

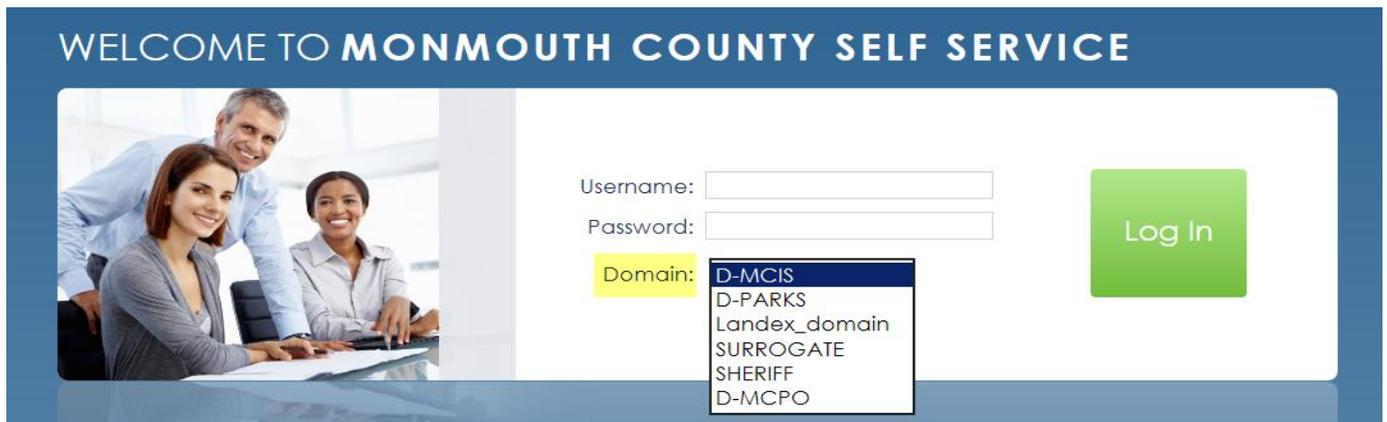
Log in to Self Service

At the Welcome to Self Service screen, enter your AD Login (your username), and your password. Select your domain from the drop down menu, and click Log In.

1. Enter your **AD Login**. Enter **only lowercase letters**. (This is the username you use to log into your computer.)
2. Enter your AD **password**. (This is the password you use to log into your computer.)
3. Select the correct **Domain** from the drop down menu.
4. Click **Log In**.



The domain names you can select from include: D-MCIS, D-PARKS, Landex_domain, SURROGATE, SHERIFF, and D-MCPO.



Employee Self Service

When you log into Employee Self Service, you will be able to view the following information on the Employee Self Service Dashboard:

- Personal Information
- Pay Information
- Attendance
- Benefits
- Benefit Provider Links
- Personal Assistant
- My Employee Forms & Memos



Buttons

You must use the navigation buttons provided by Self Service. You will not be able to use your browser back and forward buttons; hitting the back button on your browser will log you out of Self Service.



Help

The Help button links you the Personality Knowledge-base (WIKI)



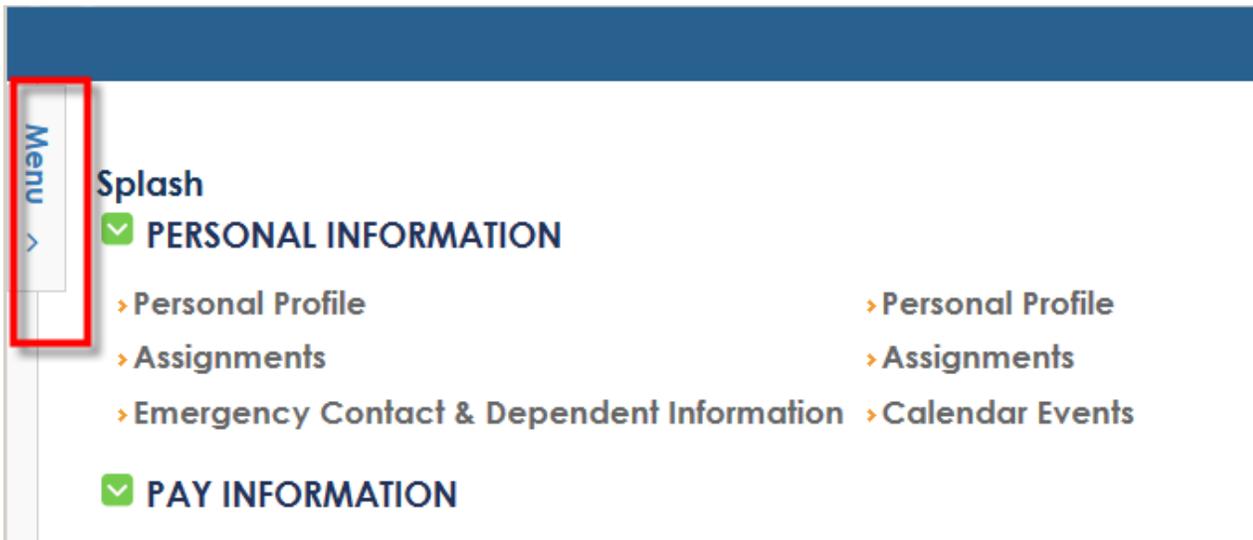
Exit

The Exit button will log you out of Employee Self Service.

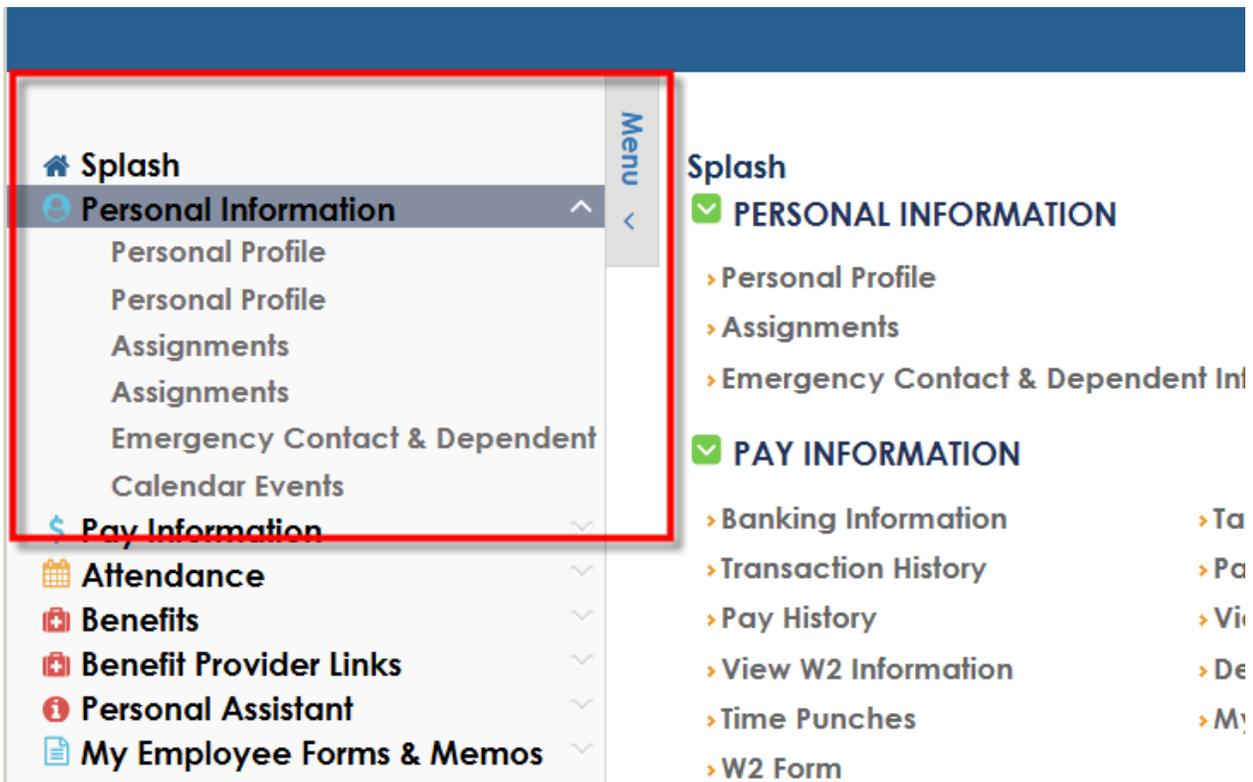


Navigation

Using the Menu button, the Left Navigation Menu can be collapsed:

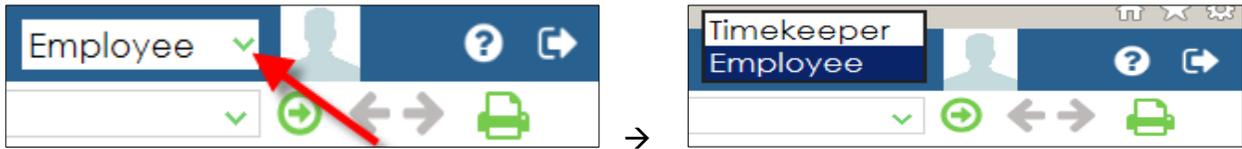


Or expanded:



Employee Role Button

The Employee Role button is used to switch roles. Most Employees have only the Employee role.



Timekeeper View

Collapsed:

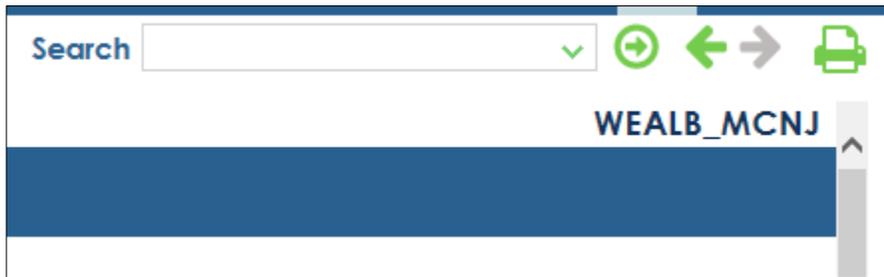


Expanded:



Action Buttons

There are four buttons to the right of the Search field: Go, Backward, Forward, and Print.



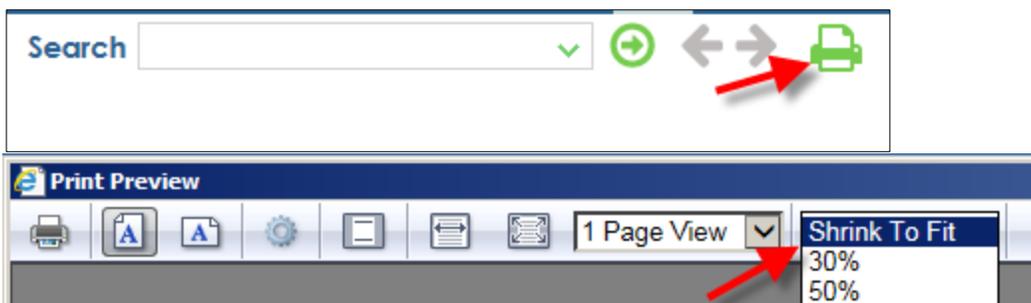
Search

Search allows you to search for specific reports/screens. The report name is displayed below and to the right of the Search field box.



Print

Print will open a new window with the left Menu collapsed. You can then use the browser's built in Print function to send the webpage to the printer. Right click on the page and select *Print preview...* You may need to adjust the print size from the *Shrink to Fit* dropdown to a % in order to get all the info on one page.



Report Parameters & Load

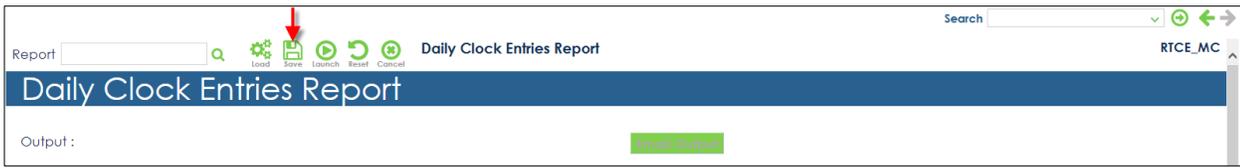
Saved report parameters are found by clicking the magnifying glass next to the Report field.

Load will load the parameters you choose for your report.

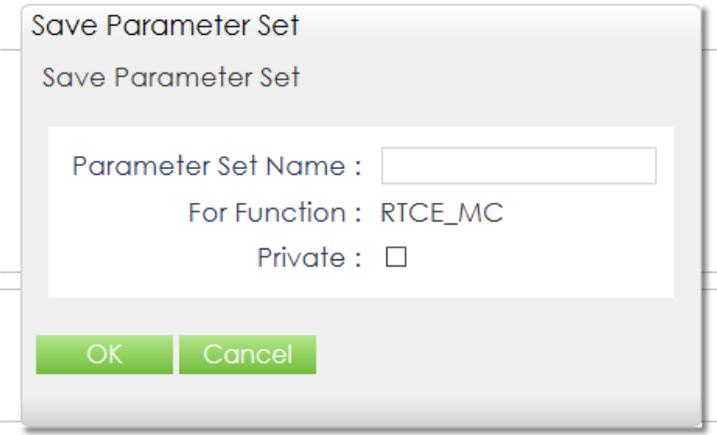


Save

Once you enter your report Parameters, Save will save your Parameter Set.



Give the Parameter Set a name and check the Private checkbox.



Launch

Launch will run your report.



Reset

Reset will reset the report for a new execution.

