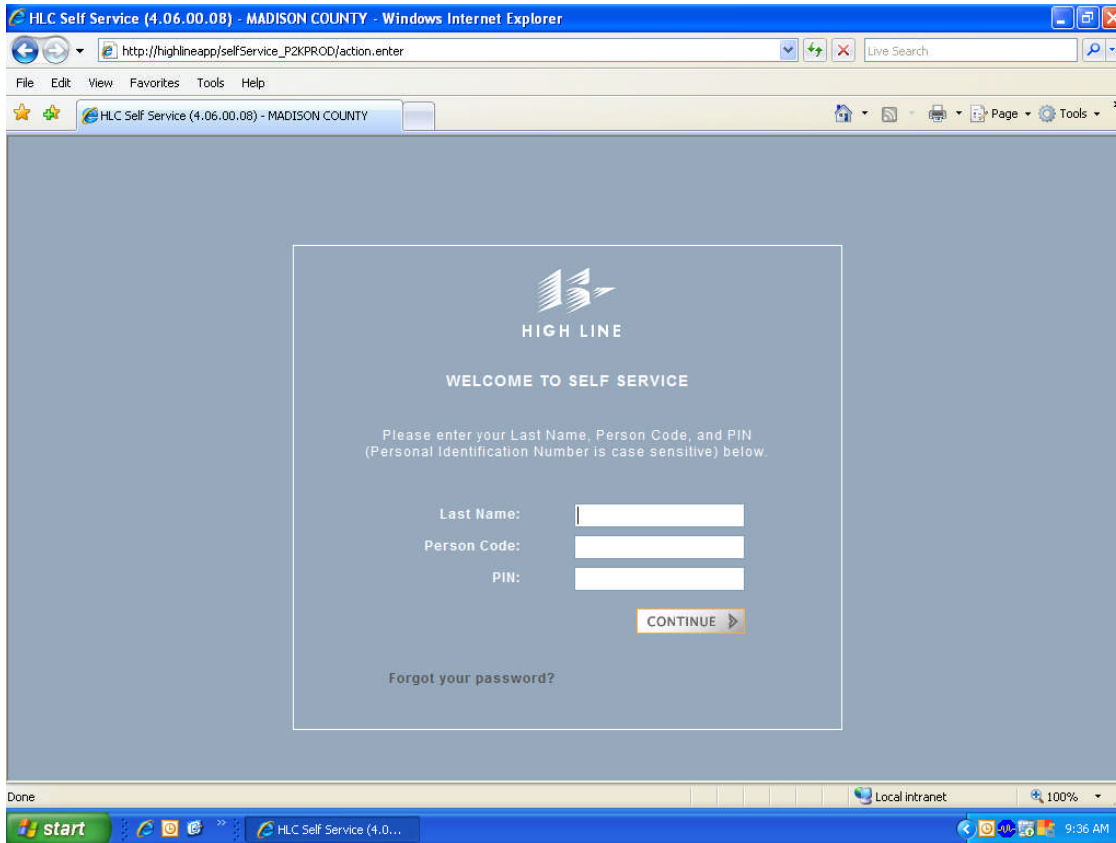


You will access Payroll Self Service through the Madison County Intranet.

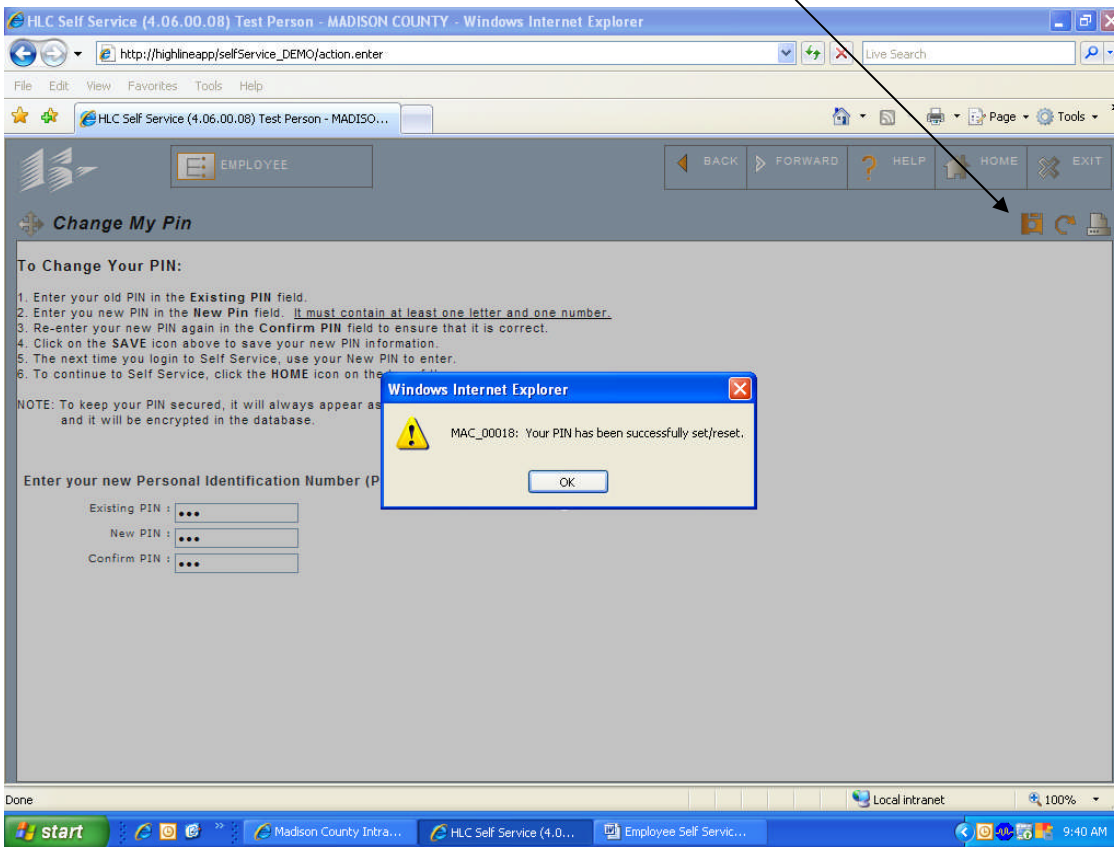


After the logon screen appears, you must enter your information.  
Your 'Person Code' is a 1-4 digit number that can be found on your check in the upper right hand side under 'Employee ID'.  
Your initial 'PIN' is your last name's initial plus the last 5 digits of you SSN (L#####).



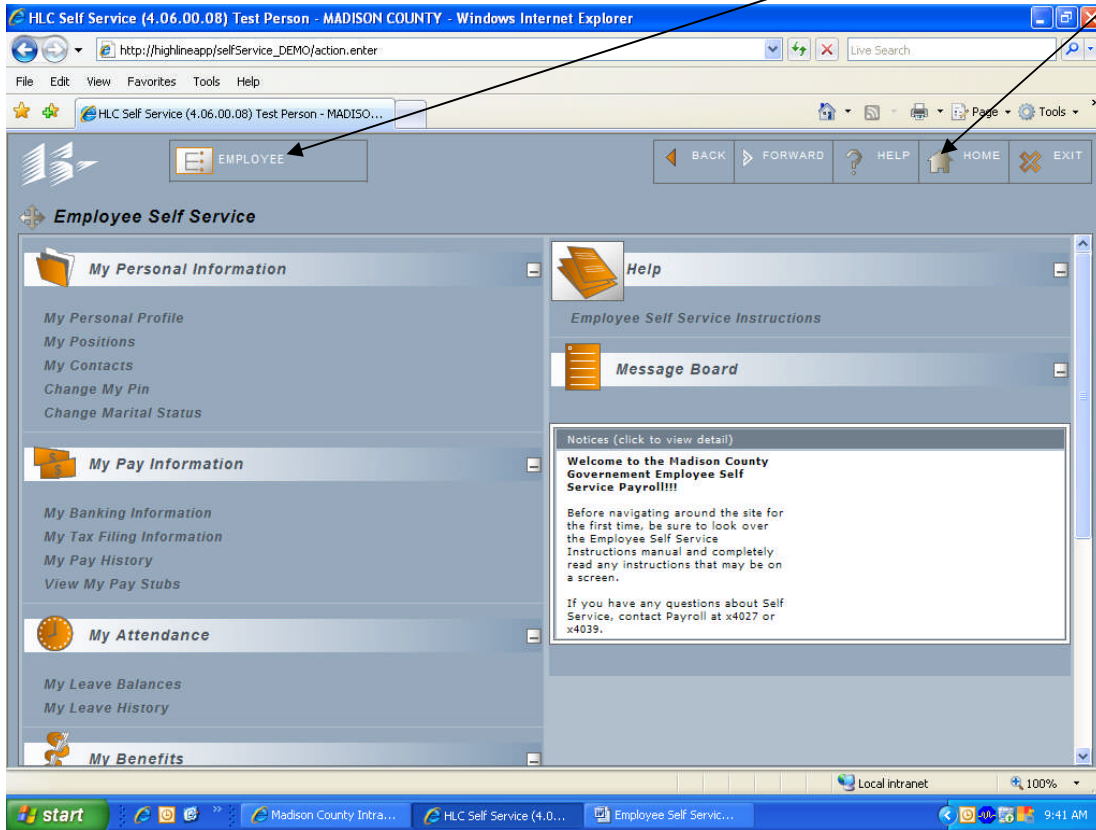
Change your pin:

To Save any changes that you make, you must use the SAVE icon.

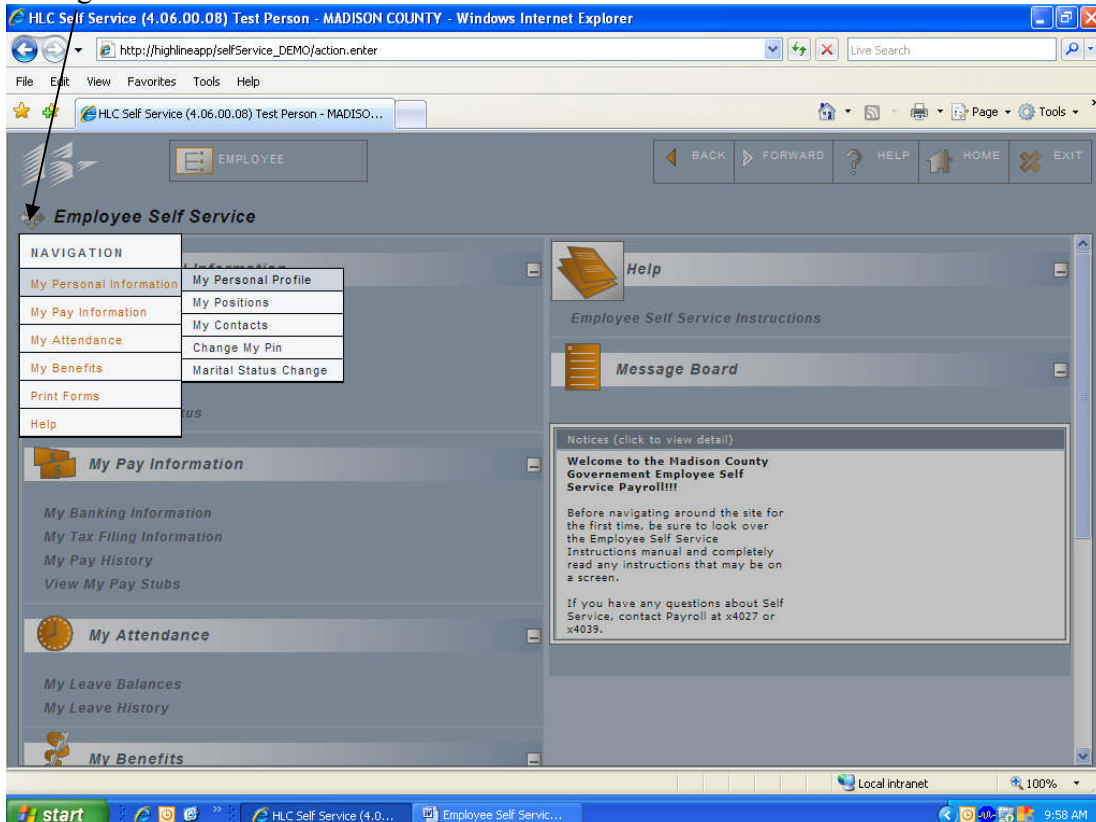


This is the employee's self service home page:

To return to the home page from another page, click on either the 'Employee' icon or the 'Home' icon.



To navigate from one screen to another, you can click on the navigation arrows to display the drop down 'Navigation' bar.



My Personal Profile Screen will have all your personal information.

HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer

http://highlineapp/selfService\_DEMO/action.enter

EMPLOYEE

BACK FORWARD HELP HOME EXIT

### My Personal Profile

**How To Change Personal Information:**

1. Click on the **Edit Data** icon below to make changes.
2. The information in the white boxes can be changed.
3. After making your changes, click the **SAVE** icon above.
4. You will then be prompted to select an **Effective As Of** date. Click the calendar next to the date and click on the actual day this change should be effective.
5. For the **Change Reason**, click on the magnifying glass and select the appropriate change reason and click **Submit**.
6. After you have chosen the **Effective As Of** and **Change Reason**, click on **Submit**.
7. This process does not automatically change your information. Payroll must Accept the change before it is official.

Click on icon to make changes

**Personal Basic Information**

First Name : **Test**  
 Last Name : **Person**  
 S.S.N. : **123-45-6789**  
 Date of Birth : **Dec-12-1979**  
 Gender : **Male**

Effective : **Jan-01-0001**      Expiry : **Dec-31-3999**      Change Reason :

Date Sensitive Details (click on a date above to view details)

HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer

http://highlineapp/selfService\_DEMO/action.enter

EMPLOYEE

BACK FORWARD HELP HOME EXIT

### My Personal Profile

Effective : **Jan-01-0001**      Expiry : **Dec-31-3999**      Change Reason :

Date Sensitive Details (click on a date above to view details)

**Personal Address & Contact Information**

Address 1 : **123 Somewhere**      Home Phone : **(618) 867-5309**  
 Address 2 :      Alt. Phone # :  
 City : **Metro**      Cellular # :  
 State, Country : **Illinois , USA**      Home E-mail :  
 Zip Code : **62000**      Marital Status :

**Mailing Address (If different from Physical Address above)**

Mailing Address 1 :  
 Mailing Address 2 :  
 Mailing City :  
 State, Country :  
 Mail Zip Code :

Note: Click the left or right orange arrow to look at a previous or future effective record.

My positions list the position you are currently in and your wage rate:

You can view the Compensation part of your position by clicking on the 'Compensation' tab.

The screenshot shows a web browser window titled "HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer". The address bar shows "http://highlineapp/selfService\_DEMO/action.enter". The page content includes a navigation menu with "EMPLOYEE", "BACK", "FORWARD", "HELP", "HOME", and "EXIT". Below this is a section titled "My Positions" with a table listing positions. The table has columns for Position, Start Date, End Date, Description, and Hire Date. A single row is visible with Position "PRIMARY", Start Date "Jul-25-2008", and Hire Date "Jul-25-2008". Below the table is a date range selector showing "Jan-01-0001" to "Jul-25-2008". Below that, the effective date is "Jul-25-2008", expiry is "Dec-31-3999", and change reason is "INITIAL RECORD". A tabbed interface shows "POSITION DETAILS" and "COMPENSATION" tabs. The "COMPENSATION" tab is active, displaying "Department : TREASURER", "Title : Clerk III", and "Status : ACTIVE". A note at the bottom states: "Note: Click the left or right orange arrow to look at a previous or future effective record." The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 9:43 AM.

Position	Start Date	End Date	Description	Hire Date
PRIMARY	Jul-25-2008			Jul-25-2008

Effective : Jul-25-2008      Expiry : Dec-31-3999      Change Reason : INITIAL RECORD

Department : **TREASURER**      Title : **Clerk III**  
Work Email :      Status : **ACTIVE**

Note: Click the left or right orange arrow to look at a previous or future effective record.



This screen has your current banking information:

HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer

http://highlineapp/selfService\_DEMO/action.enter

EMPLOYEE

### My Banking Information

**How To Enroll into Direct Deposit:**

1. Open and print the [Direct Deposit Form](#).
2. Enter Name and Department Name.
3. Complete the entire form.
4. Sign and date the form.
5. Attach voided check or a deposit slip.
6. Send to Treasurer's office attention Payroll.

SEARCH:  CLEAR

Browsing your Bank Accounts on file

Payment Rule	Bank	Flat \$ Amount	Pay Remaining
Pay By Check			Yes
Pay by Deposit	The Bank of Edwardsville, 081004070	500.00	

Done Local intranet 100%

HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer

http://highlineapp/selfService\_DEMO/action.enter

EMPLOYEE

### My Banking Information

SEARCH:  CLEAR

Browsing your Bank Accounts on file

Payment Rule	Bank	Flat \$ Amount	Pay Remaining
Pay By Check			Yes
Pay by Deposit	The Bank of Edwardsville, 081004070	500.00	

1 - 2 of 2

\* Payment Rule : **Pay by Deposit**  
Bank Location : **The Bank of Edwardsville, 081004070**  
Account Type : **Checking**  
Flat \$ Amount : **500.00**

Done Local intranet 100%



This is your current Federal and State W-4 information:

The screenshot shows a web browser window titled "HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer". The address bar shows "http://highlineapp/selfService\_DEMO/action.enter". The page content includes a navigation bar with "EMPLOYEE" and "BACK FORWARD HELP HOME EXIT" buttons. The main heading is "My Tax Filing Information". Below it, a section titled "How To Change Your Tax Information:" contains a list of four steps: 1. Open and print the [W-4 Form](#). 2. Fill in Boxes 1-7. 3. Sign and date the form. 4. Send to Treasurer's Office attention Payroll. A table with the following content is displayed:

Description
W-4
1 - 1 of 1

Below the table is a navigation arrow labeled "Jan-01-0001". Further down, the following information is shown:

Effective as of : **Jan-01-0001** Expires on : **Dec-31-3999** Change Reason : **INITIAL RECORD**

Below this is a section for "FEDERAL STATE" with the following details:

Filing Status : **Single**  
# of Exemptions : **0**  
Add. \$ Amount : **0.00**

At the bottom, two notes are present: "Note: If you file **Married, but withhold at higher Single** rate your Filing Status will be **Single**." and "Note: Click the left or right orange arrow to look at a previous or future effective record."

This is a duplicate of the screenshot above, showing the same "My Tax Filing Information" page with the same content, including the list of steps, the table, the effective dates, and the filing status details.

This screen has all your pay history information:

The screenshot shows a web browser window titled "HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer". The address bar shows the URL "http://highlineapp/selfService\_DEMO/action.enter#WEPPH". The page content includes a navigation bar with "EMPLOYEE" and buttons for "BACK", "FORWARD", "HELP", "HOME", and "EXIT". Below this is a "My Pay History" section with a search bar and a table of pay history. The table has columns for "Pay Issue Date", "Period Starting", "Period Ending", and "Net Amount". Two rows are visible: one for Sep-05-2008 and another for Aug-22-2008, both with a net amount of 844.14. Below the table is a "DEPOSITS" section with a sub-table showing a deposit from "The Bank of Edwardsville" for 500.00 on Sep-05-2008. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 9:49 AM.

**My Pay History**

SEARCH:  CLEAR

Browsing your Pay History by Pay Issue Date

Pay Issue Date	Period Starting	Period Ending	Net Amount
Sep-05-2008	Aug-16-2008	Aug-29-2008	844.14
Aug-22-2008	Aug-02-2008	Aug-15-2008	844.15

1 - 2 of 2

**DEPOSITS** CHECKS

Detailed below is the historical pay information on file for you

Bank	Bank Transit	Type	Status	Date Issued	Amount
The Bank of Edwardsville	081004070	Checking	Deposit Issued	Sep-05-2008	500.00

1 - 1 of 1

This screenshot is identical to the one above, but the "CHECKS" tab is selected instead of "DEPOSITS". The sub-table below the "DEPOSITS" section now shows a check with the following details:

Check #	Type	Paid to	Amount
10691	Computer Check	Person, Test	344.14

1 - 1 of 1

You can view your pay stubs here:

**View My Pay Stubs**

**How To Print a Copy of Your Check:**

1. Select the **Pay Issue Date** you wish to print.
2. Select the **Print View** icon on the top right of the screen.
3. After the Print View screen pops up, click the **Print** button on the top of the screen.

Pay Issue Date	Pay#	Pay Period	Period Starting	Period Ending	Net Pay \$	Entity
Sep-05-2008	0002	200836	Aug-16-2008	Aug-29-2008	844.14	MADISON COUNTY
Aug-22-2008	0001	200834	Aug-02-2008	Aug-15-2008	844.15	MADISON COUNTY

1 - 2 of 2

Use the Print View button at the top of this page to see the printable version of this pay stub

Pay # : **0002**      Employee ID : **1669**

Pay Ending Date : **Aug-29-2008**      Name : **Test Person**

Pay Issue Date : **Sep-05-2008**      Address : **123 Somewhere**

Net Pay \$ : **844.14**      Locality : **Metro, IL 62000**

Department : **TREASURER**

**Print**

**MARK VON NIDA, COUNTY CLERK**  
**FRED BATHON, TREASURER**  
MADISON COUNTY, ILLINOIS

**Earnings Statement**

Pay # : 0002      Employee ID : 1669

Pay Ending Date : Aug-29-2008      Name : Test Person

Pay Issue Date : Sep-05-2008      Address : 123 Somewhere

Net Pay \$ : 844.14      Locality : Metro, IL 62000

Department : TREASURER

Time and Earnings	Rate	Time	This Period	Year-to-Date
Regular Earnings	14.53	74.00	1,075.22	2,237.62
Vacation Earnings	14.53	3.00	43.59	43.59
Sick Earnings	14.53	3.00	43.59	43.59

Deductions	This Period	Year-to-Date
Dental	9.69	19.38
IMRF-EE	52.31	104.62
Fed Tax	135.06	270.12
FICA-EE	71.47	142.94
Med-EE	16.72	33.43
IL State Tax	33.01	66.02

Other Amounts	This Period	Year-to-Date

Leave Accruals	Earned	Taken	Ending Balance
Comp	0.00	0.00	0.00
Family Sick Days	0.00	0.00	0.00
Personal	0.00	0.00	0.00
Sick	4.92	3.00	6.84

This screen has your leave balances as of the last pay date:

**My Leave Balances**

How To Print a Copy of Your Leave Balances:

1. Select the **Print View** icon on the top right of the screen.
2. After the Print View screen pops up, click the **Print** button on the top of the screen.

Type of Leave	Evaluated	Prior Yr Balance	Current Yr Earned	Current Yr Taken	Unaccrued Given	Unaccrued Taken	Current Balance
Comp	Aug-29-2008	.0000	.0000	.0000	.0000	.0000	.0000
Family Sick Days	Aug-29-2008	.0000	.0000	.0000	.0000	.0000	.0000
Personal	Aug-29-2008	.0000	.0000	.0000	.0000	.0000	.0000
Sick	Aug-29-2008	.0000	9.8400	3.0000	.0000	.0000	6.8400
Vacation	Aug-29-2008	.0000	6.1600	3.0000	.0000	.0000	3.1600

1 - 5 of 5

**Print**

**MARK VON NIDA, COUNTY CLERK**  
**FRED BATHON, TREASURER**  
 MADISON COUNTY, ILLINOIS

**My Leave Balances**

Employee : 1669 , Person Test .. Employee , PRIMARY

Type of Leave	Evaluated	Prior Yr Balance	Current Yr Earned	Current Yr Taken	Unaccrued Given	Unaccrued Taken	Current Balance
Comp	Aug-29-2008	.0000	.0000	.0000	.0000	.0000	.0000
Family Sick Days	Aug-29-2008	.0000	.0000	.0000	.0000	.0000	.0000
Personal	Aug-29-2008	.0000	.0000	.0000	.0000	.0000	.0000
Sick	Aug-29-2008	.0000	9.8400	3.0000	.0000	.0000	6.8400
Vacation	Aug-29-2008	.0000	6.1600	3.0000	.0000	.0000	3.1600

This screen list the days you have taken off:

The screenshot shows a web browser window titled "HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer". The address bar contains the URL "http://highlineapp/selfService\_DEMO/action.enter#WEALH". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation buttons (BACK, FORWARD, HELP, HOME, EXIT). The main content area displays "My Leave History" with a table of leave records. The table has five columns: Start Date, End Date, Leave Type, Time, and Bs. Below the table, it indicates "1 - 4 of 4" records. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time "9:52 AM".

Start Date	End Date	Leave Type	Time	Bs
Thu 28-Aug-2008	Thu 28-Aug-2008	VACATION	1.00	HR
Tue 26-Aug-2008	Tue 26-Aug-2008	SICK	2.00	HR
Wed 20-Aug-2008	Wed 20-Aug-2008	VACATION	2.00	HR
Mon 18-Aug-2008	Mon 18-Aug-2008	SICK	1.00	HR

My current benefits list all your current benefits:

The screenshot shows a web browser window titled "HLC Self Service (4.06.00.08) Test Person - MADISON COUNTY - Windows Internet Explorer". The address bar shows the URL "http://highlineapp/selfService\_DEMO/action.enter#WEBEN". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation buttons (BACK, FORWARD, HELP, HOME, EXIT). The main content area is titled "My Current Benefits" and contains a table with the following data:

Benefit Plan	Coverage	Policy #	Effective	Description
DENTAL	EE ONLY	10016	Jul-25-2008	Delta Dental
IMRF	IMRF	3034	Jul-25-2008	Illinois Municipal Retirement Fund
MED-AFSCME	EE ONLY HIGH	706786	Jul-25-2008	Health Insurance for AFSCME Employees

Below the table, there is a "Related Info" section for the IMRF. It features the IMRF logo and the text "Illinois Municipal Retirement Fund" and "Locally Funded, Financially Sound". There is also a search bar labeled "Search IMRF Online" and a "Search" button. The browser's status bar at the bottom shows "Local intranet" and "100%". The Windows taskbar at the very bottom shows the start button, several application icons, and the system clock displaying "9:53 AM".

Print forms allow you to print forms that you may need:

