



**Ceridian Self-Service is Live!**  
*Time and Attendance “Go Live” depends on your participation.*

*We are pleased to announce that Self-Service is live! We have created an instructive flyer to assist you with accessing and using the system. The Self-Service flyer is attached below.*

*Also, based on participation and testing so far, the anticipated “Go Live” date for Ceridian Time and Attendance is the pay period from November 18 – December 1, 2007. “Go Live” means paychecks will be generated from Ceridian. Whether the anticipated “Go Live” date becomes the actual date is largely dependent upon employee participation, which is critical to the testing process. Simply put, we cannot be confident that the system will succeed without a testing environment that includes full participation, accurate entries and timely approvals. **We need 100% participation from ALL employees to “Go Live” November 18!***

*Finally, Ceridian Benefits System is now live! Watch for important details regarding the online Open Enrollment process next week!*

*- Rob Henken, Director  
Department of Administrative Services*

**SELF-SERVICE UPDATE**

Ceridian Self-Service is now live and available online for use by all employees! If you do not have a personal computer, you can use a computer at any [public library](#) in Milwaukee County or one of several dedicated Ceridian computers located at various [County sites](#).

Self-Service allows employees to make changes to their W4, Direct Deposit, Emergency Contact and/or Personal contact information on the secure Self-Service site. Please see the attached flyer for instructions on how to access and use the Ceridian Self-Service system.

**TIME AND ATTENDANCE UPDATE**

Here’s a recap of what all employees must do to ensure the time entered into Ceridian is timely and accurate:

- For **employees** that enter their time online in Ceridian, you must enter all time and **sign your online timesheet by the end of day on Sunday following payday** (Sunday, November 4 for current pay period).
- For **employees** that enter their time via time clocks, **you must swipe in and swipe out for each of your worked shifts**. Also, please follow any instructions from your payroll clerks related to other times you may need to swipe during your shift.
- **Approvers** must validate employee time and **approve time** in the Ceridian Time and Attendance system **by noon Wednesday following payday** (Wednesday, November 7 for current pay period).
- Employees are required to enter time in both the Ceridian and Genesys systems for the next two pay periods from Oct. 21 – Nov. 17.
- For any questions regarding direct deposit or paper checks, please click on the link below to previous Ceridian Communicators and refer to the October 4, 2007 edition.

**BENEFITS UPDATE**

- **Open Enrollment November 1 – 16, 2007:** All employees must update their benefits online in Ceridian Benefits System. Watch for next week’s Ceridian Communicator for more information.

**Ceridian Online Links:**

<http://www.county.milwaukee.gov/>

- Click on “Milwaukee County Employees”

**Link to Previous Ceridian Communicator:**

[www.milwaukee.gov/ceridiancommunicator](http://www.milwaukee.gov/ceridiancommunicator)

**Email Questions/Comments To:**

[ceridiancommunicator@milwcnty.com](mailto:ceridiancommunicator@milwcnty.com)

# Milwaukee County - Ceridian Self-Service

<http://www.county.milwaukee.gov/>

Click on Milwaukee County Employees box in the bottom left corner of the page

## How to Log In to Ceridian Self-Service

1. Go to <http://www.county.milwaukee.gov/>. Click on Milwaukee County Employees box, then click **Self-Service**, click ok. The Ceridian Self-Service login page appears.
2. Enter your clock number (employee number). Note: contact your payroll clerk if you do not know this number.
3. Enter last four digits of your Social Security number as your password.
4. Click go.
5. You will be required to change your password at first use.



Any changes made in Self-Service will take effect when Ceridian goes live.

## Ceridian Self-Service home page

Click the links to access these main features:

**Earnings Statements**  
Review your previous earnings statements and print them

**Change of Address**  
Change address and telephone information

**Emergency Contacts**  
Provide or update your Emergency Contact Information

**Federal Tax Form (W-4)**  
Update your W-4 information (federal withholdings)

**Direct Deposit**  
Manage up to eight accounts for Direct Deposit of your Payroll check

**To Do**

- You have 0 Pending Documents
- You have 1 Requests in Process
- You have 0 Documents Saved but Not Submitted

**My Employee Profile**

- My Employee Profile
- Change of Address
- Emergency Contacts
- Change of Marital Status
- My Credentials
- Password
- Email Address
- Employee Reports
- Contact for HR Questions

**Payroll & Tax Information**

- Link to Time and Attendance
- Earnings Statements
- Direct Deposits
- Check Calculations
- Federal Tax Form (W-4)
- Link to Wisconsin State Tax Form
- Retirement Contributions
- Contact for Payroll Questions

**Company Information**

- Link to Open Job Opportunities
- Employee Directory Search
- Company Document Search
- Link to Milwaukee County Intranet

**Benefits**

- Link to Benefits Site
- Contact for Benefits Questions

## Milwaukee County Dedicated Ceridian Computer Locations

Number of Computers	Site	Location
2	<b>Parks Administration</b> 9480 W. Watertown Plank Rd	Room 108
1	<b>Boerner Botanical Gardens</b> 9400 Boerner Dr., Hales Corners	2nd Floor, Education and Visitor Center
1	<b>Community Correctional Center</b> 1004 N. 10th	Lobby
2	<b>House Of Correction</b> 8885 S. 68th St., Franklin	Training Room #3
2	<b>Zoo Administration Building</b> 10001 W. Bluemound Rd.	Front of Human Resources Office
		South end, near vending
2	<b>Behavior Health Division (BHD)</b> 9501 W. Watertown Plank Rd.	Room 4316
2	<b>Department of Public Works Highway Maintenance Main Shop</b> 10190 W. Watertown Plank Rd.	Lunch Room
1	<b>Department of Public Works North Shop</b> 6270 N. Hopkins	Break Room
2	<b>Department of Public Works Airport</b> 5800 S. Howell Ave.	Highway Lunch Room
		Fleet Services Lunch Room
2	<b>Sheriff, Criminal Justice Facility</b> 949 N. 9th St.	2nd Floor, Roll Call Room
1	<b>Sheriff, Safety Building</b> 821 W. State St.	Basement, Room B12
2	<b>Courthouse, Human Resources</b> 901 N. 9th St.	2nd Floor, Room 210

\* Please note: access and availability may vary.