

# SJUSD EMPLOYEE SELF SERVICE (ESS)

ESS for Timekeepers

Provided by SJUSD Technology Services Project Management Team

October 2017

# ESS: KEY ITEMS

- You only need to attend one training session
- **Do not stop** using MCAR until you receive an email from the project management team letting you know the ESS is live and ready to use.
- ESS is estimated to go live on October 16<sup>th</sup>
- Absence request for Employees will remain the same
- Any absence entered into MCAR after October 16<sup>th</sup> may need to be entered into ESS
- Any question call Cathie Browning at 971-7637 or email [cathie.browning@sanjuan.edu](mailto:cathie.browning@sanjuan.edu)

# 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 , W2 information and Absence Tracking.
- The goal is to provide employee's with access to personal and work-related information on file and 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

# ABSENCE TRACKING WEB (ABW)

- ABW is the replacement for SJUSD's MCAR.
- ABW includes the following:
  - Employee's Leave Information
  - Employee's FTE
  - Employee's Hours per day
  - Available absence reasons

# ABSENCE TRACKING WEB (ABW)

- **Accessing the System:** The URL for the ESS application is <http://ESS.sanjuan.edu/>. You will also be able to access it from the District's intranet once we go-live. It will replace the replace the MCAR Login link highlighted in red on the page below.



- The application will time-out after 30 minutes. After 30 minutes, you will have to log back in.
- **Getting Support:** Please call Cheryl Maio at 971-7246 with any questions about the assignments, procedures or workflows associated with absence reporting. For technical issues please call the Support Desk at 971-7195, option 2.

# ABSENCE TRACKING WEB (ABW)

- **Timekeeper Functionality:** Each site and department will be assigned a primary and alternate Timekeeper.
- As a Timekeeper, you will be responsible for entering absence data into the ESS system for designated employees in your organizational unit.
- When you log into the system, you will be able to enter and view data for staff assigned to you.
- You will also be able to make corrections to previously recorded information, enter long-term absences and submit data for administrative approval. As a Timekeeper, absence corrections are limited.
- To be added or removed as a Timekeeper for your site, please consult with your Supervisor before contacting Cheryl Maio at 971-7246 .

# ESS HOME SCREEN & REGISTRATION

**San Juan Unified School District** Employee Self Service  
version: 4.2.8-beta2 QSS

Home » Login Register » District: 98

**Useful links:**  
[login \(if you have a user id\)](#)  
[register \(if you're a 1st time user\)](#)  
[Historical Paystubs...](#)  
[SJ Scene INTRANet](#)  
[SJUSD Office 365 Mail](#)  
[SJUSD Portal](#)  
[ERO](#)  
[SJUSD Public 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
- 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

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

ESS has two links to access the registration 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 note indicates that an asterisk (\*) denotes required fields. The form includes the following fields: 'Last 4-digits of SSN' (text input), 'Employee number' (text input), 'Birth date' (dropdown for month, dropdown for day, and dropdown for 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 of the form are 'Register' and 'Cancel' buttons. Below the form, there is a 'Notes' section with three bullet points providing instructions for different user types and login procedures.

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: \*

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.

- Employees will register by creating their own user name and password.
- Employees who are no longer with SJUSD will now have access to their pay history and W2 information after they are no longer employed. These employees will not have full access to all other content.
- Employees can reset their own passwords by answering "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 itself is white with a dark border. It includes a breadcrumb trail: [ List users | New guest user | 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 character count of 3-30 and a help link), 'Password' (text input with a character count of 8-40 and a help link), 'Confirm password' (text input), 'Challenge question' (dropdown menu), and 'Your answer' (text input). 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 and login procedures.

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: \*  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: \*

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. Choose a login 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', and 'Confirm password', each with character length requirements and help links. There is also a 'Challenge question' dropdown and a 'Your answer' text field. At the bottom, there are 'Register' and 'Cancel' buttons, and a 'Notes' section with three bullet points providing additional instructions.

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

San Juan Unified School District Employee Self Service version: 4.2.6-beta2 QSS

Home » Register » Help District: 98

### Login for ESS

All users must be registered prior to accessing the system.

User type: Staff ▼ ?

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

Password:  ? [Forgot password?](#)

Login

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

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

- Personnel Information
- Credential Information
- W2 Information
- 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:

San Juan Unified School District

Employee Self Service  
version: 4.2.6-beta2

User: cathie.browning »  
Logout  
18 Messages

Home » My info » Requests » Absence tracking » District: 98

Personnel  
Payroll  
Leave

Personnel Info  
Positions  
Credits/Licences  
Degrees  
Name History

Useful links:  
[Historical Paystubs...](#)

## Employee Self Service Portal (ESS)

1. The top navigation allows you to access all the features in ESS. Move Over the “My Info” to access the following information
  1. Personnel
  2. Payroll
  3. Leave
2. Requests
  1. Direct Deposit
  2. Name/Address Change – coming soon
3. Absence Tracking – Only available for Timekeepers and Payroll

# ESS MY INFO: PERSONNEL

**San Juan Unified School District** Employee Self Service version: 4.2.6-beta2 QSS

User: cathie.browning »  
Logout  
18 Messages

Home » My info » Requests » Absence tracking » Help+Video District: 98

### Cathie Browning (Emp# 576493)

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

<b>First name:</b> Cathie	<b>Employee number:</b> 576493
<b>Preferred name:</b>	<b>Primary work loc:</b> Technology Services
<b>Middle initial:</b> L	<b>Work email:</b> <a href="mailto:cathie.browning">cathie.browning</a>
<b>Last name:</b> Browning	<b>Employee type:</b> 22 - Permanent 12 Pay
<b>Gender:</b> Female	<b>Leave group:</b> 01 - Gen Cal-1 12-Mo Wkyra1
<b>Street:</b> 7882 Claypool Way	<b>Bargaining unit:</b> 21 - General
<b>City:</b> Citrus Heights	<b>Report code:</b> 20 - Classified Personnel
<b>State:</b> CA	<b>Longevity base date:</b> 01-05-2016
<b>Zip code:</b> 95610	<b>TB expire:</b> 12-01-2019
<b>Home phone:</b> (916)508-4186	
<b>Home email:</b>	
<b>Birth date:</b> 12-09-1969	
<b>Other phone:</b>	

- Personnel has different tabs
- Some information is only relevant to Credential Employees and therefore will not have data for non-Credential Employees (i.e. Credentials, Degree)
- If any information is out of date, please contact our Human Resource department

# ESS MY INFO: PAYROLL

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

Direct deposit is selected in lieu of paper checks. [Change](#)

Starting date paid:

Check/DD#	Type	Date Paid	Net Pay	Image
<a href="#">81553239</a>	M	04/27/2017	3,223.27	
<a href="#">hide</a>	Period end:		04/30/2017	
Gross Pay:			4,565.00	
Non-taxable wages:			388.92	
Tax shelter annuity:			0.00	
Federal tax:			240.77	
State tax:			24.52	
Social Security wages:			4,176.08	
Social Security paid out:			258.92	
Medicare wages:			4,176.08	
Medicare paid out:			60.55	
STRS:			0.00	
PERS:			319.55	
Misc deductions:			<a href="#">437.42</a>	
<a href="#">81517881</a>	M	03/31/2017	3,223.27	
<a href="#">01301030</a>	M	03/31/2017	183.32	
<a href="#">81511636</a>	M	02/28/2017	3,223.27	
<a href="#">81505301</a>	M	01/31/2017	3,081.82	

**Misc Deductions -- Warrant: 81553239**  
**Pay Date: 04/27/2017**

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
<b>Totals:</b>	<b>437.42</b>	<b>2,105.01</b>

- Payroll has two tabs Pay history and W2/ACA
- You can now see a breakout of your Deductions
- You will be able to print your warrants or direct deposits
- W2 and ACA will be coming
- History including the check number or direct deposit number, type of transaction, date paid and the net pay.

# 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](#)

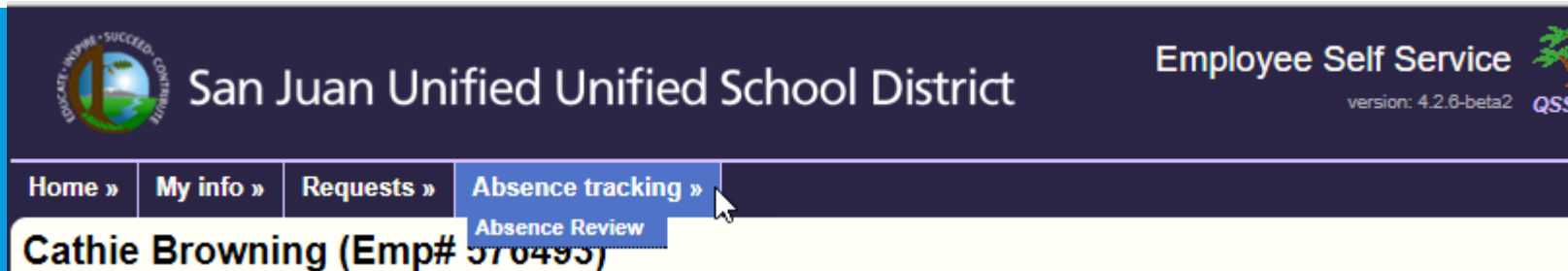
	Balance (hours)		Usage	Pending	
Leave Category	Actual	Avail	(hours)	(hours)	Notes
<b>Starting:</b>	this fiscal year ▼		<a href="#">show all details</a>		
<a href="#">Sick Leave</a>	68.50	68.50	0.00	14.00	Illness, Injury or Medical Appointment
<a href="#">Vacation</a>	73.99	73.99	0.00	3.00	Vacation Requests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

<b>Starting:</b>		this fiscal year ▼		<a href="#">show all details</a>				
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			
<a href="#">Vacation</a>				73.99	73.99	0.00	3.00	Vacation Re

- Employees can check their leave balances
- Option to view historical leave balances
- Click on one of the leave category links for usage detail



# ABW : TIMEKEEPER PAYROLL

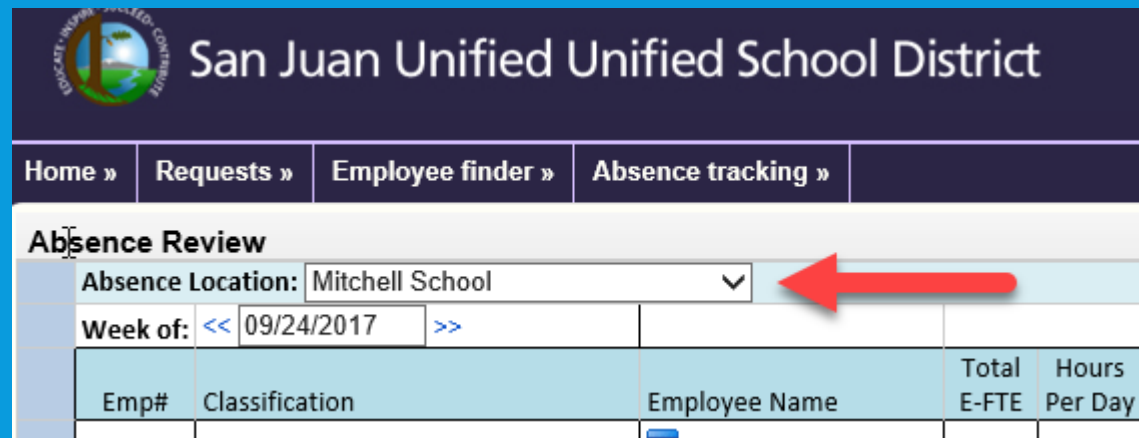


San Juan Unified Unified School District Employee Self Service  
version: 4.2.8-beta2 QSS

Home » My info » Requests » Absence tracking »  
Absence Review

Cathie Browning (Emp# 570495)

1. Click on Absence Tracking Menu
2. Select Your Location



San Juan Unified Unified School District

Home » Requests » Employee finder » Absence tracking »


Absence Review

Absence Location: Mitchell School


Week of: << 09/24/2017 >>

Emp#	Classification	Employee Name	Total E-FTE	Hours Per Day

# ABW : TIMEKEEPER SCREEN



San Juan Unified School District

Employee Self Service  version: 4.2.8-beta2

User: admin »  
Logout  
4 Messages

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

### Absence Review

Absence Location: Mitchell School

Week of: << 09/24/2017 >>

Legend: pend used accrue reject non-work day

Emp#	Classification	Employee Name	Total E-FTE	Hours Per Day	Sun	09/24	Mon	09/25	Tue	09/26	Wed	09/27	Thu	09/28	Fri	09/29	Sat	09/30
576213	INSTRUCTIONAL ASST III	B [REDACTED]	0.5625	8.0														
183495	SCHOOL/COMMUNITY WORKER	B [REDACTED]	1.0	8.0														
465907	YOUTH/ADULT EMPLOYMENT TECH I	B [REDACTED]	1.0	8.0														
366392	INTERMEDIATE CLERK TYPIST	B [REDACTED]	1.0	8.0														
451594	COUNSELOR-SPECIAL PROG	B [REDACTED]	1.0	6.0														
574930	SCHOOL/COMMUNITY WORKER	B [REDACTED]	1.0	8.0														
203203	SCHOOL/COMMUNITY WORKER	B [REDACTED]	1.0	8.0					20	3.0								

1. Date:
2. Employee Name and Job Title
3. Total FTE and Hours per day
4. Legend to Record Absence

Note: If the employee's name is not in your list please contact Cheryl Maio at 971-7246

# ABW : TIMEKEEPER SCREEN

**Absence Review**

Absence Location: Technology Services ▾

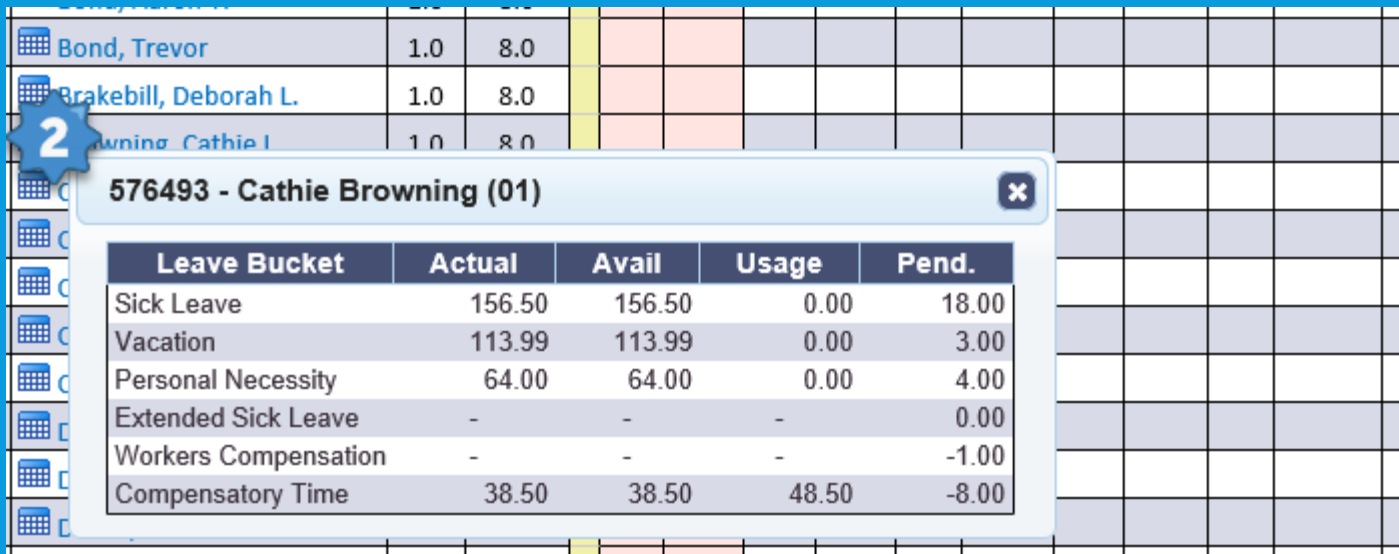
Week: 1 << 10/01/2017 >>

Emp#	Classification	Employee Name	Total E-FTE	Hours Per Day
------	----------------	---------------	-------------	---------------

Select the week of the Absence for the Employee.

To change the week click on the Arrows Left or Right.

# ABW : TIMEKEEPER SCREEN



The screenshot shows a list of employees in a table. A blue callout bubble with the number '2' points to the name 'Cathie Browning' in the list. A pop-up window titled '576493 - Cathie Browning (01)' is open, displaying a table of leave bucket data.

Leave Bucket	Actual	Avail	Usage	Pend.
Sick Leave	156.50	156.50	0.00	18.00
Vacation	113.99	113.99	0.00	3.00
Personal Necessity	64.00	64.00	0.00	4.00
Extended Sick Leave	-	-	-	0.00
Workers Compensation	-	-	-	-1.00
Compensatory Time	38.50	38.50	48.50	-8.00

Click on the Employee's Name and you will see the employee's current Leave Bucket and Leave totals.

Note the Pending column. These are all items that have been entered for future dates and have not been posted to the QCC System.

Note: If the employee's name is not in your list please contact Cheryl Miao at 971-7246



# ABW : HOW TO RECORD AN ABSENCE CONTINUED...

Employee Name	Total E-FTE	Hours Per Day	Sun 09/24	Mon 09/25	Tue 09/26	Wed 09/27
WORKER						
MENT TEC						
PIST						
OG						
WORKER						
WORKER						

### Absence Request

**Di / Emp #:** 98 / 95392  
**Name:** Jarnigan, Arlecia R.  
**Request Status:** New  
**Position:** \* Computer Operator I (Techserv)  
**Reason:** \* Please select  
**Start Date:** \* 2017-10-02  
**End Date:** \* 2017-10-02  
**Work Days:** 1 (Via calendar 1 - 12 MO SUPV CLASS TRNS CON)  
**Hours Per Day:** \* 8  
**Total Hours:** \* 8  
**Explanation:** \* PN

Create

Personal Nec (Sick Leave) (12)						
Sal/Ded Personal Business (52)						
Sal/Ded Unauthorized Absence (63)						
Sick Or Medical Apt (11)						
Union Related Business (49)						
Vacation - Earned (26)						
Workers Comp (27)						

1. Click on the day you want to record an absence
2. In the pop up box Click on the "New" button
3. Verify the correct employee is selected
4. Enter the reason

# ABW : HOW TO RECORD AN ABSENCE CONT.

Employee Name	Total E-FTE	Hours Per Day	Sun 09/24	Mon 09/25	Tue 09/26	Wed 09/27
Bellendir, Stephen	0.5625	8.0				
Brown, Stacy M.	1.0	8.0				
...	...	...				

### Absence Request

**Di / Emp #:** 98 / 95392  
**Name:** Jarnigan, Arlecia R.  
**Request Status:** New  
**Position:** \* Computer Operator I (Techserv)  
**Reason:** \* Personal Nec (Sick Leave) (12) ▾  
**Start Date:** \* 2017-10-02  
**End Date:** \* 2017-10-02  
**Work Days:** 1 (Via calendar 1 - 12 MO SUPV CLASS TRNS CON)  
**Hours Per Day:** \* 8  
**Total Hours:** \* 8  
**Explanation:** \* PN

Create

1. Select Start and End Date
2. Enter the number of hours the person is absent per day
3. The system will calculate the number of total hours absent
4. Enter an Explanation: Reenter the Absence Reason
5. Click "Create"
6. An Email will be sent to the Employee



# ABW : TIME KEEPER SCREEN

Employee Self Service version: 4.2.6-beta2 QSS

User: admin »  
Logout  
4 Messages

Admin » District: 98

**Legend:**  
pend used accrue reject non-work day

Day	Sun 09/24	Mon 09/25	Tue 09/26	Wed 09/27	Thu 09/28	Fri 09/29	Sat 09/30
			20 3.0				

**Absence Request Details**  
**Status:** In Progress / Submitted  
**Position:** SCHOOL/COMMUNITY WORKER  
**Reason:** Bereavement, Limit 3 Days  
**Start:** 2017-09-26  
**End:** 2017-09-26  
**Amount:** 3.0 (hours)  
**Explanation:** bereavement

Absence is now recorded and you can review it by hovering over blue bar.

You can edit or delete the absence if the absence has not passed.



# ESS: KEY ITEMS

- You only need to attend one training session
- **Do not stop** using MCAR until you receive an email from the project management team letting you know the ESS is live and ready to use.
- ESS is estimated to go live on October 16<sup>th</sup>
- Absence request for Employees will remain the same
- Any absence entered into MCAR after October 16<sup>th</sup> may need to be entered into ESS
- Any question call Cathie Browning at 971-7637 or email [cathie.browning@sanjuan.edu](mailto:cathie.browning@sanjuan.edu)

# DEMONSTRATION