



Employee Self Service (ESS) Guide

Revised June, 2011

Table of Contents

1. Access.....	page 2
Logging In	
Password Reset	
2. Overview of Features.....	page 5
Dashboard	
Benefits Information	
Certification Information	
Pay and Tax Information	
Personal Information	
Time-off Information	

For additional information, please contact Human Resources at HrEss@wesdschools.org.

ACCESSING ESS

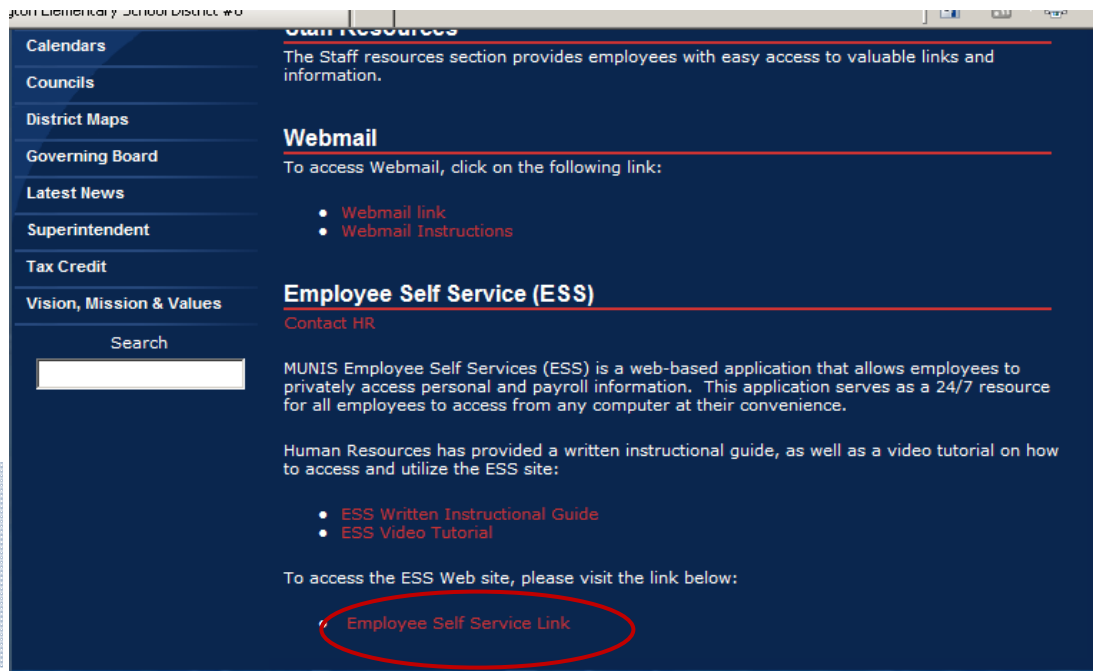


Start from the District home page:

www.wesdschools.org

Click the **E-mail/ESS** tab

TIP: You can also log-in directly at <http://ess.wesdschools.org/mss>



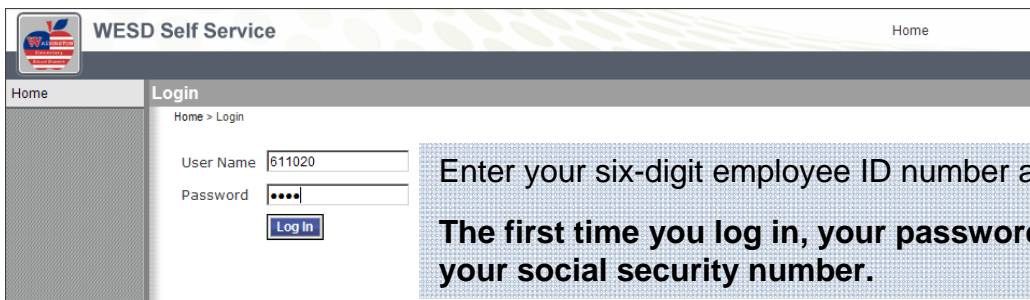
Scroll down to the bottom of the page

Click **Employee Self Service Link**

LOG IN TO ESS

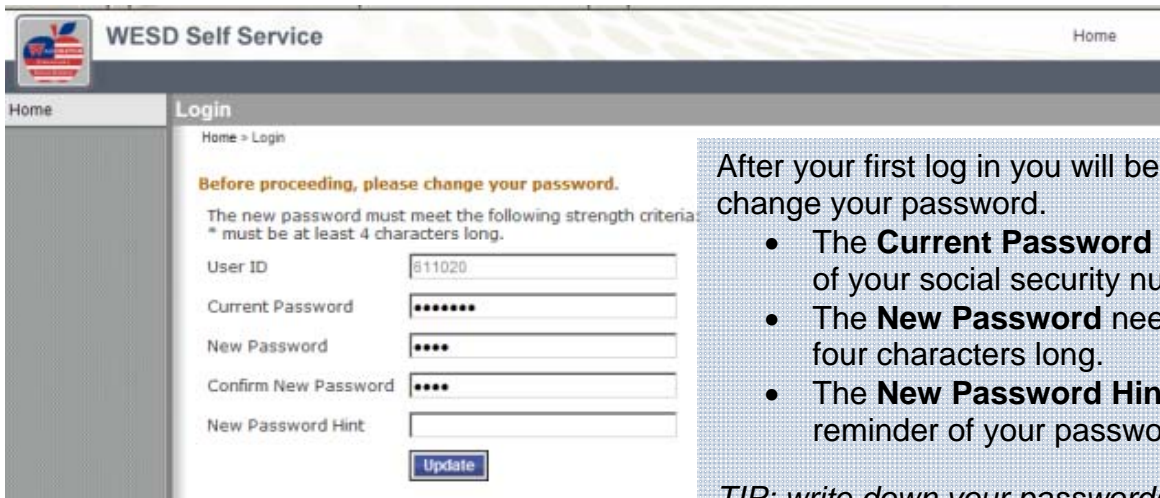


Click **Log In** to get started.



Enter your six-digit employee ID number as your user name.

The first time you log in, your password is the last four digits of your social security number.

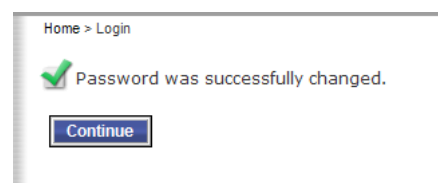


After your first log in you will be prompted to change your password.

- The **Current Password** is the last four digits of your social security number.
- The **New Password** needs to be at least four characters long.
- The **New Password Hint** is a personal reminder of your password if you forget it.

TIP: write down your password(or hint) and keep it in a safe place for reference.

You will receive confirmation that your password change was successful. Click **Continue** to proceed.



PASSWORD RESET

WESD Self Service

Home > Login

⚠ Your login attempt has failed. Please try again.

If you've forgotten your password, click [here](#) to receive your password hint by e-mail.

User Name:

Password:

If at any time, you enter an incorrect password, the system will give you the option of receiving your password hint by e-mail.

- The password hint e-mail will be sent to your District e-mail address.
- The sender will be NoReply@Munis.com.
- Please check your junk e-mail box if you do not receive the e-mail in your inbox.

WESD Self Service

Home > Login

✔ Password hint e-mail has been sent.
Please close this browser before retrieving that email message. Thank you.

User Name:

Password:

After reviewing your password hint in your District e-mail account, return to ESS, enter your password and click **Log In**.

If the password is still incorrect, return to the password hint e-mail. Scroll down to the bottom and click the link to generate a new password.

WESD Self Service

GUEST | Home | [Log In](#)

Home > Password Regeneration

⚠ When you click the Submit button, a new, temporary password will be generated and sent to your personal email address. Upon first usage of the newly generated password, you will be prompted to change it.

Initiate Password Regeneration

User ID: 611020

In screen that comes up, click **Submit** to have a temporary password sent in a 2nd e-mail sent.

Before proceeding, please change your password.

The new password must meet the following strength criteria:
* must be at least 4 characters long.

User ID:

Current Password:

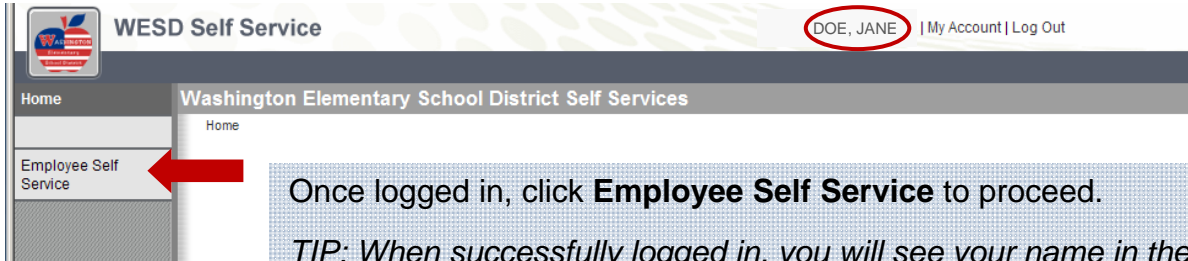
New Password:

Confirm New Password:

New Password Hint:

1. Copy this new password from the e-mail.
2. Return to ESS and click **Log In** from the top, right corner.
3. Paste password into **Password** box.
4. Before proceeding, you will be asked to change your password, see instructions on the previous page.

ESS DASHBOARD



Once logged in, click **Employee Self Service** to proceed.
TIP: When successfully logged in, you will see your name in the upper right corner of the screen.

The ESS Dashboard will launch, providing quick access to useful personal information

Personal information
 Jane Doe
 123 E. Main Street
 Phoenix, AZ 88888
 Phone: HOME PHONE 123-456-7891
 Email: Jane.Doe@wesdschools.org

Announcements
 June 2, 2011
 Links and Documents can still be found by clicking the "Resources" tab in the upper right hand corner of the screen

Time off
 OFSP 261 1
 Available time

Category	Available	Total
LEAVE	53	61
SICK	0	0
VACATION	34	50
VAC CO	0	0

Paychecks
 Previous paychecks

Date	Period	Action
6/10/2011	5/22/2011 - 6/4/2011	View details
5/27/2011	5/8/2011 - 5/21/2011	View details
5/13/2011	4/24/2011 - 5/7/2011	View details
4/29/2011	4/10/2011 - 4/23/2011	View details

Tools
[Paycheck simulator](#)
[View last year's W2](#)
[Change your W4](#)

INFORMATION

Home Welcome to Employee Self Service Resources

Home > Employee Self Service

Employee Self Service

Benefits

Certifications

Pay/Tax Information

Personal Information

Time Off

Personal information [View profile](#)

Announcements

June 2, 2011

Links and Documents can still be found by clicking the "Resources" tab in the upper right hand corner of the screen

The **Employee Self Service** tab provides access to a menu of additional information.

The **Benefits** Tab outlines your *current* enrollment; it does not reflect elections made for the upcoming year, not yet in effect. New elections may appear after actual effective date. Changes to elections are only permitted during Open Enrollment.

Home Benefits Resources

Home > Employee Self Service > Benefits

Employee Self Service

Benefits

Open Enrollment

Certifications

Pay/Tax Information

Personal Information

Time Off

Current Year Elections

Please also visit the [Open Enrollment](#) page and make your benefit elections for next year. You must complete open enrollment before 5/20/2011

Benefit	Current Election
MEDICAL DENTAL AND BASIC LIFE	PPO SINGLE FOR 12 MONTH EMPLOYEE ONLY \$0.00 details
VOLUNTARY VISION	Declined
SHORT TERM DISABILITY (STD)	SHORT TERM DISABILITY \$18.06 details
SUPPLEMENTAL LIFE INSURANCE	SUPPLEMENTAL LIFE INSURANCE \$5.05 details

The **Benefits** Tab outlines your *current* enrollment; it does not reflect elections made for the upcoming year, not yet in effect. New elections may appear after actual effective date. Changes to elections are only permitted during Open Enrollment.

Home Certifications Resources

Home > Employee Self Service > Certifications

Employee Self Service

Benefits

Certifications

Pay/Tax Information

Personal Information

Time Off

Type	Area	Level	Number	Effective date	Expiration date
ADE - ARIZONA DEPARTMENT EDUCATION	ECHI - EARLY CHILDHOOD B - 8 YEARS	SL01 - BASIC	JKLJKLJL	6/1/2010	6/1/2017

The **Certification** Tab allows certified employees to see details of their certification records on file with the District.

Home Pay/Tax Information Resources

Home > Employee Self Service > Pay/Tax Information

Employee Self Service

Benefits

Certifications

Pay/Tax Information

YTD Information

W-4

Paycheck Simulator

Personal Information

Time Off

Year: 2011

Check Date	Pay Period	Status	Gross Pay	Net Pay	View Details
5/27/2011	5/22/2011 - 6/4/2011	Cleared	\$1,885.10	\$1,270.38	View Details
5/13/2011	5/8/2011 - 5/21/2011		\$1,896.43	\$1,278.61	View Details
4/29/2011	4/24/2011 - 5/7/2011		\$1,896.00	\$1,416.68	View Details
4/15/2011	4/10/2011 - 4/23/2011		\$1,848.23	\$1,246.51	View Details
4/1/2011	3/27/2011 - 4/9/2011		\$1,867.68	\$1,268.31	View Details
4/1/2011	3/13/2011 - 3/26/2011		\$1,886.80	\$1,253.12	View Details

View Details allows you to view and print information, such as hours worked and deductions, of a particular check.

The **Pay/Tax Information** Tab has several sub-menus:

- **YTD Information** displays your year-to-date earnings and deduction information (January 1 through December 31) from as far back as 2007.
- **W-4** displays your current Federal tax withholding status. Changes to your filing cannot be made online. To make changes, please print a tax form from the **Resources** section and submit it to the Payroll office.
- **Paycheck Simulator** allows you to calculate how changes to your tax status would affect your net pay. This is only an estimate and entries are not saved.

INFORMATION

Home > Employee Self Service > Personal Information

Address / E-mail [change](#)

Home Address: 123 E. Main Street
Phoenix, AZ 88888

E-mail: Jane.doe@wesdschools.org

Alternate E-mail: _____

Telephone [Add Telephone Number](#)

Description	Number	Unlisted	
HOME PHONE	123-456-7891	No	Change

Emergency Contacts [Add Emergency Contact](#)

Name	Relationship	Telephone	Comments	
JOHN DOE	SPOUSE	555-555-5555		Change Delete

The **Personal Information** Tab allows you to make changes or additions to the address, phone number and emergency contact on file with the District.

Alternate E-Mail Address:

After making a change(s), hit **Update** (located at the bottom of the screen) or **Add** to save.

Add Telephone Number

Home > Employee Self Service > Personal Information > Telephone numbers

*Description:

*Number:

Unlisted:

Windows Internet Explorer

Are you sure you want to delete this emergency contact? Click OK to continue. Click Cancel to abort.

When deleting an entry, hit **OK** in the pop-up box that appears to confirm the action.

Personal Information Washington Elementary School District

Home > Employee Self Service > Personal Information

Your information has been successfully updated.

You will receive confirmation when these updates have been successfully entered.

DOE Race

American Indian or Alaska Native: No

Asian: No

Black or African American: No

Native Hawaiian or other Pacific Islander: No

White: Yes

Mail corrections/comments to: [Human Resources](#)

Employee information in the **Employee Profile** Tab, such as hire date, marital status and other demographic information cannot be directly changed by an employee. Please use the link at the bottom of the page to send corrections to Human Resources.

INFORMATION

The **Time-Off** Tab enables you to view vacation, sick and leave accrual information including any time earned and/or used, available balances and vacation carryover time. Updates may be delayed up to two weeks.

	Maximum Allowed	Earned	Projected Earned* through 6/21/2011	Taken	To Be Taken	Currently Available	Projected Available* through 6/21/2011	Summary
LEAVE (H)	96.00	61.15	61.15	8.00	0.00	53.15	53.15	Summary
SICK (H)	99999.99	0.00	0.00	0.00	0.00	0.00	0.00	Summary
VACATION (H)	80.00	50.98	50.98	16.00	0.00	34.98	34.98	Summary
VAC CO (H)	224.00	0.00	0.00	0.00	0.00	0.00	0.00	Summary

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Summary provides details on each specific type of leave.



Pay Period	Earned	Used	Balance
6/1/2011 - 6/1/2011	6.6700	0.0000	34.9800
5/1/2011 - 5/1/2011	6.6700	0.0000	28.3100
4/1/2011 - 4/1/2011	6.6700	0.0000	21.6400
3/1/2011 - 3/1/2011	6.6700	0.0000	14.9700
2/18/2011 - 2/18/2011	0.0000	8.0000	8.3000
2/1/2011 - 2/1/2011	6.6700	0.0000	16.3000
1/1/2011 - 1/1/2011	6.6700	0.0000	9.6300

In the **Summary** section, click **Calendar view** to see specific dates taken (highlighted in yellow).

Year:

OFSP 261 1: VACATION Time

January 2011							February 2011							March 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			