

Outstanding Payroll Issues Reporting Period - Notification and Request

The City and *AFSCME DC 47, Local 2186; AFSCME DC 47, Local 2187* have entered into a settlement agreement regarding certain claims made by the union regarding the One Philly payroll system. As a result, the City has established an Employee Claims Portal at which you can report any payroll errors concerning compensation, authorized deductions, remittance of those deductions, and/or the recording of paid accrued leave time that have occurred since *April 5, 2019*. Any such claims must be reported no later than Monday, May 24, 2021.

For each such claim, you must provide the following information, along with any supporting documentation:

- your name and payroll number;
- the nature of the alleged error (*e.g.*, compensation or leave time);
- the specific date(s) and pay period(s) when the alleged issue occurred; and,
- if known, the specific amounts and types of errors

You can log onto the Employee Claims Portal at <https://phila.jotform.com/210747178026961>.

To find your most recent leave balances as of March 14th, 2021, please review your last paystub paid March 19th, 2021. You can find this information at <https://ess-onephilly.phila.gov>; instructions on how to access your paystub on OnePhilly Self-Service are attached. Your most recent paystub will show your accrued balances for the types of leave you have accrued or are entitled to accrue.

These leave types may include:

- Administrative Leave

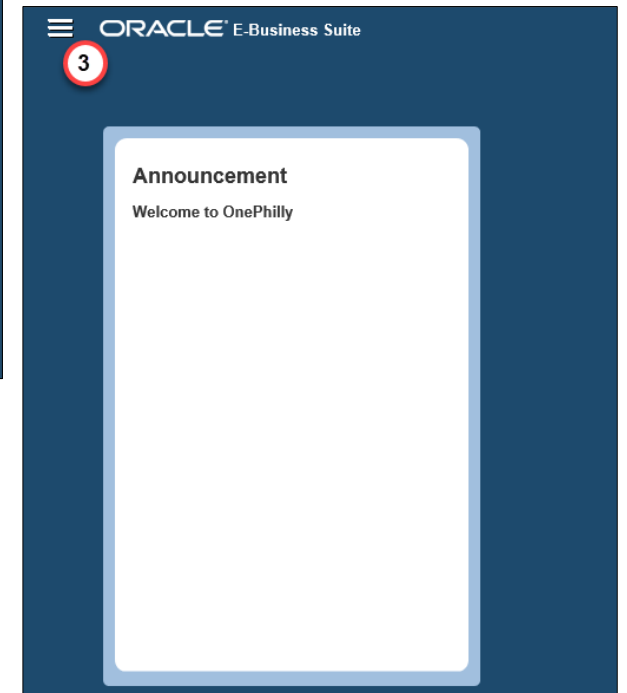
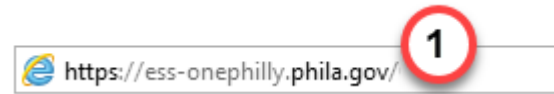
- Administrative Leave Carry Over
- Comp Time
- Domestic Violence
- FMLA
- Military Caregiver
- Military Leave
- Pandemic Leave
- Parental Leave
- Sick
- Special Comp
- Vacation

Please note that, if you have used accrued leave since the last payroll period closed, your current leave balance may not match the balance reported on your last paystub.

Quick Reference Guide: Access Your Paystub

ACCESS ESS:

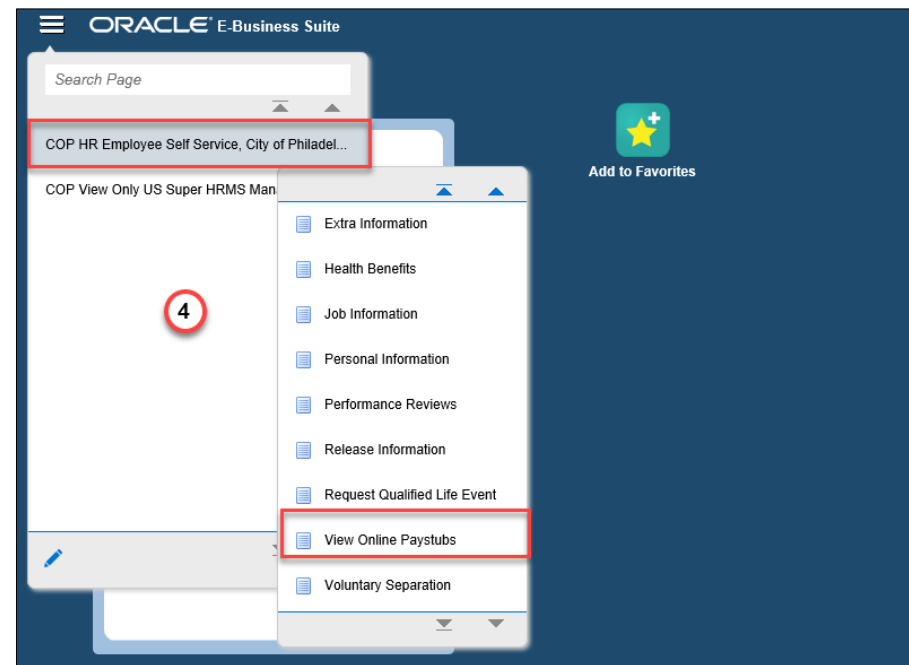
1. Open your internet browser and enter <https://ess-onephilly.phila.gov>.
2. Enter your OnePhilly **User Name** and **Password**.
 - a. If you do not know your *User Name* and *Password*, contact the OnePhilly Help Desk at 215-988-8093.
3. Select the menu icon in the top left corner.



Quick Reference Guide: Access Your Paystub

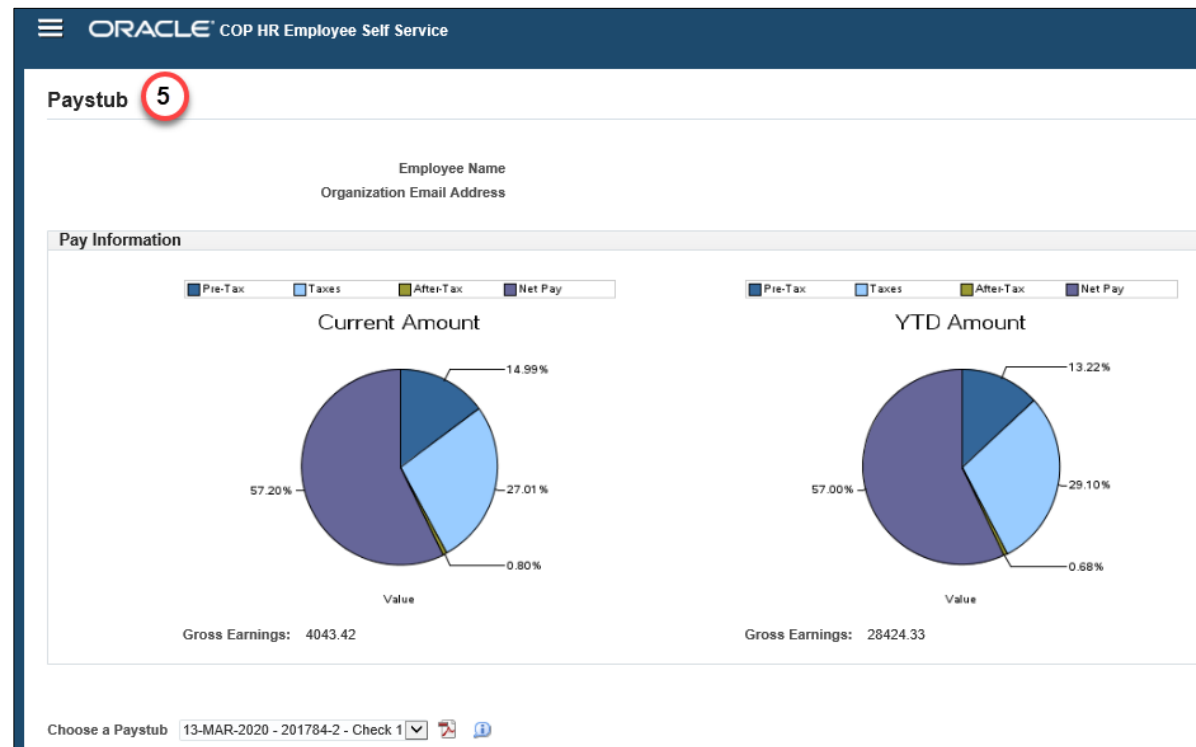
ACCESS YOUR PAYSTUB

- To access your **paystub** from the **COP HR Employee Self-Service Navigator**, click **View Online Paystubs**.




- The **Paystub** page displays pie charts with your salary information for both the current and year-to-date (YTD) pay periods.

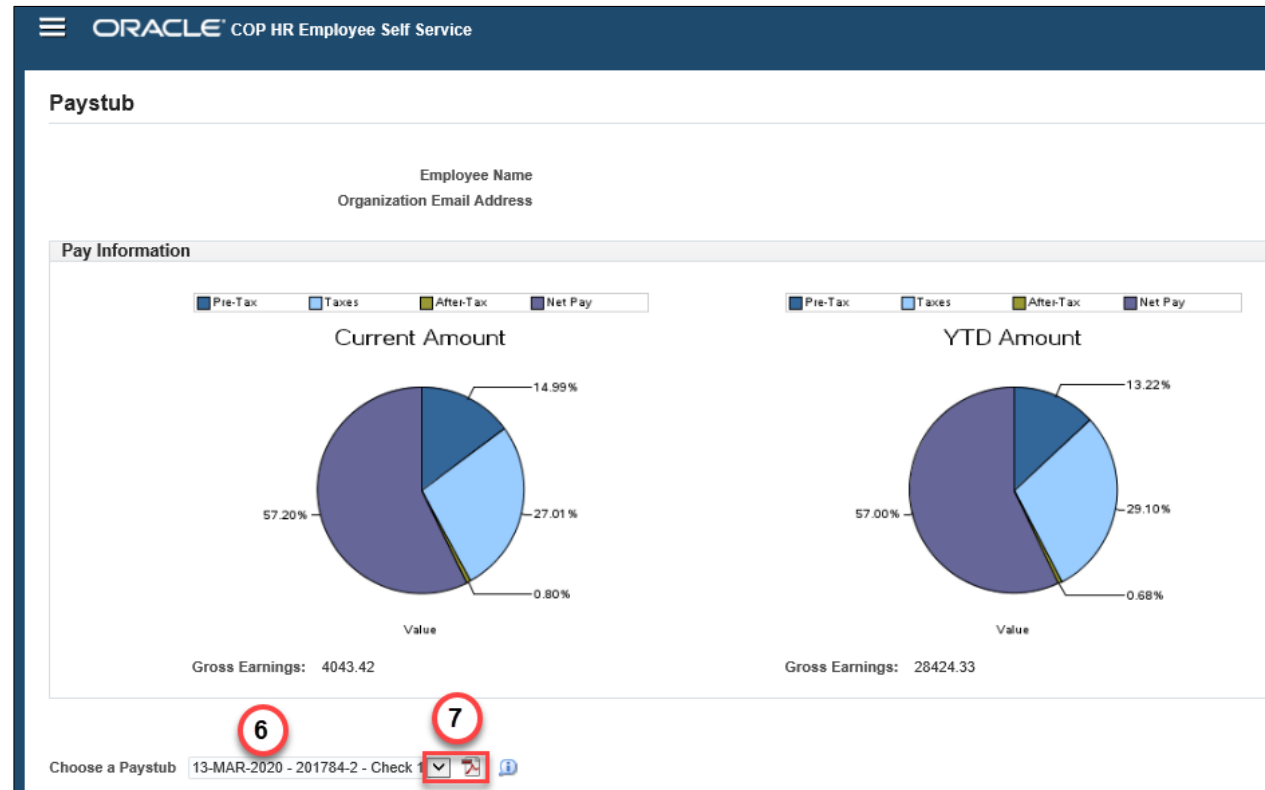
The **Paystub** page also shows earnings, deductions and accounting distributions for the pay period.



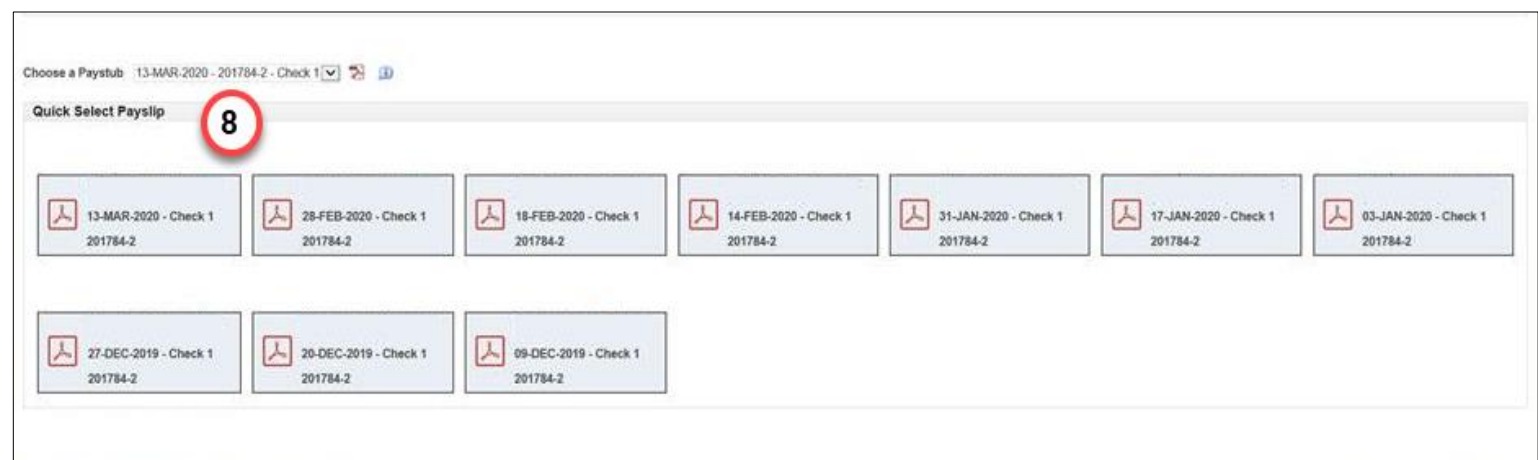
Quick Reference Guide: Access Your Paystub

ACCESS YOUR PAYSTUB

- The date value in the **Choose a Paystub** field defaults to the current pay period.
- Additional paystubs, **including ones from previous pay periods**, can be viewed by using **the Choose a Paystub** drop-down option and then **click the PDF icon**  to view the paystub.



- The **Quick Select Payslip** area will display up to 10 PDF paystubs. Your most recent paystub will be displayed first.



Quick Reference Guide: Access Your Paystub

VIEW YOUR PAYSLIP

9. Click the **PDF icon** to view your paystub. The Adobe Reader will launch and your paystub will be displayed for you to view or print.

