

**CENTRALIZED ACCOUNTING AND PAYROLL/PERSONNEL SYSTEM (CAPPS)
EMPLOYEE SELF-SERVICE (ESS) NAVIGATION**

MY TIME AND LEAVE TILE	
Employee Timesheet	ESS > My Time & Leave > Report Time
View Payable Time Summary/Detail	ESS > My Time & Leave > Payable Time
View Leave Balance/Expirations	ESS > My Time & Leave > Leave Balances
Employee Time Certification	ESS > My Time & Leave > Time Certification
Employee Monthly Time Report	ESS > My Time & Leave > Monthly Time Report
FMLA Balance Inquiry	ESS > My Time & Leave > TX FMLA Balance Inquiry
MY PROFILE TILE	
Home Address	ESS > My Profile > Home Address
Contact Details	ESS > My Profile > Contact Details
Name	<i>Contact HR for Name Change</i>
Emergency Contacts	ESS > My Profile > Emergency Contacts
Additional Information	ESS > My Profile > Additional Information
Information Release Indicators	ESS > My Profile > Release Indicators/CPO
Change Password	ESS > My Profile > Change Password
User Password Hints	ESS > My Profile > Maintain Password Hints
MY PAY TILE	
Paychecks	ESS > My Pay > Paychecks
W-4 Withholding Certificate	ESS > My Pay > W-4 Tax Information
W-2/W-2c Consent	ESS > My Pay > W-2/W-2c Consent
View Form 1095-C	ESS > My Pay > View Form 1095-C
Form 1095-C Consent	ESS > My Pay > Form 1095-C Consent
View W-2/W-2c Forms	ESS > My Pay > View W-2/W-2c Forms
Direct Deposit	ESS > My Pay > View/Edit Direct Deposit
Voluntary Deductions	ESS > My Pay > Voluntary Deductions
Compensation History	ESS > My Pay > View Compensation History
Charity Deductions	ESS > My Pay > Charity Deductions
MY PERFORMANCE TILE <i>(Not used by OCA)</i>	