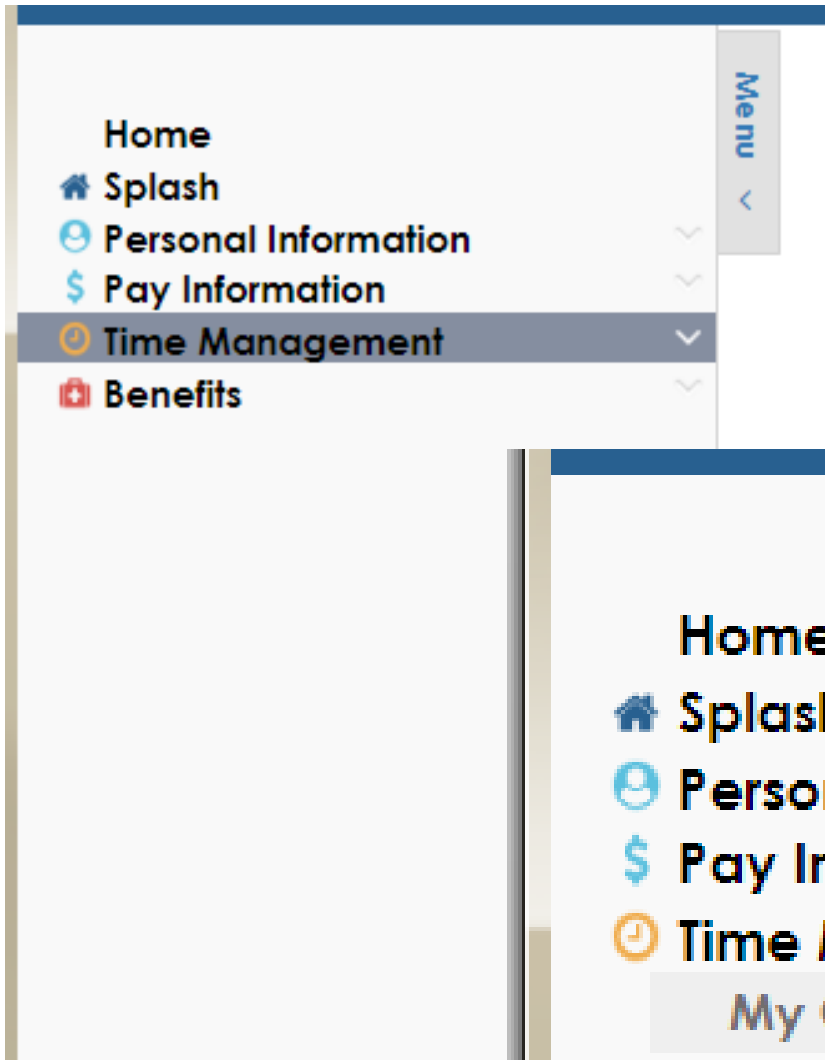
- PROFILE:** Displays the employee's name and title. Below this are three buttons: VACATION, SICK, and PERSONAL.
- MESSAGES:** Includes a 'Notices and News' section with a 'Welcome to TMSS' message and a 'Task List' section with columns for Due Date, Status, and Context. A large graphic with the word 'NEWS' is also present.
- MY PAYSTUB:** Shows a bar chart for the pay period 12-13-2019. The chart displays Gross Pay (orange bar) and Deductions (teal bar). The x-axis ranges from 0 to 2000. A legend indicates that teal represents Deductions and orange represents Net Pay.
- QUICK LINKS:** Provides access to various features through icons: My Profile, Contacts, Events, Benefits, Leave Banks, and Bank Info.

A 'Menu' button is located on the left side of the dashboard, which is highlighted by a red arrow pointing to the text below.

Upon first logging in to Self-Service, you should see the employee dashboard. The dashboard displays a summary of your payroll data and offers quick links to access the most used features.

To the left side of the dash is a menu button; use this menu to access your current time card, your time card history, as well as your benefit and personal information, etc.

To complete your time card, select “Time Management” and then select “My Current Time Card”



The time sheet format and functionality remains the same. You will notice the time sheet status has changed from “Rules applied” to “Open”
 Once you have submitted your time sheet for supervisor approval, the time sheet status should read “Ready for PR”

Menu > **My Time Cards**

TIME CARD LIST

Time Card #	Assignment	Pay Period	From/To	Status
149792		202001	15-Dec-2019 - 28-Dec-2019	Open

[Submit My Time Card](#)

[Go to Time Card History](#)

TIME CARD

Schedule	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28
Generated - Scheduled Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	

Update My Time Card | [Summary](#) | [View Requests](#)

I WANT TO...

[Add More Time](#)

[Clear My Changes \(by Day\)](#)

[Bank My Overtime](#)

[Record Time Away From Work](#)

TIME CARD

View Details :

Date	Reg	Lv	Comp Bknd	Holiday	OT	Sick Tkn	Vac Lv	CTO Lv	Total/O Leave	Bnk	Premium(s)	Additional Info
16-Dec-2019	8.0000	.00		.00	.00				.00			
17-Dec-2019	8.0000	.00		.00	.00				.00			
18-Dec-2019	8.0000	.00		.00	.00				.00			
19-Dec-2019	8.0000	.00		.00	.00				.00			
20-Dec-2019	8.0000	.00		.00	.00				.00			
23-Dec-2019	8.0000	.00		.00	.00				.00			
24-Dec-2019	4.0000	.00		4.00	.00				.00			
25-Dec-2019	.0000	.00		8.00	.00				.00			
26-Dec-2019	8.0000	.00		.00	.00				.00			
27-Dec-2019	8.0000	.00		.00	.00				.00			

CASHOUTS, PAY DIFFERENTIAL & HIGHER DUTIES

Start Date

No data to display