Employee Self Service

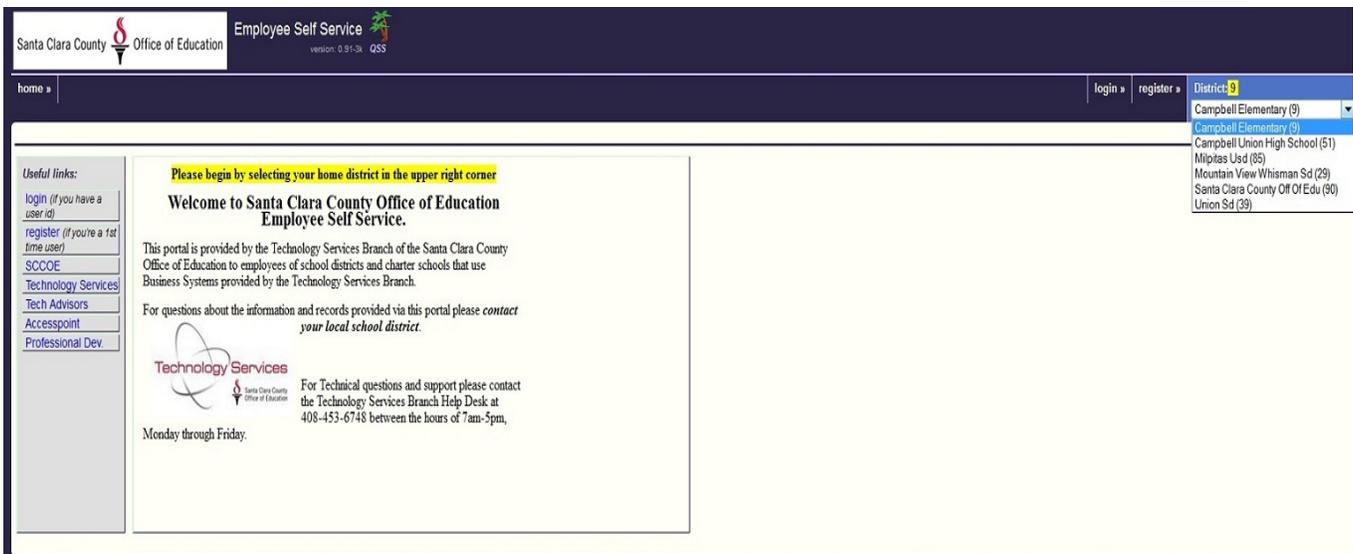# Getting Started Guide

https://ess.sccoe.org

About Employee Self Service (ESS)

Employee Self Service is a secure website where CUSD employees can view their personnel data. This site can be accessed using most web browsers (Internet Explorer, Chrome, Firefox, Safari) on PC or Apple hardware. The information is view-only from the current data on the Santa Clara County Office of Education information system.

Navigating to your District Page

Enter the following web address in your browser: https://ess.sccoe.org.

Before attempting to register, select **Campbell Elementary** from the drop down district list in the upper right corner of the web page.

Once selected the **district number (9)** will be displayed in the upper right corner of the screen.

Registering for ESS

Employees must complete the registration process before accessing their personal data. The registration process requires three pieces of information; the last four digits of the social security number, the employee reference number* (found in the SSN field of the check stub), and the employee's birth date. *You must have your employee reference number to begin this process.

Begin the registration process by selecting the registration link sidebar or the registration link in the upper right corner of the screen (next to the "District:9).

Once the registration link is selected the staff registration form will be displayed on the screen. Select the down arrow to the right of the district box and single click on Campbell Elementary. District names appear in alphabetical order.

In the 'Last 4-digits of SSN:' field enter the last four digits of your social security number, then enter your birthdate and your district email address in the appropriate fields.

Next enter the employee reference number found on your check stub in the Employee number:' field of the registration screen.

Choose a login name (3 to 30 characters) and a password (5 to 40 characters). Confirm the password by entering it a second time.

Click on the 'Register' button located on the bottom left corner of the screen.

This completes the registration for access to ESS. The username and password will be stored by the system for future logins.

Logging in to ESS

Begin the login process to ESS by selecting the login link on the left bar. ('Login (if you have a user id)') Be sure that **Campbell Elem (District 9) is selected in the upper right of the screen**. You will get an 'email address error' if the wrong district is selected.

Pull down the 'User type' menu and select 'Staff', enter your 'User name', 'Password' and click on the 'Login' button. These three fields should auto fill after your first successful login.

Navigating ESS

After a successful login you will return to the main page for ESS. Your user ID will be displayed in the upper right corner above the district number.

In addition to the user ID the Logout icon is in the upper right corner. It is very important that you logout of ESS when you are done. The session will time-out eventually but you should always logout to ensure your privacy.

To access your information click on the 'my info>>' link located in the upper left corner of the screen. This action will display a menu of Personnel, Payroll, and Leave.

**Personnel** displays your basic demographic information such as address, hire date, etc.

Payroll includes your paystub information and downloadable W2 information.

Leave contains absence information and balances (sick, vacation, personal necessity) which are current less one month.

Personnel Information in ESS

Personnel information in ESS is divided into four areas; Personnel Info, Credentials, Degrees, and Name History. All information in ESS is subject to our districts business practices.
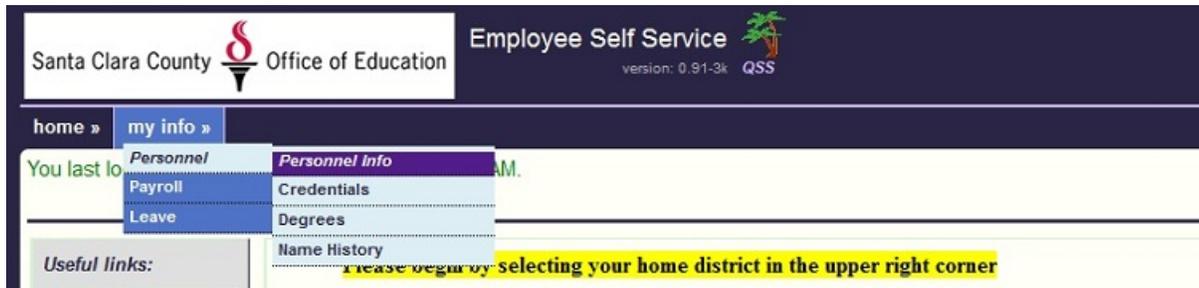
Navigate through your information by using the 'my info' pull down menu at the top of the screen or by selecting the individual tabs. Please note that only data stored in our employee system will be available.

Payroll Information in ESS

Payroll information from 2003 forward is available in ESS and is filed by check number. Only payroll information for Campbell Elementary will be displayed. Click on the check number in the left column to display the details.

Details for each paycheck can be expanded and contracted using the 'hide' link. To view details of your miscellaneous deductions, such as health care, click in the highlighted value.

Payroll deductions are displayed for both the amount the employee paid and the amount the employer paid.

W2 Information in ESS

To access W2 information select the W2 tab or the 'Payroll-W2' selection from 'my info'.

Next select the tax year to view the W2. The current selection goes back to 2010 but the county plans to load past years in the future.

Leave Information in ESS

To access leave information (sick, vacation, etc.), select the Leave tab or the 'Leave' selection from 'my info'.

The categories of leave will be displayed. To see the detail of any leave category click on the highlighted leave title. This information can be viewed in table or calendar format. Please remember that due to payroll timing the leave balances are one month in arrears.