

St. Dominic Employee Self-Service (ESS)

Sign into self Service through Dominet or using my.stdom.com from outside the network. Multiple browsers are now supported including Safari for MAC



The landing screen provides a calendar, multiple links and resources. This screen is under construction at the present time.

The screenshot displays the Infor web application interface. At the top left is the Infor logo. The navigation bar includes a 'Home' link and several icons (a house, a globe, and a person). On the right side of the navigation bar, there are links for 'Site Actions', 'Browse', 'Page', and the user name 'dwatts'. Below the navigation bar, the main content area is titled 'Home' and features several sections:

- Group Calendar:** A calendar view for the week of February 08 - February 14, 2015. The days are Sunday through Saturday. The calendar shows a grid with a user named 'dwatts' listed on the left. Below the calendar is an 'Add Person' section with an input field and an 'Add Resources' button.
- Announcements:** A section stating 'There are currently no active announcements. To add a new announcement, click "Add new announcement".' Below this is a '+ Add new announcement' button.
- What's New:** A section titled 'Personal Items' with the message 'There are no items to show in this view.'
- Whereabouts:** A section with a dropdown menu set to '[All users]' and a message: 'There are no users in the group that you selected. To add users, click [here](#) to add.' Below this is a '< Prev 1 Next >' navigation element.
- Links:** A section with the message: 'There are currently no favorite links to display. To add a new link, click "Add new link".' Below this is a '+ Add new link' button.

Home

Group Calendar

February 08 - February 14 2015

	8 Sunday	9 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14 Saturday
dwatts							
Add Person:							

Add Person:

Add Resources

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement".

Add new announcement

What's New

Personal Items

There are no items to show in this view.

Whereabouts

[All users]

There are no users in the group that you selected. To add users, click [here](#) to add.

< Prev 1 Next >

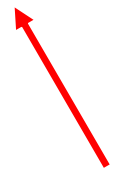
Links

There are currently no favorite links to display. To add a new link, click "Add new link".

Add new link

To Access ESS click the World Icon

Bookmarks ▾



Click Bookmarks to display the
ESS Bookmarks

Bookmarks

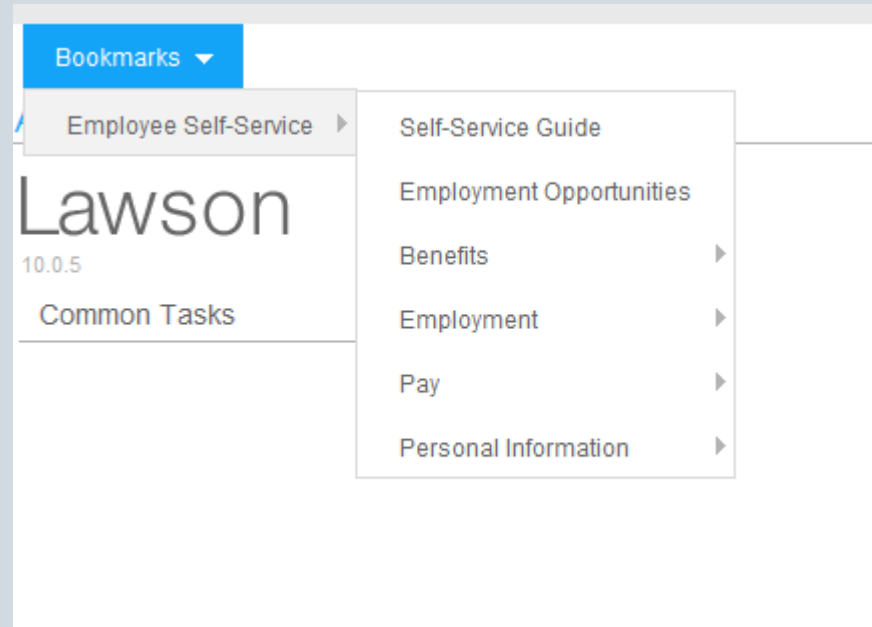
Employee Self-Service



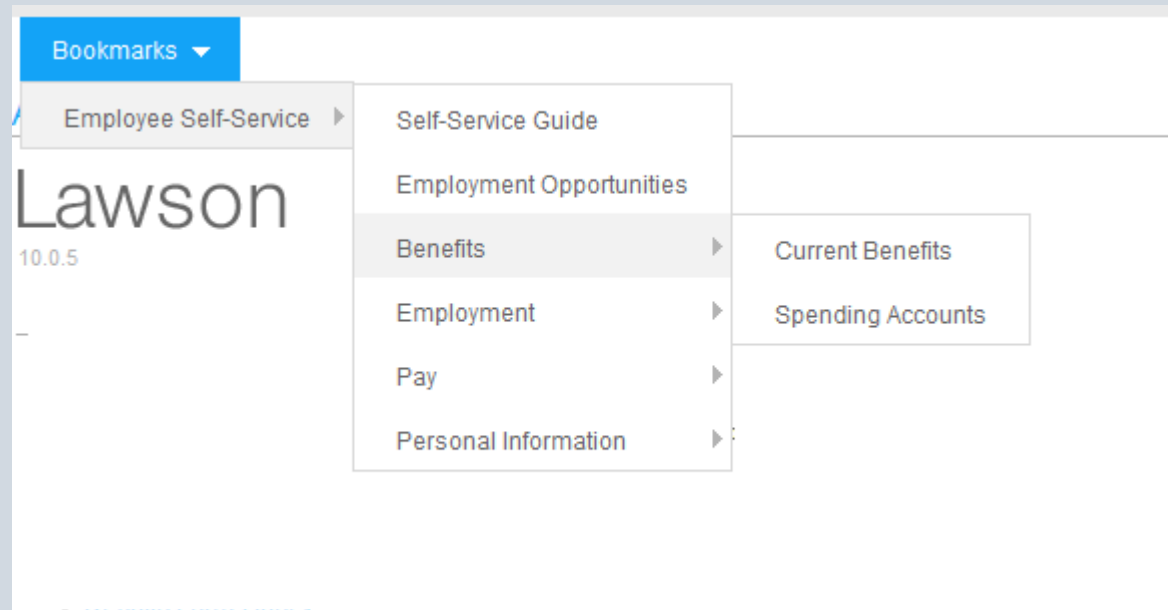
Hover the cursor over
Employee Self Service

Employment Opportunities

Opens a search window to display the job listing for St Dominic



Benefits



Current Benefits

List of your employee benefits.

Benefit Plans and Coverage

Select an effective date. Costs are per Pay Period.

Effective Date



[Continue](#)

MM/DD/YYYY

[Print](#)

Type of Plan	Plan	Start Date	Coverage	Pre-Tax Cost	After-Tax Cost	Company Cost
Defined Contribution	DC: 403B MATCH	06/01/2014	3.00 % of total	3.00%		50.00%
Dental	DENTAL HIGH OPTION	01/01/2015	EMPLOYEE	15.74		
Employee Life	BASIC LIFE - 1X SALARY	06/01/2014	19,000.00			
Health	HEALTH HIGH OPTION	01/01/2015	EMPLOYEE ONLY	52.02		
Health	VISION PLAN	06/01/2014	EMPLOYEE	3.21		

Spending Accounts

To get a detail, click on the plan for the year.

Spending Accounts



Flexible Spending Accounts

Plan	Start Date	Stop Date
MEDICAL SPENDING ACCOUNT	01/01/2015	12/31/2015
MEDICAL SPENDING ACCOUNT	01/01/2014	12/31/2014
MEDICAL SPENDING ACCOUNT	01/01/2013	12/31/2013
MEDICAL SPENDING ACCOUNT	01/01/2012	12/31/2012
MEDICAL SPENDING ACCOUNT	01/01/2011	12/31/2011

Summary

Total Annual Contributions	Total YTD Contributions	Total Reimbursements	Remaining Balance
1440.00	120.00		120.00

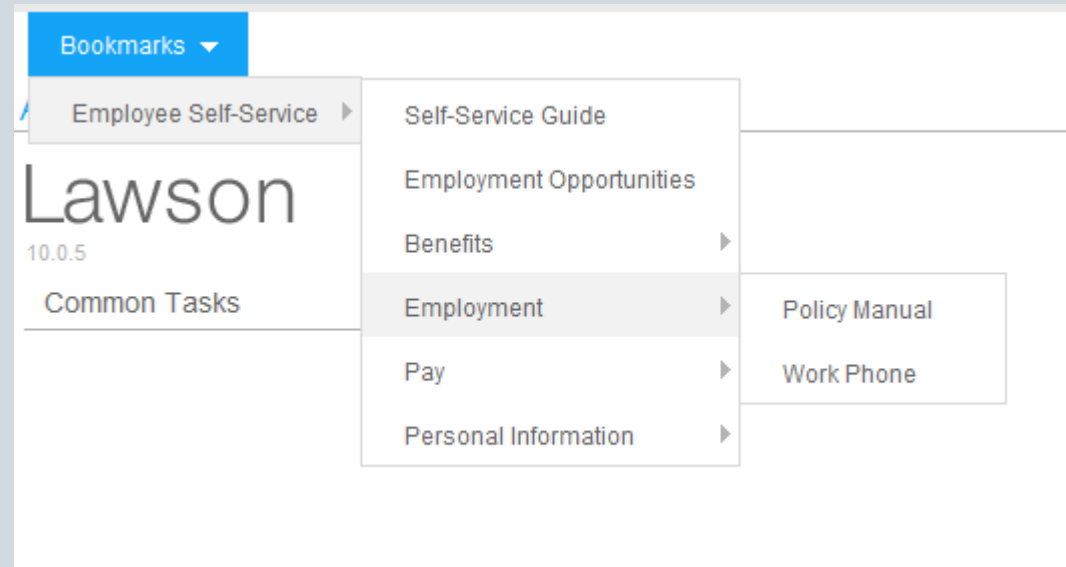
Detail

Start Date	Stop Date	Pay Period Amount	Annual Amount	Year to Date
01/01/2015	12/31/2015	60.00	1440.0000	120.00

Reimbursements

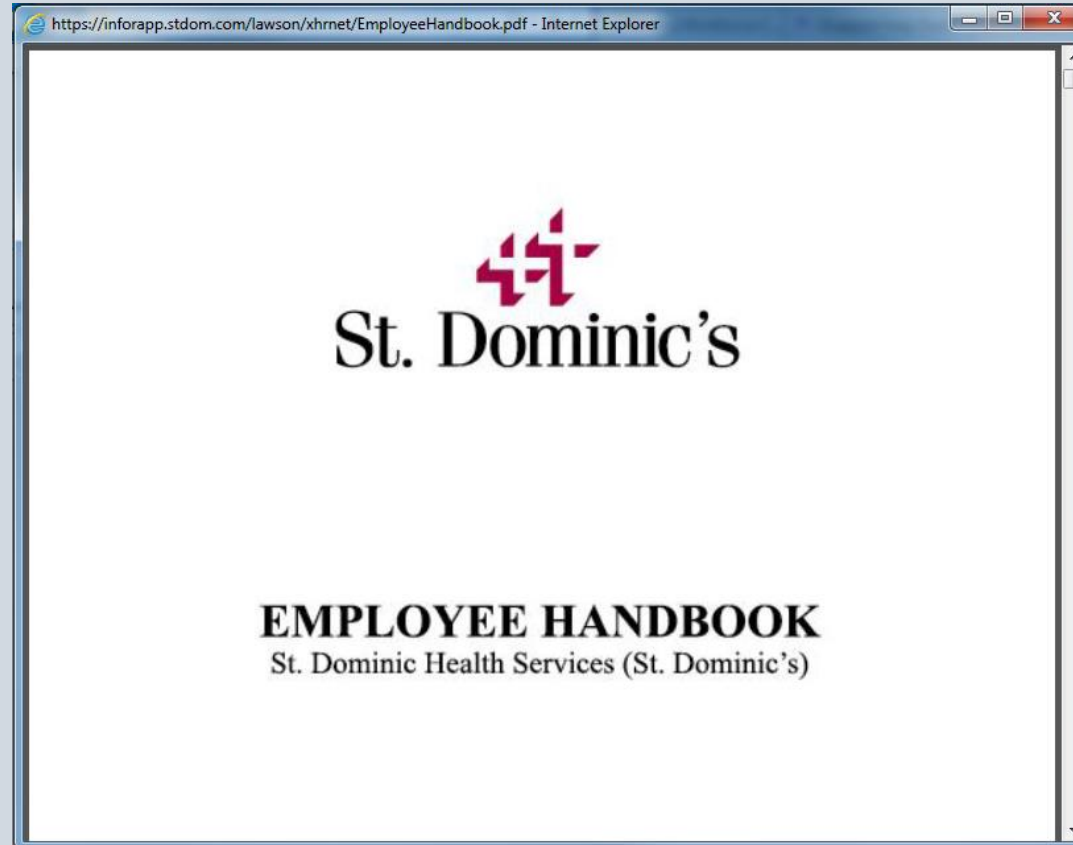
You do not have flexible spending account reimbursements for this plan.

Employment



Policy Manual

Clicking on the policy manual will display the Employee Policy manual in a separate window.



Work Phone

Update your email address.

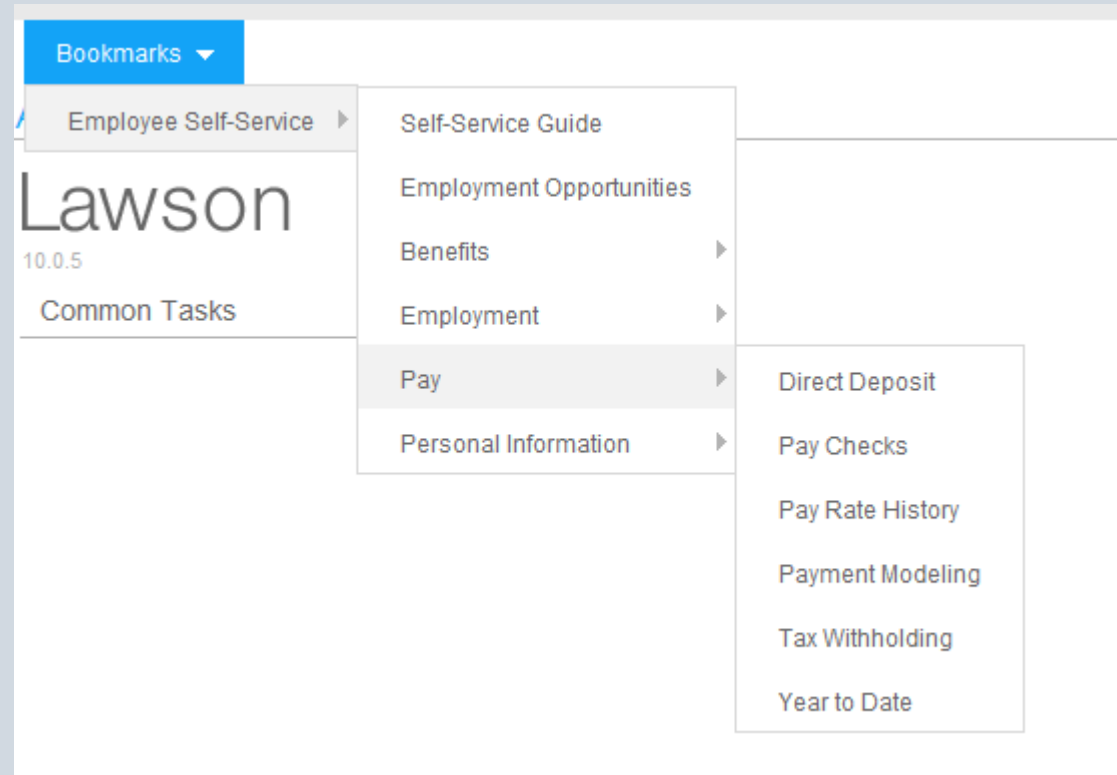
Bookmarks ▾

[Work Contacts](#)

Contact Details

Work Phone	<input type="text" value="6012004000"/>
Work Phone Extension	<input type="text" value="7890"/>
Work Phone Country Code	<input type="text"/>
Work E-Mail	<input type="text" value="myemail@stdom.com"/>
Personal E-Mail	<input type="text" value="myemail@comcast.net"/>

Pay



Direct Deposit

Any activity in ESS Direct Deposit will trigger notification emails. Emails will be sent to your St Dominic email work account (you@stdom.com) and your personal email account entered through ESS. If you need assistance setting up your email account in ESS, please see the Employment/Work Phone section above.

Activity in the ESS Direct Deposit will also trigger log files to be sent to your payroll department. If you have any questions, please contact your payroll department or HR.

Direct Deposit

The default account cannot be changed or deleted. You must contact payroll.
Up to 5 accounts can be created per employee

Direct Deposit



Accounts

You may open up to 4 accounts.

Bank	Account	Description	Type	Amount	
CHASE	1. 132546885 Default	Checking	Checking	100.00%	Close Account

Add

Direct Deposit – Add Account

Click Add

Please read the statement and agree to continue

Accounts

You may open up to 4 accounts.

Bank	Account	Description	Type	Amount	
CHASE	1. 132546885 Default	Checking	Checking	100.00%	Close Account

Add

Authorization

I hereby authorize my employer, ST DOMINIC, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until ST DOMINIC has received written notification from me of its termination in such timely manner as to give ST DOMINIC and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

Please contact the payroll department if you need a bank/routing number added to the system.

- I agree with this statement.
- I do not agree with this statement.

Direct Deposit – Add Account

Enter the following:

Description – description of the account

Flat Amount or Percent

Routing Number – click on the magnifying glass to choose a bank routing number

Enter the Account Number

IT IS YOUR RESPONSIBILITY TO MAKE SURE THE ROUTING AND ACCOUNT NUMBERS MATCH YOUR CHECKS OR ACCOUNT INFORMATION

Entering any of the data incorrectly will delay your Direct Deposit. If you have any questions contact payroll

Accounts

You may open up to 4 accounts.

Bank	Account	Description	Type	Amount	
CHASE	1. 132546885 Default	Checking	Checking	100.00%	Close Account

Add

REGIONS BANK

*Required

Bank

Effective Date*
MM/DD/YYYY

Description*

Account Type* Checking Savings

DONATION HUMANITARIAN BANK
969 LAKELAND DRIVE
JACKSON, MS 39216
US

Flat Amount or
Percent of Net

Deposit _____

AMOUNT

Routing Number*

Account Number*

Direct Deposit – Add Account

After clicking Update, you will see the added accounts.

Direct Deposit ▾ ✕

Accounts

You may open up to 3 accounts.

Bank	Account	Description	Type	Amount	
REGIONS BANK	1. 0020395337	Savings	Savings	100.00	Close Account
CHASE	2. 132546885 Default	Checking	Checking	100.00%	Close Account

[Add](#) [Select New Default](#)

Direct Deposit – Change Account

Click the account number to make changes to the account. Click update when finished.

Direct Deposit ▼ ✕

Accounts

You may open up to 3 accounts.

Bank	Account	Description	Type	Amount	
REGIONS BANK	1. 0020395337	Savings	Savings	100.00	Close Account
CHASE	2. 132546885 Default	Checking	Checking	100.00%	Close Account

[Add](#) [Select New Default](#)

Detail

Bank: REGIONS BANK
Routing Number: 064000017
Account Number: 0020395337
Effective Date: 02/12/2015
Account Type: Checking Savings
Account Description:
Flat Amount:
or
Percent of Net:
[Update](#) [Cancel](#)

Direct Deposit – Close Account

To close the account, click Close Account.

Remember you **MUST** have one active default account. The system will not let you close the default account.

Direct Deposit ▾ ✕

Accounts

You may open up to 3 accounts.

Bank	Account	Description	Type	Amount	
REGIONS BANK	1. 0020395337	Savings	Savings	150.00	Close Account
CHASE	2. 132546885 Default	Checking	Checking	100.00%	Close Account

[Add](#) [Select New Default](#)

Direct Deposit Reminder

Please remember any activity to your direct deposit account will trigger multiple emails. One to your St Dominic email address & one to your personal email address recorded in ESS. If you do not know how to change your email address, please refer to the beginning of this document.

Also a change to your Direct Deposit account will trigger a log file to be sent to your payroll office. If you have any questions, please contact your payroll office.

Pay Checks

A list of the last year of pay checks. Click on the date to display the check.

Pay Checks

Payments

Date	Gross	Net
01/30/2015	1107.20	823.58
01/16/2015	1106.71	785.43
01/02/2015	1078.27	775.92
12/19/2014	1158.68	801.03
12/05/2014	1106.37	765.87
11/21/2014	1174.32	820.79
11/07/2014	1183.59	823.03
10/24/2014	1106.24	783.50
10/10/2014	1105.00	800.00


Pay Rate History

Click Continue to see the list below

History

*Required

Select a through date.*

02/13/2015 

Continue

MMDD/YYYY

Effective	Rate	Annual Salary	Percent Change	Currency
03/24/2014	13.84	28787.20	2.52	USD
08/05/2013	13.50	28080.00	0.00	USD

Payment Modeling

Payment Modeling allows you to key in different scenarios of your paycheck to see the end result. Key in Deductions, Exemptions, etc & click Calculate. This does not affect your check. To make the changes to your check, either make them here in ESS or contact Payroll.

Payment Modeling ✕

Calculator Results

Wages

Pay Rate

Hours

Gross Amount

Net Amount

Frequency

Taxes

Federal

Exemptions

Marital Status

Extra Withholding

State

State Mississippi

Exemptions

Marital Status

Extra Withholding

Local

County

City

School

Gross Amount	1107.20
Net Amount	823.26
Hours	80.00
Pay Rate	13.84
Federal	73.44
State	28.00
Social Security	64.31
Medicare	15.04
County	
City	
School	
Other	
Exempt	
Section 125	69.93
401(k)	
403(b)	33.22
457(b)	
457(b) Exempt Entity	
457(f)	
Other Deferred Compensation	
After-Tax	

Tax Withholding

Change your amounts of Federal & State Withholdings. Click on the gray arrow in front of the description to make a change.

Tax Withholding

Deductions

Description	Resident Status	Marital Status	Exemptions	Additional Exemptions	Additional Amount
→ FD: INCOME TAX	Resident	Single	2	0	
→ MS: INCOME TAX	Resident	Single	0	0	

Tax Withholding Federal

Key in the changes to your w4

Click Model to go to Payment modeling to see the affect of the change

Click Continue when finished.

Click W-4 Instructions to go to the IRS web site.

Tax Withholding ✕

W-4 Form

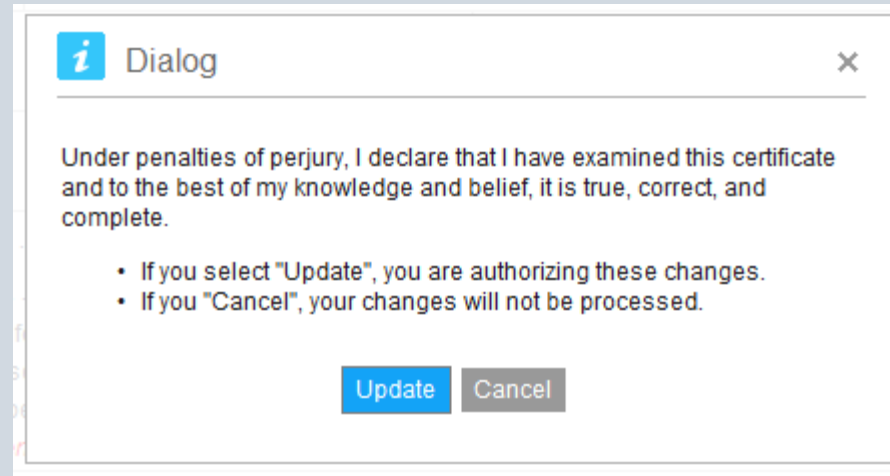
<p>Form W-4 Department of the Treasury Internal Revenue Service</p>	<h3>Employee's Withholding Allowance Certificate</h3> <p>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	<p>OMB No. 1545-0074</p> <h1 style="margin: 0;">2015</h1>
<p>1 Your first name and middle initial</p> <p>JOHN R.</p>	<p>Last name</p> <p>WIXSON</p>	<p>2 Your social security number</p> <p>3198</p>
<p>Home address (number and street or rural route)</p> <p>306 PEARL DRIVE</p>	<p>3 <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</p>	
<p>City or town, state, and ZIP code</p> <p>PEARL, MS 39208</p>	<p>4 If your last name differs from that shown on your social security card, call 1-800-772-1213 for a replacement card.</p>	
<p>5 Total number of allowances you are claiming.....</p>	<p>5 <input style="width: 50px; border: 1px solid black;" type="text" value="2"/></p>	
<p>6 Additional amount, if any, you want withheld from each paycheck.....</p>	<p>6 <input style="width: 50px; border: 1px solid black;" type="text"/></p>	
<p>7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption.</p> <ul style="list-style-type: none">• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. <p>If you meet both conditions, write "EXEMPT" here. <i>(Contact your Payroll department to claim EXEMPT).</i></p>		
<p>Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.</p>		
<p>Employee's signature</p> <p>8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)</p>	<p>9 Office code (optional)</p>	<p>Date</p> <p>10 Employer identification number (EIN)</p>

For Privacy Act and Paperwork Reduction Act Notice, see page 2 of paper form.

Continue Model Back Print [W-4 Instructions](#)

Tax Withholding – Federal

Click Update to complete the change



Tax Withholding – State

Fill in your changes and click Continue

***Required**

Residency

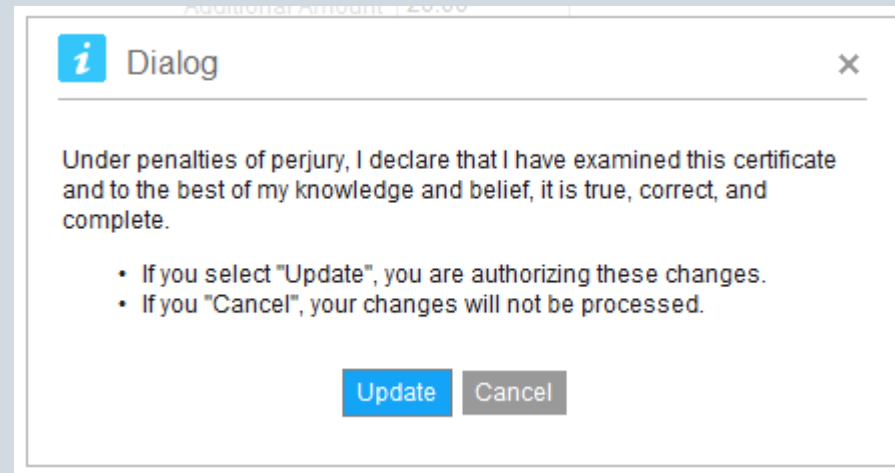
Status*

Exemptions

Additional Amount

Tax Withholding – State

Click Update to complete the change



Year to Date

Year to Date Totals of your Pay
Select the year by clicking the dropdown

Year to Date

Select a year

- 2015
- 2014
- 2013

Year to Date

After selecting the year the totals will be displayed for Pay, Deductions and Taxes. Scroll down to see the all of the information

Year to Date ▼ >

Select a year

Payment Details Print

Wages - United States Dollars, US

Pay Type	Hours	Wages
REG	1907.87	26235.30
OVERTIME	27.66	565.59
BTO	164.44	2259.62
EVENING T2	11.48	14.35
NIGHT T2	5.35	6.69
Total	2116.80	29081.55

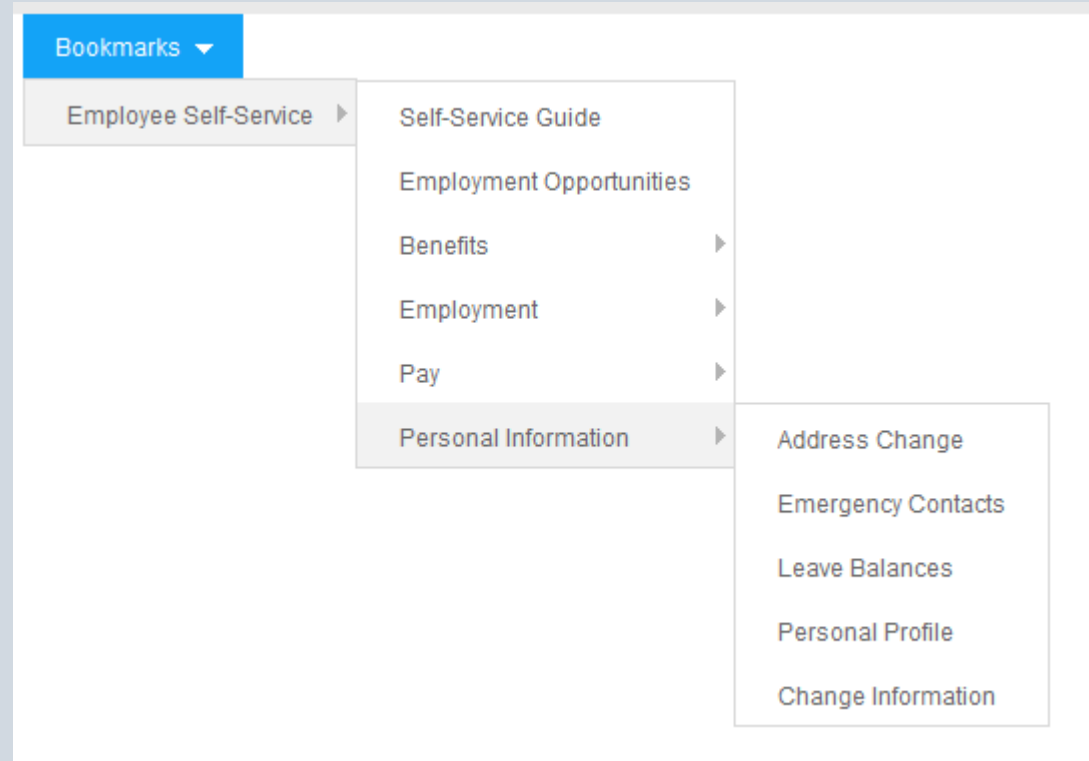
Taxes

Deduction	Amount	Taxable Wages
FD: INCOME TAX	1993.56	26465.49
FD: EMPLOYEE SOC SEC	1694.95	27337.95
FD: EMPLOYEE MEDICARE	396.40	27337.95
MS: INCOME TAX	758.00	26465.49
Total	4842.91	

Pre-Tax Deductions

Deduction	Amount
BN-HL1: EE PRETAX HIGH	1288.08
BN-VS1: EE PRETAX	83.52
BN-DN1: EE PRETAX	372.00

Personal Information




Address Change

The effective date is required!

Address

Home Supplemental

*Required

Effective Date* 
MM/DD/YYYY

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

County

Country

Phone

Phone Country Code

Emergency Contact

Click Add then fill out the information. Click Update to complete the add.

[Emergency Contacts](#)

Contacts

To add an emergency contact, click on the Add button.

Detail

*Required

First Name*

Last Name*

Relationship

Cell Phone

Cell Phone Country Code

Home Phone

Home Phone Country Code

Work Phone

Extension

Work Phone Country Code

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

Country

Leave Balances

Display BTO & ESL Balances. Click BTO Plan or Extended Sick Leave to see the balance

Leave Balances

BTO PLAN EXTENDED SICK LEAVE

Balance Totals [Balance Details](#)

Available Time: 23.18 hours

LP: BTO ACTIVE

- ▶ Available Time: 23.18 hours

Leave Balances – Detail

Click the arrow under Balance Details (next to LP: BTO ACTIVE) to display a detail of the time. The detail may be printed with the Print button.

Leave Balances

BTO PLAN EXTENDED SICK LEAVE

Balance Totals Balance Details Print

Available Time: 23.18 hours

LP: BTO ACTIVE

Available Time: 23.18 hours

Date	Description	Amount
01/25/2015	Accrual	6.74
01/25/2015	Use	-2.00
01/11/2015	Accrual	6.75
01/11/2015	Use	-12.10
12/28/2014	Accrual	6.59
12/28/2014	Use	-34.23
12/14/2014	Accrual	6.77
11/30/2014	Accrual	6.76
11/30/2014	Use	-26.62
11/16/2014	Accrual	6.77
11/16/2014	Use	-8.00
11/02/2014	Accrual	6.77
11/02/2014	Use	-8.00
10/19/2014	Accrual	6.76

Personal Profile

No information can be changed in this view

Bookmarks ▾

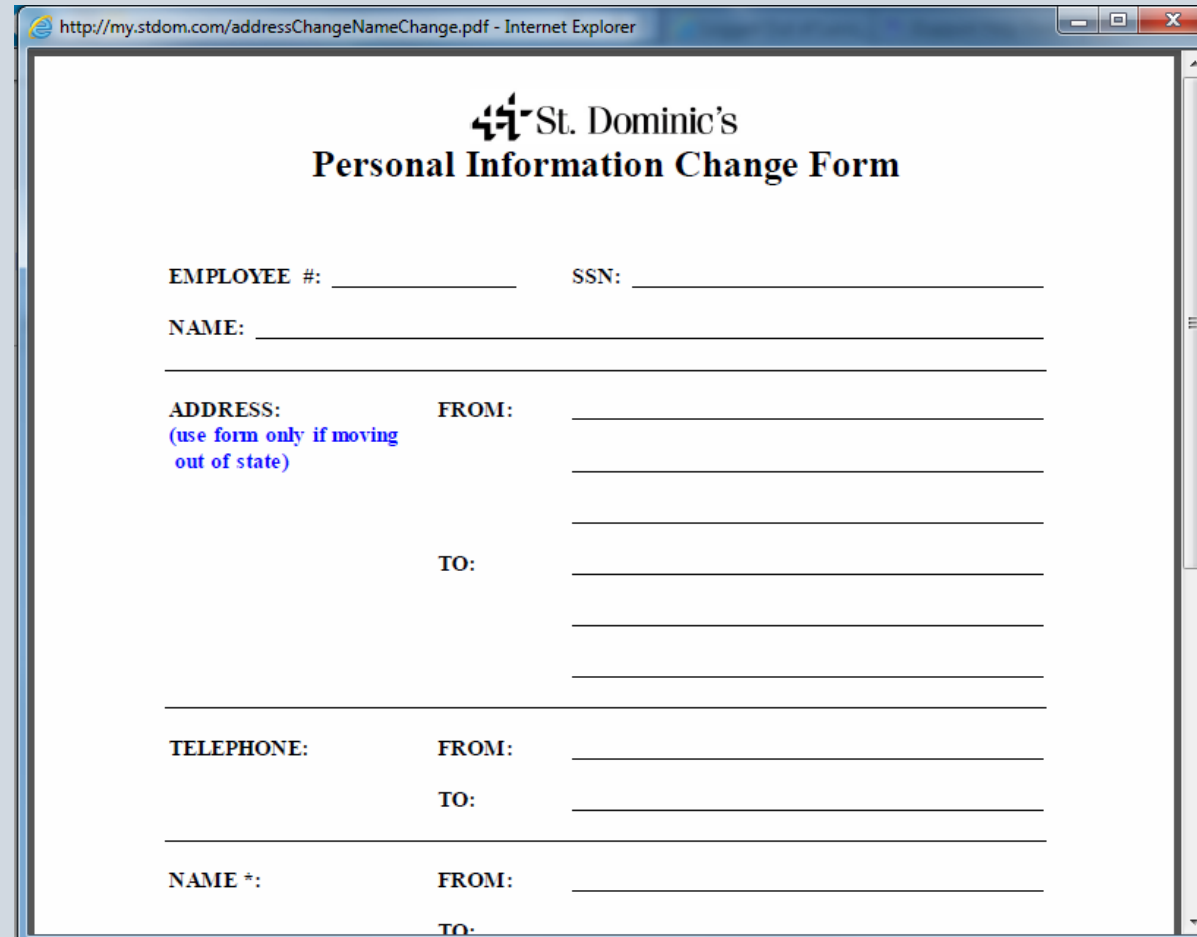
[Personal Profile](#)

Personal Information

Employee Name	George Smith
Preferred Name	Bucky
Social Number	4343
Birth Date	01/01/1995
Gender	Male
Ethnicity	WHITE
Disability	
Marital Status	Single
Veteran Status	
Former Name	
Maiden Name	

Change Information

Any other changes will need to be printed on this form and sent to HR



The image shows a screenshot of a web browser window displaying a PDF form. The browser's address bar shows the URL: <http://my.stdom.com/addressChangeNameChange.pdf>. The form is titled "St. Dominic's Personal Information Change Form" and includes the following fields:

EMPLOYEE #: _____ **SSN:** _____

NAME: _____

ADDRESS: _____
(use form only if moving out of state)

FROM: _____

TO: _____

TELEPHONE: _____

FROM: _____

TO: _____

NAME *: _____

FROM: _____

TO: _____

Sign Off

It is very important to click your user in the top right hand corner, select sign off and close the browser. Failing to do so will leave your information active in the browser.

