

VILLAGE OF PLEASANT PRAIRIE EMPLOYEE SELF-SERVICE (ESS) PORTAL

EMPLOYEE INSTRUCTIONS

Village of Pleasant Prairie Munis® Employee Self Services

Welcome to the Village's Employee Self Services (ESS) site. The purpose of this site is to provide employees easy access to view, change and print personnel and payroll related information. You should review these Instructions prior to logging into the Village's ESS site.

ACCESS:

Internal Access

On a Village computer, you may access the ESS portal by using the VillageNet, which is the Village's Intranet site. The VillageNet's address is www.villagenet.net.

External Access

You may access the ESS portal by using the Village of Pleasant Prairie's main website. The Village's website address: <https://www.pleasantprairiewi.gov>. Once on the website, under Departments, select the Human Resources Department and to the left you will see the "Employee Self-Service" selection.

EMAIL:

Your paystub will also be emailed to the email address on record with the Village of Pleasant Prairie's Human Resources Department. Prior to the bi-weekly pay date, an email will be generated to your email address containing your electronic paystub. The .pdf paystub is password protected (last 4-digits of your SS#). The email will be sent from payroll@plprairie.com.

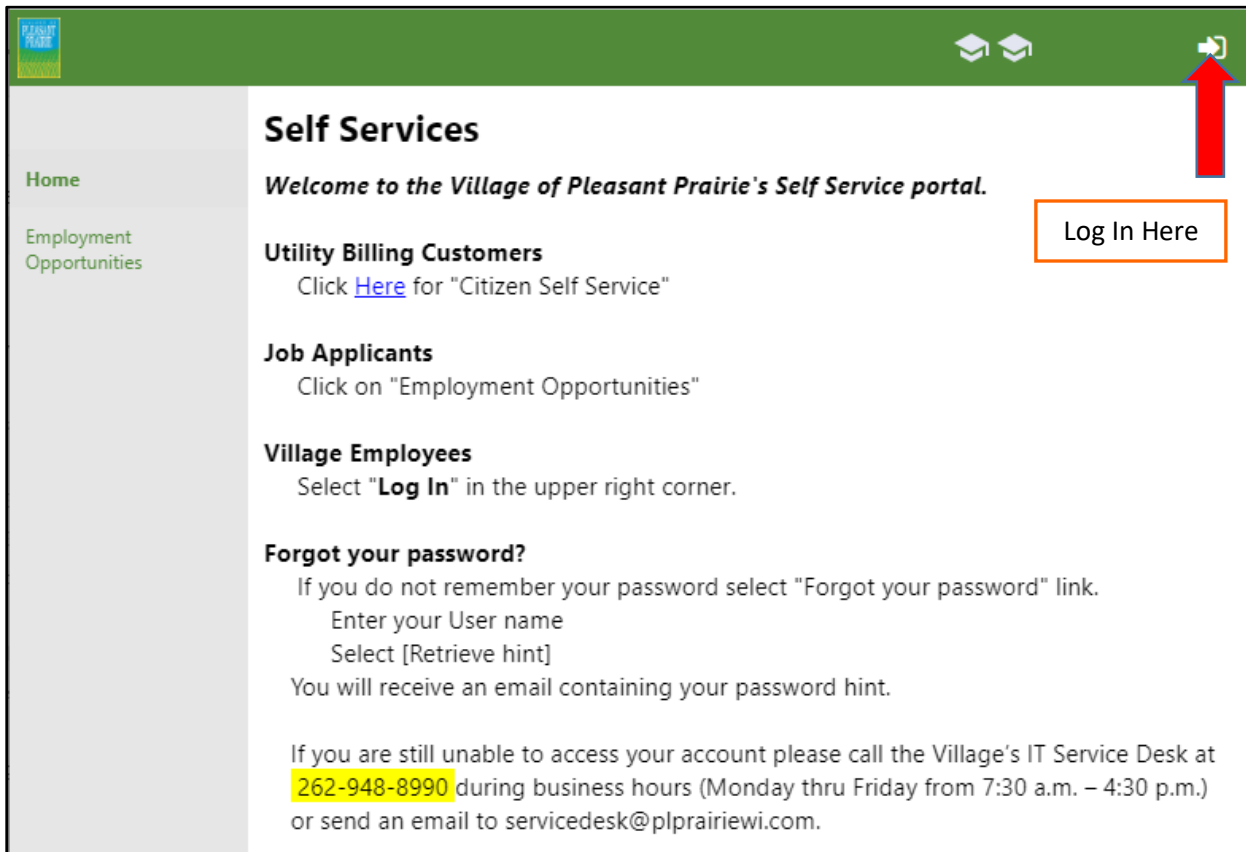
ESS ACCESS/INFORMATION ISSUES:

Login or password issues: Contact the IT HELP DESK at 262-948-8990.

Payroll related issues: Contact the PAYROLL DEPARTMENT at 262-694-1400.

Personnel related information that is incorrect and/or you are unable to make changes to on the ESS site: Contact the HR DEPARTMENT at 262-925-6732.

LOG IN



Self Services

Welcome to the Village of Pleasant Prairie's Self Service portal.

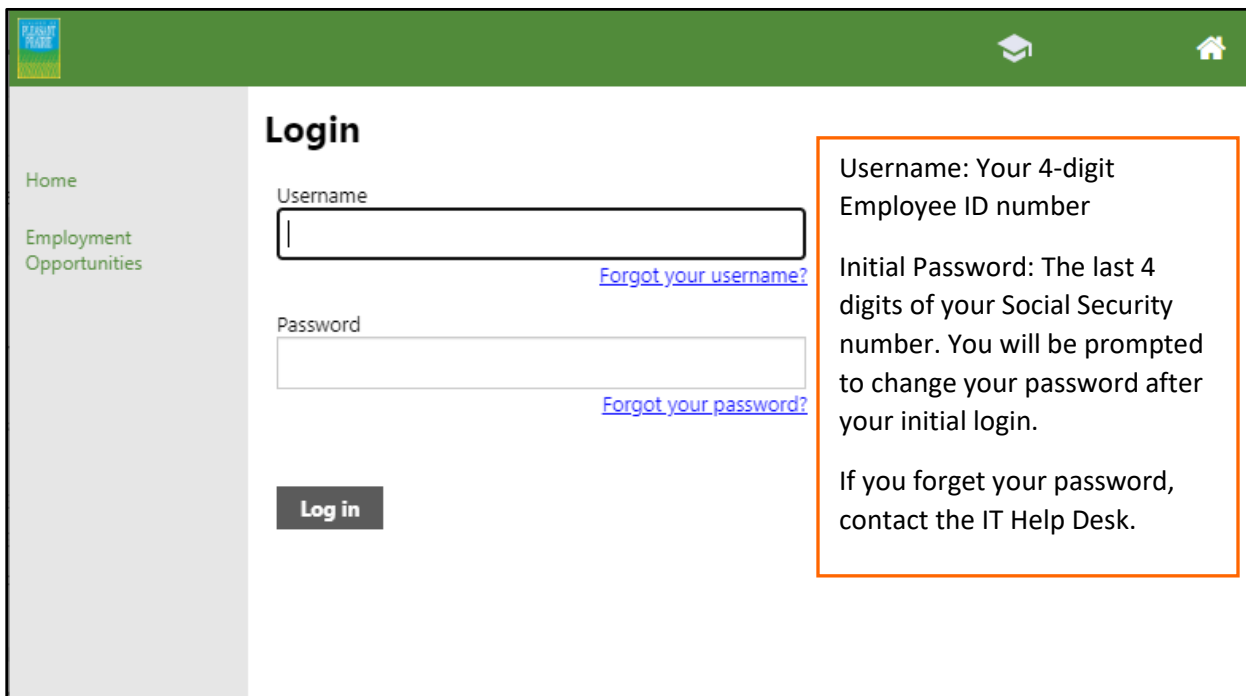
Utility Billing Customers
Click [Here](#) for "Citizen Self Service"

Job Applicants
Click on "Employment Opportunities"

Village Employees
Select "**Log In**" in the upper right corner.

Forgot your password?
If you do not remember your password select "Forgot your password" link.
Enter your User name
Select [Retrieve hint]
You will receive an email containing your password hint.

If you are still unable to access your account please call the Village's IT Service Desk at **262-948-8990** during business hours (Monday thru Friday from 7:30 a.m. – 4:30 p.m.) or send an email to servicedesk@plprairiewi.com.



Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

Username: Your 4-digit Employee ID number

Initial Password: The last 4 digits of your Social Security number. You will be prompted to change your password after your initial login.

If you forget your password, contact the IT Help Desk.

WELCOME SCREEN

The Welcome Screen provides you with a snapshot of Employer Announcements, Personal information, Time off and Paychecks. The menu on the left side provides menus to specific areas. In addition, at the top of this page you will find the Resources menu, which includes links to the Employee Handbook, benefit information, and common forms.

Welcome to Employee Self Service

Announcements

Personal information

EMPLOYEE, SAMPLE
9915 39TH AVE
PLEASANT PRAIRIE, WI 53158

Phone CELL: 262-694-1400 **Email** EMPLOYEE@PLEASANTPRAIRIEWI.GOV

Time off

	Currently Available	Earned
VACATION	0.00	0.00
DISCRETION	0.00	40.00
SICK LEAVE	168.00	168.00
HOLIDAY	48.00	80.00
PTO	32.00	144.00

[Show time off taken](#)

◀ J F M A M J J A S O N D ▶

Paychecks

[Show paycheck amounts](#)

Last Paycheck:

Year to date

Previous paychecks

Date	Details
01/01/2021	Details
12/15/2020	Details
12/01/2020	Details
11/15/2020	Details
11/01/2020	Details

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

PAY/TAX INFORMATION

Under the Pay/Tax Information menu you will find copies of past paychecks, Year-to-Date pay information, past tax forms such as W-2 or 1095 (if applicable), W-4 information, a paycheck simulator, total compensation information and direct deposit information.

The screenshot shows the 'Pay/Tax Information' section of an employee self-service portal. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Life Events, Pay/Tax Information (highlighted), YTD Information, W-2, 1095-B, 1095-C, W-4, Paycheck Simulator, Total Compensation, Direct Deposit, Personal Information, Time Off, Training Opportunities, and Employment Opportunities. The main content area is titled 'Pay/Tax Information' and features a 'Year' dropdown set to '2020'. Below this is a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay
01/15/2021	01/01/2021 - 01/14/2021	Cleared	\$100.00	\$75.50

A 'Details' link is present next to the Net Pay value. The top of the page has a green header with icons for help, documents, and user profile.

W-2 INFORMATION



The screenshot shows the 'W-2 Information' section of the employee self-service portal. The left navigation menu is the same as in the previous screenshot, with 'W-2' highlighted. The main content area is titled 'W-2 Information' and includes a 'Year' dropdown and the message 'No W2s could be found.' A large text box on the right provides the following information:

Form W-2 will be loaded to this area by January 31 of each year. You have the choice on whether to receive your W-2 electronically by email or receive it by USPS mail.

Receiving it electronically is the quickest way to receive your W-2 and is secure and password protected. You can make this election under the Personal Information section.

Payroll does not print duplicate W-2's for employees. They can be obtained on this site by selecting the appropriate year and selecting "View W-2 Image".

W-4 INFORMATION



Home

Employee Self Service

Benefits

Life Events

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Personal Information

Time Off

Training Opportunities

Employment Opportunities

W-4 Information

FEDERAL

MARRIED
Marital status

Checked
W - 4 - Step 2

\$0.00
Dependents amount

\$0.00
Other Income

\$0.00
Deductions

\$200.0000
Additional amount

[Edit FEDERAL](#)

WISCONSIN

MARRIED
Marital status

1
Exemptions

\$0.0000
Additional amount

[Edit WISCONSIN](#)

The W-4 menu shows your current Payroll Withholdings.

If you require changes, you can make those changes here.

Any changes will be processed for the next Payroll cycle.

PLEASE NOTE: IF YOU ARE RELOCATING FROM WISCONSIN TO ILLINOIS OR ILLINOIS TO WISCONSIN, YOU WILL NEED TO CONTACT THE HR DEPARTMENT AT #6732 OR EMAIL AT HR@PLPRAIRIE.COM FOR THE STATE W-4 FORM. THE SYSTEM WILL NOT ALLOW YOU TO CHANGE YOUR W-4 FORM FROM ONE STATE TO ANOTHER.

THANK YOU.

W-4 INFORMATION CONTINUED

Make any necessary changes and “Submit”. The changes will be processed for the following payroll.

Home

Employee Self Service

Benefits

Life Events

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Personal Information

Time Off

Training Opportunities

Employment Opportunities

W-4 Information

FEDERAL

Employee's Withholding Allowance Certification (IRS Form W-4)

Step 1:
Indicate your marital status

Single or Married filing separately

Step 2:
Multiple Jobs/Spouse Works:

Do one of the following:
(a) Use the estimator at www.irs.gov/W4App (most accurate withholding for this step and Steps 3-4); or
(b) Use the [Multiple Jobs Worksheet on page 3](#) & enter result in Step 4(c) (roughly accurate withholding); or
(c) If there are only two jobs total (both with similar pay), check the box above. Duplicate on Form W-4 for the other job.

Step 3:
Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Multiply the number of qualifying children under age 17 by \$2,000
Multiply the number of other dependents by \$500
Add the amounts above and enter the total here:

0.00

Step 4:
Other Adjustments

(a) Other income (not from jobs):

If you want tax withheld for other income you expect this year that will not have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

0.00

(b) Deductions:

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the [Deductions Worksheet on page 3](#) and enter the result here:

0.00

(c) Extra Withholding:

Enter any additional tax you want withheld each pay period

0.00

Exemption from Withholding:

You may claim exemption from withholding for 2021 if you meet both of the following conditions:
You had no federal income tax liability in 2020, and
You expect to have no federal income tax liability in 2021.
To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt"

Step 5:
Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, it is true, correct, and complete. (Enter your full name)

Submit

Cancel

Home

Employee Self Service

Benefits

Life Events

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

W-4 Information

WISCONSIN

Employee's Withholding Allowance

Indicate your marital status for your Withholding Allowance.

Single (or Married but withholding at higher rate)

Indicate the number of exemptions you are claiming.
See [Worksheet](#) for additional information.

0

Additional amount, if any, you want withheld from each paycheck.

0.00

Exemption from withholding:

You may claim exemption from withholding of Wisconsin income tax if you had no liability for income tax last year, and you expect to incur no income tax for this year. You may not claim exemption if your return shows tax liability before the allowance of any of any credit for income tax withheld. If you are exempt, the Village will not withhold Wisconsin income tax from your wages.
To claim exemption from withholding write "Exempt" in the box below.

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief is true, correct, and complete.
Enter your full name in the box below.

Submit

Cancel

PAYCHECK SIMULATOR

This tool is known as the “what if” which allows you to change your Payroll Withholdings and Deductions and calculate what your earnings would be with those changes.

NOTE: This will NOT change your current Payroll Withholdings or Deductions.

The screenshot shows the Paycheck Simulator interface. On the left is a navigation menu with links: Home, Employee Self Service, Benefits, Life Events, Pay/Tax Information (highlighted), YTD Information, W-2, 1095-B, 1095-C, W-4, Paycheck Simulator (highlighted), Total Compensation, Direct Deposit, Personal Information, Time Off, Training Opportunities, and Employment Opportunities. The main content area is titled "Paycheck Simulator" and includes a "Pay cycle:" dropdown set to "1" with a note: "Switching deduction cycles will reset the entire page." Below this is the "Pay Details" section with a table:

Job	Pay	Hours	Rate	Percentage	Amount
VILLAGE EMPLOYEE	HOURLY	80.00	7.25	0.00	580.00
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table is a section for "2020 or later W-4" with fields for "Marital" (Married filing jointly), "Exemptions" (0), "Step 2 Checkbox" (checked), "Dependents Amount" (0.00), "Other Income" (0.00), and "Deductions" (0.00). There are also fields for "Federal Tax", "State Tax" (MARRIED), and "Local Tax". At the bottom is a "Deductions" table:

Description	Amount
DIRECT DEPOSIT FLAT AMOUNT	50.00
	<input type="text"/>

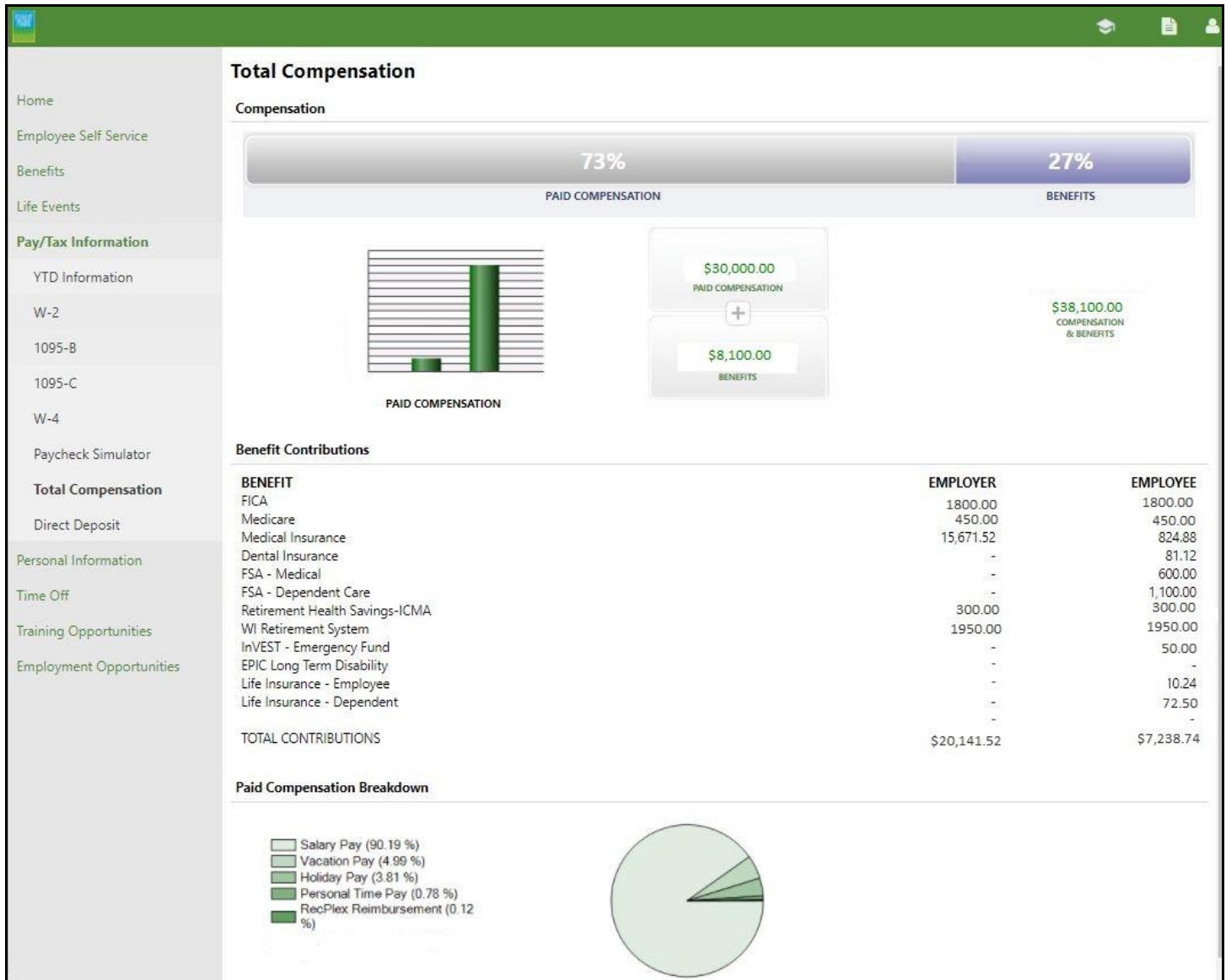
To use the Payroll Simulator, first select which Pay cycle you would like to run. You can choose from 1, 2 or 3. Pay cycle 1 is the first check of the month, 2 is the second check and 3 is for a third check which only happens twice a year.

Re-enter the hours and your pay rate and tab through the Percentage and Amount. The Amount should populate after you tab through it.

Change any withholdings or deductions you wish to run in the simulator and then select “Calculate” at the bottom of the page. The system will generate a simulation of what your check may be.

TOTAL COMPENSATION


The Total Compensation page is updated annually and reflects compensation for the previous calendar year. It shows paid compensation as well as benefit compensation.



DIRECT DEPOSIT

You may update your banking information directly through ESS. Use the “primary account” for your net pay account. Use “amount-based account” for flat dollar amount account. Once you make your selections, select “Save” to submit your selection.

NOTE: You may have up to TWO accounts per Village Policy.



Home

Employee Self Service

Benefits

Life Events

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Personal Information

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

[Add a percentage-based account](#) [Add an amount-based account](#)

Sample ABC Bank	Sample ABC Bank
Bank	Bank
***** 1234	** 6789
Account number	Account number
Checking	Checking
Account type	Account type
100%	\$112,5000
Percentage	Amount
Edit Delete	Edit Delete

☐ CAUTION! The Village of Pleasant Prairie is not responsible for incorrect direct deposit account information.

Submit these accounts for approval

PERSONAL INFORMATION

Under Personal Information, you will be able to update your Email address, Demographics, Home Address, Emergency Contacts, Telephone Numbers, Dependents (helpful for benefits), and Tax Form Delivery preference. These changes will automatically take effect in your employee record.

The Human Resources Department receives notification when you update your address and will update your address with any necessary benefits.

The screenshot shows the 'Personal Information' page of an employee self-service portal. The page has a green header with navigation icons. A left sidebar contains links: Home, Employee Self Service, Benefits, Life Events, Pay/Tax Information, Personal Information (highlighted), Time Off, Training Opportunities, and Employment Opportunities. The main content area is titled 'Personal Information' and has tabs for General, Demographics, Contact, Dependents, Skills, and Tax form delivery. The 'General' tab is active, displaying a profile picture placeholder and the following information:

EMPLOYEE@PLEASANTPRAIRIEWI.GOV	01/01/2020
Email address	Hire date
Primary location	01/01/2020
	Service date
	01/01/2020
	Original hire date
SUPERVISOR, SAMPLE	
Supervisor	
SUPERVISOR@PLEASANTPRAIRIE.GOV	
Supervisor email	

Below the profile picture, the following details are listed:

- NAME: EMPLOYEE, SAMPLE
- Employee ID: 0001
- SSN: XXX-XX-XXXX
- ACTIVE: ACTIVE (Active status)
- FULLTIME: FULLTIME (Personnel status)

An 'Edit' link is located at the bottom left of the main content area.

TIME OFF

Under Time Off, you will be able to view a summary of earned/used PTO, Extended Leave and Holiday Time.

The screenshot shows the 'Time Off' page of an employee self-service portal. The page has a green header with navigation icons. A left sidebar contains links: Home, Employee Self Service, Benefits, Life Events, Pay/Tax Information, Personal Information, Time Off (highlighted), Training Opportunities, and Employment Opportunities. The main content area is titled 'Time Off' and displays a table with the following data:

	Earned	Taken	Currently Available
VACATION (H)	0.00	0.00	0.00
DISCRETION (H)	40.00	40.00	0.00
SICK LEAVE (H)	192.00	0.00	192.00
HOLIDAY (H)	80.00	56.00	24.00
PTO (H)	144.00	128.00	16.00

Below the table, the text 'H=Hours; D=Days.' is displayed.

EMPLOYMENT OPPORTUNITIES

All Open Village positions are located here. You can apply directly through the ESS website. Select “Apply” for the job you wish to apply for.

The screenshot shows the 'Employment Opportunities' page. On the left is a navigation menu with links: Home, Employee Self Service, Employment Opportunities, My Profile, Required Actions, Unfinished Applications, and Job Descriptions. The main content area is titled 'Employment Opportunities' and includes a 'Sort' dropdown (set to 'None Selected'), a 'Search' section with input fields for 'Description/Notes', 'Minimum salary', and 'Posted after', and a 'Go' button. Below the search section are filters for 'Location', 'Job family', 'Job class', and 'Group', each with a dropdown arrow. The right side of the page displays a table of available positions:

Positions Available	Special Requirements/Notes
DPW - PT STREETS MAINTENANCE WORKER Details: Job Description HOURLY RATE RANGE: \$17.50-\$21.88 Apply f t in e s	This position in our Public Works Department is a part-time, year-round position. It includes directing traffic at construction sites, operating small equipment such as generator, chain saw and auger. In winter months, snow removal duties may also be necessary. CDL and HS Diploma, or equivalent, is required for this position.
DPW - PART-TIME PARKS LANDSCAPER Details: Job Description HOURLY RATE RANGE: \$17.50-\$21.88 Apply f t in e s	This is a year round, part-time position in our Parks Department responsible to maintain the green spaces, landscape, and parks within the Village of the Pleasant Prairie Community. Your regular scheduled hours will vary, depending on the season; but you can expect to have an average of 28 hours per week. During the winter months, you will assist in snow plow operations. You must be at least 18 years of age to be considered. Apply today.
DPW - PT UTILITIES MAINTENANCE WORKER Details: Job Description HOURLY RATE RANGE: \$17.50-\$21.88 Apply f t in e s	This is a part-time, year round Utilities Maintenance Worker position that helps provide wastewater services, storm water management and road maintenance to the Village. Click on the job description to view a complete list of job duties and requirements. CDL and a HS Diploma, or equivalent, is required.
RECPLEX - LIFEGUARD Details: Job Description HOURLY RATE RANGE: \$7.25-\$9.55 Apply f t in e s	Are you comfortable around the water? Are you able to stay focused? We are currently looking for responsible individuals to maintain a safe, enjoyable environment in both the pools and Lake Andrea. Not yet certified? We have certification classes available. Be advised - this position does work evenings, weekends and holidays so availability during those times is a must. Apply online today.
RECPLEX - SWIM INSTRUCTOR	Are you energetic, enthusiastic and motivational? We have the perfect job

LOG OUT

The screenshot shows the 'Welcome to Employee Self Service' page. The left navigation menu includes: Home, Employee Self Service, and Benefits. The main content area has sections for 'Announcements' and 'Personal information'. On the right side, there is a user profile dropdown menu for 'EMPLOYEE, SAMPLE' with the following options: Home, My Account, Log Out, and a 'More' link. A red arrow points to the 'Log Out' option.

Log Out Here