

Web Enabled Payroll

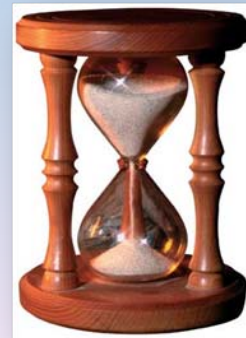
Employee Self Service (ESS)

Overview:

Accomack County is implementing a web-enabled payroll system which will extract payroll information and deliver it to employees through a secure website. This Employee Self Service (ESS) module will improve the current inefficient payroll process by eliminating paper checks and pay-stubs while providing many benefits to both employees and the County itself.

Goals

1. Save money(\$) and time for the County and employees by eventually discontinuing the inefficient process off hand delivering payroll checks/direct deposit stubs and by reducing check stock.
2. Reduce payroll related inquiries by allowing employees to serve themselves
3. Provide a mechanism to post important payroll messages
4. Go Green-Help the environment



Web Services

Payroll information is extracted and displayed to employees through a secure and private web site which enables employees access to:

Payroll Information

- Employee Basic Data
- Direct Deposit Detail
- Deductions
- Check History
- Accruals
- Year to Date Balances
- Vacation/Sick Time

Document Library

- Tax Documents/Forms
- Payroll Documents/Forms
- VRS Documents/Forms
- Others

Direct Deposit Benefits

Employee

- Help Environment
- Save Time and Money
(no trips to bank)
- No more lost checks
- Money(\$) gets into the bank faster and safer
- Even on snow days check gets deposited
- Improved security

County

- Helps Environment
- Saves Time and Money
(according to National Clearing House companies save \$3.15 per payment)
- Reduce check/stub production and distribution
(employee cost saving suggestions that we are acting on)

Signing Up

Signing up is Easy! Begin Today!

1. The link to the “Account Request” page is posted out on the homepage of Accomack Counties Website.
2. I will email a link out to all departments:
- simply go to that link and follow the instructions to request an account

****access to a computer and an internet connection is required***
(for those who do not have access to a pc will be able to call Dot for any payroll information, those at the landfill will have access through the scale house)

<http://accomack.ess.visualgov.com/RequestAccount.aspx>

Implementation Timeframe

- After today employees may sign up for an account and begin to access their information
- We will continue to use the current payroll process along with the new process until the Nov. 30th payday.
 - *No Direct Deposit Stubs after Nov. 30th payday*
- Jan 1st 2011-Discontinue Paper Checks
 - *Must be signed up for Direct Deposit (it takes one month for Direct Deposit to take effect from when you sign up)*

Q & A

