



Playhouse Square®  
**Going Green with Employee Self Service**

## **Frequently Asked Questions**

### **What is Employee Self Service?**

Employee Self Service (ESS) is a web-based application that provides employees access to their personal records and payroll data including:

- **PAYROLL:** Review and print pay stubs
- **BENEFITS:** Review a summary of your benefits
- **PERSONAL:** Review demographic data

### **Why does Playhouse Square Foundation offer Employee Self Service?**

Playhouse Square Foundation is going “green” to better serve employees and to eliminate paper waste. By offering this new technology, active employees can view their own personal data and print pay information from their office or home computer.

### **Who can use Employee Self Service?**

Any **active** employee.

### **Will I receive paper pay stubs?**

- NO, if you receive direct deposit\*
- YES, if you receive a paycheck

***\*Please note: Direct deposit is highly encouraged but not mandatory. Forms are available on the AllCast Website.***

## How do I access Employee Self Service?

- You may access ESS from any desktop computer with the Internet\* by typing the following link into your web browser: <https://selfservice.playhousesquare.com/selfservice/>

***\*Internet Explorer or Google Chrome are recommended***

- **First time Users**

- Click on First Time User Register Here to access Create New Logon screen. Follow instructions on the screen by providing the requested data including:

**Be sure to use the format listed below when entering your information.**

- First and Last Name (**ALL CAPS format**)
- Social Security Number (**xxx-xx-xxxx format**)
- Date of Birth (**mm/dd/yyyy format**)
- Select a security question and answer it
- Click Save
- Set up User Name and Password

- **Returning Users**

- Enter User Name and Password, then click Logon button.
- Can't remember password? Click on 'Forgot Your Password?' and follow the instructions.
- Locked out? Please call HR or Payroll for assistance.

## Will I need training to use Employee Self Service?

No formal training is needed as ESS is quite intuitive. Please follow these simple instructions:

- Log in
- Select *Personal or Payroll* as listed on the left-hand side of the screen to view information
- Print pay information by selecting *Payroll* then *Pay History* from the list on the left; click *Preview* then select *File* and *Print* from the drop-down menu
- To log off, simply click *Log off* located in the upper right-hand corner of the screen.

## What if I see errors with my information?

- Benefits/Personal Information: Contact HR at 216.640.8581 (Kim Scott) or 216.640.8582 (Katherine Spillman)
- Pay Information: Contact Payroll at 216.640.8513 (Lisa Stumpf)



## Sage Employee Self Service

Enter your user name and password to access your personal home page.

User Name

Password

[Forgot Your Password?](#)

[First Time User Register Here](#)

**First time users  
click here**

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# Sage Employee Self Service

## Create New Logon

To set up your Logon, please provide the following information.

First Name \*

Last Name \*

Social Security Number \*

Date of Birth \*

Security Question \*

Security Answer \*

Use ALL CAPS format

Use mm/dd/yyyy format

Use  
xxx-xx-xxxx  
format

Select a security question  
and answer it

Click Save and proceed to Create  
User Name and Password

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CreateNewLogin,7)

# Sage Employee Self Service

## Create New Logon

Please enter a user name and password.

The user name and password cannot contain any spaces and the password must be in the following format:

Minimum Length: 8  
Maximum Length: 10  
Minimum Numeric Characters: 1  
Minimum Uppercase Characters: 1  
Minimum Lowercase Characters: 1  
Minimum Special Characters: 1

User Name \*

Password \*

Confirm Password \*

Follow the instructions above to  
create User Name and Password,  
then click Save

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# PLAYHOUSE SQUARE FOUNDATION

Check Messages | ?

## Message Center

Employee

You have no messages at this time.

FYI

Personal ▶

Address

Payroll ▶

Phone

Emergency Contacts

System Administrator

Change Logon

Reports

ALLCAST WEBSITE link (for non-union staff only)

Employee Benefits

Personal Profile

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This page contains all messages that have been directed to you (the number of messages is shown in parentheses). Depending on your user role, these can be approval notifications, reminders or requests for approval.

For example, if you are an employee, you may receive approval notifications after you change personal information; if you are a manager, you may receive time off approval requests from your employees.

To remove a message, select the Read checkbox and click Send after you have read it. However, you will not be able to mark a request as Read until it has been approved or rejected (the checkbox will be grayed out).

Click menu items above to view personal information, AllCast website or to change login

Related Links

[Archived Messages](#)

# PLAYHOUSE SQUARE FOUNDATION

Check Messages

## Message Center

Employee

You have no messages at this time.

Personal

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Related Links

[Archived Messages](#)

Click here to view or print pay stub history

Contains commands for working with the selected items.

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9:02 AM

# PLAYHOUSE SQUARE FOUNDATION

Click Preview to view and/or print detailed pay stub

Check Messages

## Pay History

Employee

Personal ▶




















Payroll ▶

System Administrator

Reports

powered by 

FYI

Pay Day	Hours	Gross Pay	Deductions	Taxes	Net Pay	Preview
5/27/2016						
5/13/2016						
4/29/2016						
4/15/2016						
4/1/2016						
3/18/2016						
3/4/2016						
2/19/2016						
2/5/2016						
1/22/2016						
1/8/2016						
12/24/2015						
12/11/2015						
11/27/2015						
11/13/2015						
10/30/2015						
10/16/2015						
10/2/2015						
9/18/2015						

1 2 3 4 5 6 7 8 9 10 ...

Each row provides a summary of your earnings (gross pay), deductions, taxes and net pay for past pay days. You can Preview pay history in a separate preview window to see what the actual pay history looks like.

You can also Print the pay history for your records (in the preview window, select Print from the File menu and then select the appropriate printer).

Payment History Detail - Internet Explorer  
 https://selfservice.playhousesquare.com/selfservice/scripts/PayDetailSPS.aspx?checkno=0-80a9ab8b-3864-4171-ae1c-4263593b6f75 -System.String

**FOUNDATION** 1501 EUCLID AVENUE SUITE 200 CLEVELAND, OH 44115

Employee Name: [Redacted] Social Security Number: KX-XX-XXXX Check Date: 5/27/2016

Current Amount	YTD Amount	Deductions	Current Amount	YTD Amount
		FEDERAL INCOME TAX		
		FEDERAL MEDICARE TAX		
		FEDERAL SOCIAL SECURITY TAX		
		OHIO		
		Cleveland Local Tax		
		Park-PSF Garage		
<b>Totals</b>		<b>Year to Date Totals</b>		

Hours Worked	Earnings	Deductions	Net Pay	Earnings	Deductions	Net Pay
Period Start	5/9/2016	Check Amount	0.00	Bank Routing	Bank Account	Deposit Amount
Period End	5/22/2016					

**To print your pay stub, click File then Print**  
 (Google Chrome users will not see a File menu; simply right click on the pay stub then select Print from the menu)