

SJUSD EMPLOYEE SELF SERVICE (ESS)

Quick Start Guide

Provided by SJUSD Technology Services Project Management Team

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SJUSD EMPLOYEE SELF SERVICE (ESS)

- Employee Self Service (ESS) is a secure, web-based portal, available through San Juan Unified School District. With ESS, you can review your specific personal and work-related information, such as pay history, leave balances and W2 information.
- The goal is to provide you with access to personal and work-related information on file and to ensure that the system has current and accurate information available in Human Resources.

SJUSD EMPLOYEE SELF SERVICE (ESS)

- ESS is the replacement for SJUSD's Employee Records Portal.
- ESS includes the following
 - Personnel Information
 - Credential Information
 - W2 Information
 - Paycheck (Earning and Deduction Statement)
 - Total Compensation Statement
 - Salary Information
 - Leave Balances and History
- Employees are able to update or add the following information to their personal record:
 - Home Address and Phone number
 - Select to Go-Green - Receive paperless paychecks
 - Update or add Direct Deposit banking information

ESS HOME SCREEN & REGISTRATION

San Juan Unified School District Employee Self Service 
version: 4.2.6-beta4

Home » Login Register » District: 98

Useful links:
[login](#) (if you have a user id)
[register](#) (if you're a 1st time user)
[ESS Quick Start Guide](#)
[GoGreen Instructions](#)
[ESS for Timekeepers](#)
[ESS for Payroll/HR](#)
[Employee ID Look Up](#)
[SJ Scene INTRAnet](#)
[SJUSD Portal](#)
[SJUSD Office 365](#)
[ERO](#)
[SJUSD Website](#)

Employee Self Service Portal (ESS)

Attention: This is a private system operated by the San Juan Unified School District. Valid authorization from SJUSD management is required to access this system. Unauthorized access is strictly prohibited.

Employee Self Service (ESS) is a secure, web-based portal, available through the SJUSD, Information Services Department. With ESS, you can review your specific personal and work related information, such as pay history, leave balances and W2 information.

The goal is to provide you with access to personal and work-related information on file and to ensure that the system has current and accurate information available in Human Resources.

Employee Self Service includes:

- Personnel Information
- Credential Information
- W2 Information
- Paycheck (Earning and Deduction Statement)
- Total Compensation Statement
- Salary Information
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Employees are able to update or add the following information to their personal record:

- Home Address and Phone number
- Select to Go-Green - Receive paperless paychecks
- Update or add Direct Deposit banking information

Any questions regarding the information shown in ESS please contact the Human Resource department.

ESS has two links to access the registrations page.

One on the left navigation panel and one on the top right corner.

ESS REGISTRATION: WHO CAN REGISTER

The screenshot shows the 'Staff Registration Form' interface. At the top, there is a navigation bar with links for 'Home', 'Requests', 'Employee finder', 'Absence tracking', 'Admin', and 'District: 98'. The form title is 'Staff Registration Form' with links for 'List users', 'New guest user', and 'back'. A message box in the top right corner says 'One Message'. The form includes several required fields: 'Last 4-digits of SSN', 'Employee number', 'Birth date' (with dropdowns for month, day, and year), 'Login name', 'Password', 'Confirm password', 'Challenge question', and 'Your answer'. There are 'Register' and 'Cancel' buttons at the bottom. A 'Notes' section at the bottom provides instructions for different user types.

* indicates required fields

Last 4-digits of SSN: * Birth date: * January 1 1970

Employee number: *

Choose a login name and password:

Login name: * (3 - 30 characters) [help](#) →

Password: * (8 - 40 characters) [help](#) →

Confirm password: *

Challenge question: * What is your mother's maiden name?

Your answer: *

[Cancel](#)

Notes:

- If you are **not** a district employee you need to register as a [guest](#).
- If you have previously logged-in as a Staff user then go to the [ESS login page](#) , select "Staff" as the user-type, and enter your ESS user name and password.
- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#) , select "QCC" as the user-type, and enter your QCC user name and QCC password.

- Employees will register by creating their own user name and password.
- District Employees able to login to QCC (the HR and Financial system) do not need to register. Click on the ESS Login Page, select "QCC" as the user-type, and enter your QCC user name and password
- Employees who are no longer with SJUSD will have modified access to content but will now have access to their pay history and W2 information after they are no longer employed
- Employees can reset their own passwords by creating "Challenge questions"

ESS REGISTRATION: HOW TO REGISTER

The screenshot shows the 'Staff Registration Form' in a web application. The page has a dark blue header with navigation links: Home, Requests, Employee finder, Absence tracking, Admin, and District: 98. A 'One Message' notification is visible in the top right. The form title is 'Staff Registration Form' with links for 'List users', 'New guest user', and 'back'. A note indicates that asterisks (*) denote required fields. The form contains several input fields: 'Last 4-digits of SSN' (text input), 'Employee number' (text input), 'Birth date' (dropdown for month, and two dropdowns for day and year), 'Login name' (text input with a 'help' link), 'Password' (text input with a 'help' link), 'Confirm password' (text input), 'Challenge question' (dropdown menu), and 'Your answer' (text input). At the bottom, there are 'Register' and 'Cancel' buttons. A 'Notes' section at the bottom provides instructions for different user types: 'guest' for non-district employees, 'Staff' for previous staff users, and 'QCC' for district employees using the HR and Finance system.

version: 4.2.6-beta1 QSS

Home » Requests » Employee finder » Absence tracking » Admin » District: 98

One Message

Staff Registration Form [List users | New guest user | back]

* indicates required fields

Last 4-digits of SSN: *

Employee number: *

Birth date: * January 1 1970

Choose a login name and password:

Login name: * (3 - 30 characters) [help](#) →

Password: * (8 - 40 characters) [help](#) →

Confirm password: *

Challenge question: *

Your answer: *

Notes:

- If you are **not** a district employee you need to register as a [guest](#).
- If you have previously logged-in as a Staff user then go to the [ESS login page](#) , select "Staff" as the user-type, and enter your ESS user name and password.
- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#) , select "QCC" as the user-type, and enter your QCC user name and QCC password.

1. Enter the last 4 of your Social Security Number.
2. Enter your employee number. You can find your number at the top of your payroll warrant or automatic payroll deposit (APD) stub. Or you can look up your employee id number [here](#).
3. Enter your birthdate.
4. Chose a log in name. We recommend using your SJUSD user name for example clark.kent.

ESS REGISTRATION: HOW TO REGISTER

The screenshot shows the 'Staff Registration Form' in a web browser. The page has a dark blue header with navigation links: Home, Requests, Employee finder, Absence tracking, Admin, and District: 98. The form title is 'Staff Registration Form' with links for 'List users', 'New guest user', and 'back'. A note indicates that an asterisk (*) denotes required fields. The form includes fields for 'Last 4-digits of SSN', 'Employee number', and 'Birth date' (with dropdowns for month, day, and year). A section titled 'Choose a login name and password:' contains fields for 'Login name', 'Password', 'Confirm password', 'Challenge question' (with a dropdown menu), and 'Your answer'. At the bottom of the form are 'Register' and 'Cancel' buttons. Below the form is a 'Notes' section with three bullet points providing instructions for different user types.

version: 4.2.6-beta1 QSS

Home » Requests » Employee finder » Absence tracking » Admin » District: 98

Staff Registration Form [List users | New guest user | back]

* indicates required fields

Last 4-digits of SSN: * Birth date: * January 1 1970

Employee number: *

Choose a login name and password:

Login name: * (3 - 30 characters) [help](#) →

Password: * (8 - 40 characters) [help](#) →

Confirm password: *

Challenge question: * What is your mother's maiden name?

Your answer: *

Notes:

- If you are **not** a district employee you need to register as a [guest](#).
- If you have previously logged-in as a Staff user then go to the [ESS login page](#) , select "Staff" as the user-type, and enter your ESS user name and password.
- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#) , select "QCC" as the user-type, and enter your QCC user name and QCC password.

5. Enter a password. All passwords must meet SJUSD requirements.
6. Confirm your password.
7. Pick a challenge question. This is used if you forgot your password and need to reset it.
8. Answer your challenge question. Please remember that your answer will be case sensitive.
9. Click the "Register" when you are done.

ESS LOGIN: HOW TO LOG IN

Your School District Employee Self Service
version: 4.2.6-beta1 QSS

Home » Register » Help District: 98

Login for ESS

All users must be registered prior to accessing the system.

User type:

User name: [Forgot user name?](#)

Password: [Forgot password?](#)

[new staff user](#) -- register as staff (district employee)

[new guest user](#) -- register as a guest (not employed by the district)

[Public Website](#)

- Paycheck (Earning and Deduction Statement)
- Total Compensation Statement
- Salary Information
- Leave Balances and History


1. Click the login button
2. Select User Type
 1. Staff : All employees
 2. QSS: Only employees who elected to use their QSS logins
 3. Guest: non SJUSD Employees
3. Enter your username
4. Enter your password
5. Note the forgot user name and password links


ESS NAVIGATION:

The screenshot shows the top navigation bar of the Employee Self Service (ESS) portal. On the left is the San Juan Unified School District logo with the motto "EDUCATE INSPIRE • SUCCEED • CONTRIBUTE". The text "San Juan Unified School District" is displayed. To the right, it says "Employee Self Service" with a small tree icon, and below that, "version: 4.2.6-beta4 QSS". The navigation menu includes "Home »", "My info »", "Requests »", "Employee finder »", and "Absence tracking »". The "My info" menu is expanded, showing sub-items: "Personnel", "Payroll", and "Leave". A mouse cursor is hovering over "Personnel". Below the menu, the text "Self Service Portal (ESS)" is visible.

1. The top navigation allows you to access all the features in ESS. Mover Over the “My Info” to access the following information
 1. Personnel
 2. Payroll
 3. Leave
2. Request: Request or change
 1. Direct Deposit
 2. Go Green
 3. Name/Address Change – coming soon
3. Absence Tracking – Timekeepers and Payroll

ESS MY INFO: PERSONNEL

 San Juan Unified School District

Employee Self Service 
version: 4.2.6-beta4

Home » My info » Requests » Employee finder » Absence tracking »

[search]

Personnel Info | Positions | Leave | Pay History | W2/ACA | Creds/Licences | Degrees | Name History

First name: [redacted]	Employee number: 576493
Preferred name:	Primary work loc: Technology Services
Middle initial: L	Work email: cathie.browning
Last name: [redacted]	Employee type: 22 - Permanent 12 Pay
Gender: Female	Leave group: 01 - Gen Cal-1 12-Mo Wkyra1
Street:	Bargaining unit: 21 - General
City: Citrus Heights	Report code: 20 - Classified Personnel
State: CA	Longevity base date: 01-05-2016
Zip code: 95610	TB expire: 12-01-2019
Home phone: [redacted]	
Home email:	
Birth date: [redacted]	
Other phone:	

- Personnel has your demographic information and access to the other Tabs
- If any information is out of date, please contact our Human Resource department
HRESSSupport@sanjuan.edu
- **Note: Some information is only relevant to Credential Employees and therefor will not have data for non Credential Employees (i.e. Credentials, Degree)**

ESS MY INFO: POSITIONS

Positions has two views:

Pos ^	Name ^	Start ^	Pri ^	Location ^
33104	SENIOR PROGRAMMER ANALYST	03-27-17	Y	TECHNOLOGY SERVICES



• **Brief view** shows the employee position, start date, and location



• **Salary Placement** shows information regarding your step and range f

Pos ^	Name ^	Start ^	Pri ^	Location ^	Salary Placement			Salary Advancement			
					Sched ^	Range ^	Step ^	Date ^	Sched ^	Range ^	Step ^
33104	SENIOR PROGRAMMER ANALYST	03-27-17	Y	TECHNOLOGY SERVICES	21	0053	01	02-01-18	21	0053	02

ESS MY INFO: LEAVE

Leave Group: "GEN CAL-1 12-MO WKYRA1 (01)"

- Personnel Info
- Pay History
- Positions
- Leave**
- W2/ACA
- Credentials
- Degrees
- Name History

[Calendar view](#)

	Balance (hours)		Usage	Pending	
Leave Category	Actual	Avail	(hours)	(hours)	Notes
Starting:	this fiscal year ▼		show all details		
Sick Leave	68.50	68.50	0.00	14.00	Illness, Injury or Medical Appointment
Vacation	73.99	73.99	0.00	3.00	Vacation Requests must be preapproved
Personal Necessity	40.50	40.50	0.00	0.00	WHEN YOU TAKE PN - THE HOURS WILL DEDUCT FROM BOTH YOUR SICK LEAVE AND PN BALANCE.
Extended Sick Leave	-	-	-	0.00	
Workers Compensation	-	-	-	-1.00	
Compensatory Time	36.50	36.50	0.00	-8.00	

Starting:		this fiscal year ▼		show all details				
hide	type	start	end	amt	pending			
	Sick Or Medical Apt	09-07-2017			1.00	Illness, Injury		
	Sick Or Medical Apt	08-22-2017			5.00			
	Sick Or Medical Apt	08-16-2017			8.00			
Vacation				73.99	73.99	0.00	3.00	Vacation Re

- Employees can check their leave balances
- Option to view historical leave balances
- Clicking on any Leave Category will give you additional details

ESS MY INFO: PAYROLL

Direct deposit is selected instead of paper checks.

Online paystubs are selected instead of paper stubs.

Starting date paid:

Check/DD#	Type	Date Paid	Net Pay	Image
81603767	M	09/29/2017	4,211.29	
hide	Period end:		09/30/2017	
Gross Pay:			5,664.00	
Non-taxable wages:			388.92	
Tax shelter annuity:			0.00	
Federal tax:			145.78	
State tax:			69.49	
Social Security wages:			5,275.08	
Social Security paid out:			327.05	
Medicare wages:			5,275.08	
Medicare paid out:			76.49	
STRS:			0.00	
PERS:			396.48	
Misc deductions:			437.42	

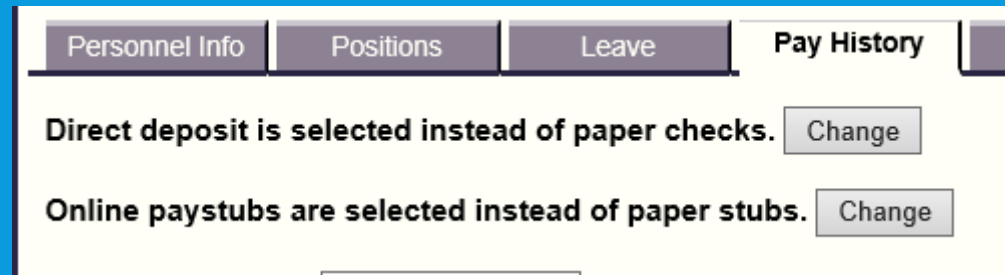
Misc Deductions -- Warrant: 81603767		
Pay Date: 09/29/2017		
Description	Employee Amt	Employer Amt
CSEA - MEMBER	36.75	0.00
CSEA LOCAL 127 DUES	3.00	0.00
RELIANCE STANDARD CLASS SUPP	8.75	0.00
KAISER FOUNDATION HEALTH PLAN	388.92	2,016.88
SELF INSURANCE TRANSFER-VISION	0.00	10.26
VISION SERVICE PLAN	0.00	1.07
DELTA DENTAL PLAN	0.00	71.00
RELIANCE STANDARD CLASS	0.00	5.80
Totals:	437.42	2,105.01

- Payroll has two tabs Pay history and W2/ACA
- You can now view your check number or direct deposit number, date paid, and the net pay in a single glance.
- Click on a check/DD Number and you will see the details of each check.
- To see the breakout of your deductions click on the total of your Misc Deductions.
- You will be able to print your warrants or direct deposits with the PDF Images
- W2 and ACA will be coming soon

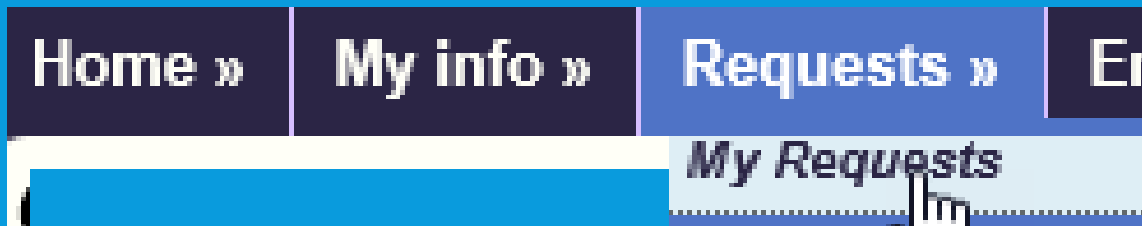
ESS: DIRECT DEPOSIT AND GO-GREEN

There are two ways you can select or update Direct Deposit and Go-Green

The first way is on the Pay History

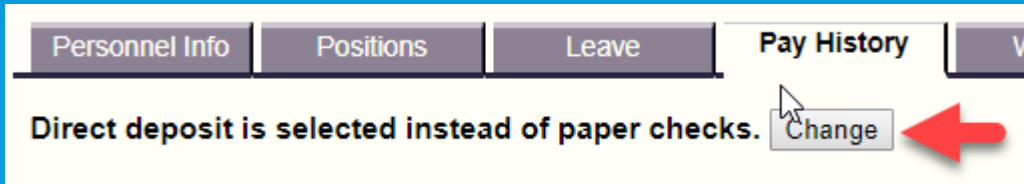


• The Second Way is under the Request tab

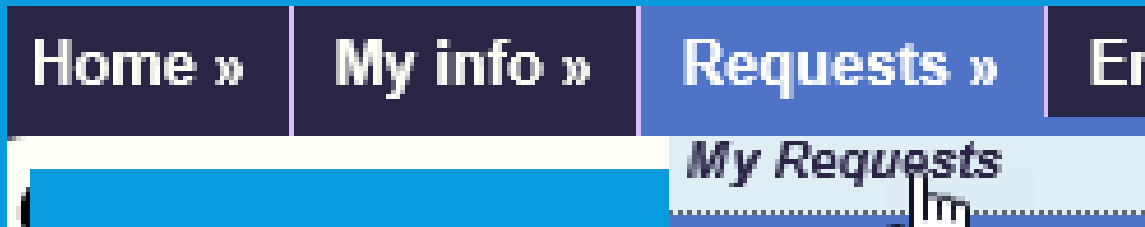


ESS: DIRECT DEPOSIT

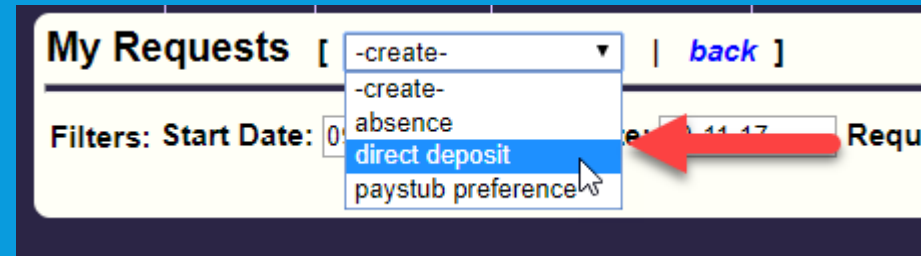
Option 1. Click on the "Change" button on the Pay History



Option 2. Click on the "My Requests" on the Request Tab



Select "direct deposit" under My Requests



ESS: DIRECT DEPOSIT

Step 1. Select Payment Method

- **Paper check** – you will receive a paper check
- **Checking deposit** – your check will be deposit in your checking account and you will receive a copy of your check
- **Savings deposit** - your check will be deposit in your saving account you will receive a copy of your check

Step 2. For Checking or Saving Deposit

- Enter Routing Number and Account Number for the bank that you would like your pay checks to go to
- When done click the “Create” button
- **Remember to Go Green when you select either checking or savings deposit**

Direct Deposit Request

Payment method changes requested by this form may take up to two pay periods to go into effect. Please contact the Payroll Department (xxx-xxx-xxxx) if you would like to know the exact effective date.

This introductory HTML content may be customized by editing the following ESS server file:
/etc/opt/qss/hrsweb/requests/direct_deposit/_introduction.html.erb

Di / Emp #: 98 / 576493
Name: Browning, Cathie L.
Request Status: New

Payment Information
Current Payment Method: Checking deposit
Requested Payment Method: * Paper check Checking deposit Savings deposit

Routing Information
Current Routing Number: *****3742
Routing Number: *
Confirm Routing Number: *

Account Information
Current Account Number: *****3498
Account Number: *
Confirm Account Number: *

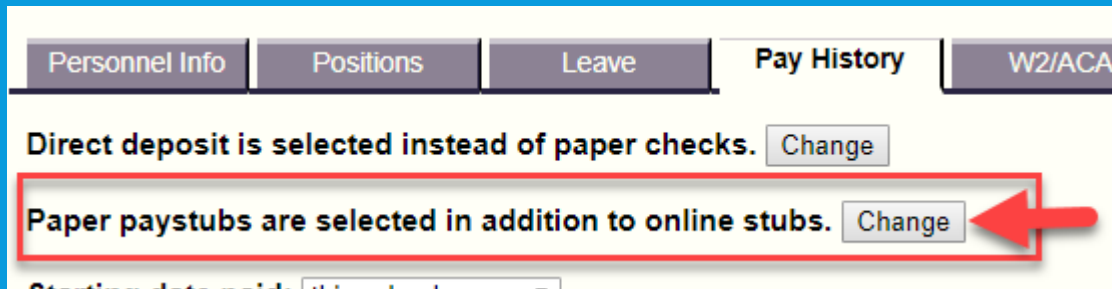
Your Name
Your Address _____ DATE _____ 1001
PAY TO THE ORDER OF: _____ \$ _____
DOLLARS
Your Bank Name _____
MEMO _____
⑆123456789⑆0000987654321⑆ 1001
9 Digit Routing Number Your Account Number Check Number

By submitting this form, I authorize my employer to make the changes I selected above that will determine how I am paid. I acknowledge that changes may take up to two pay periods to go into effect.

This acknowledgement HTML content may be customized by editing the following ESS server file:
/etc/opt/qss/hrsweb/requests/direct_deposit/_acknowledge.html.erb

ESS: GO-GREEN

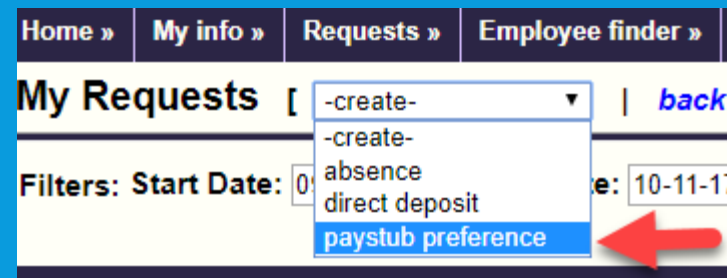
Option 1. Click on the "Change" button on the Pay History



Option 2. Click on the "My Requests" on the Request Tab



Select "paystub preference" under My Requests



Personal Benefits

SAVE TIME by not having to go to the bank to deposit your check, and you may even receive your money in the bank faster!



District Benefits

SAVE MONEY for the District by reducing the cost we spend on paper and printing!



Environmental Benefits

SAVE TREES by using less paper, and help preserve the environment for our kids!

ESS: GO-GREEN

Step 1.

- **Notice Requested Paystub Preference** shows your current status
- Clicking the “Create” button will change your Go-Green status

Paystub Preference Request

Paystub preference changes requested by this form might not take effect until the next pay period. Please contact the Payroll Department (xxx-xxx-xxxx) if you would like to know the exact effective date.

This introductory HTML content may be customized by editing the following ESS server file:

/etc/opt/qss/hrswweb/requests/paystub_preference/_introduction.html.erb

Di / Emp #: 98 / 576493
Name: [REDACTED]
Request Status: New
Current Paystub Preference: Paper
Requested Paystub Preference: Online

By submitting this form, I authorize my employer to make the change I selected above for how I receive my paystub. I acknowledge that this change might not take effect until the next pay period.

This acknowledgement HTML content may be customized by editing the following ESS server file:

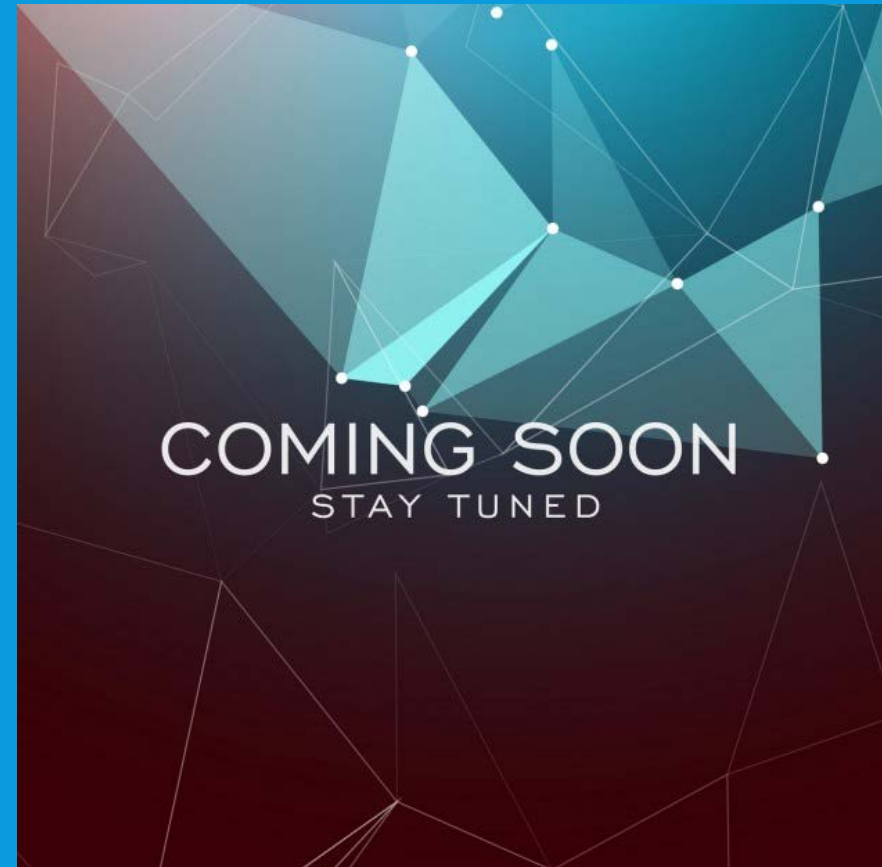
/etc/opt/qss/hrswweb/requests/paystub_preference/_acknowledge.html.erb

←

ESS: EMPLOYEE ADDRESS CHANGE

Employees will be able to update their home address and phone number

This feature is coming soon!



ESS: TECHNICAL SUPPORT

Need Help and not sure who to call:

Issues with access, log in, viewing web pages
call support desk @ 971-7195 option 2

Issues with content in ESS call SJUSD Human
Resource Department
HRESSSupport@sanjuan.edu

