

## **Employee Self Service - Employee Guide**

ESS is a web based system that you will use to **view** your personal information as well as **submit requests for changes** to your information. There are seven main areas you will use in the ESS system.

- **Check Inquiry** – **View** your most recent pay notification information, as well as your pay history
- **Leave** – **View** your Leave Balances as well as your Leave History. Days are downloaded from Aesop at the end of the month. ESS balance won't include days taken in current month.
- **W-4** – **View** your current Federal and State selections – as well as **submit W-4 change requests**
- **Deduction Inquiry** – **View** your current deductions, your cost, as well as the School District's costs associated with each deduction.
- **Earnings Summary** – **View** your current calendar year earnings – as well as prior years
- **Demographics** – **View** your current demographic information such as address or phone number – as well as **submit requests to change** your demographic information. Make an appointment with HR to officially make a **Name Change**.

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## Getting started – first you must REGISTER for ESS

### 1 – Payroll Unique ID Number

As a new employee, you will receive an email from Payroll entitled **IMPORTANT PAYROLL WELCOME** or **Online Portal - Employee Self Service** containing your Payroll Employee Number. Please do not delete. If not received, check junk or spam. This number is required to register for ESS.

### 2 – Register

<https://ess.spartanburg2.k12.sc.us> from any internet browser will bring you to the main ESS page where you will select the **REGISTER** link and complete the following 8 fields. Link is also on the District 2 website [www.spart2.org](http://www.spart2.org) under **Staff Resources**.



The screenshot shows the ESS login interface. At the top left, the text "ESS" is displayed. At the top right, there are three links: "Forgot Password", "Register", and "Login". The "Register" link is circled in red, and a red arrow points to it from the right. On the left side, there is a "Log in" section with two input fields: "User name" and "Password". Below these fields is a green "Log in" button.

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The email address entered is used to confirm ESS access and recover forgotten password. Personal **OR** school email address can be used. Upon leaving District 2, you will need to update to a personal email (school email will no longer be valid). ★

### Create a New Account

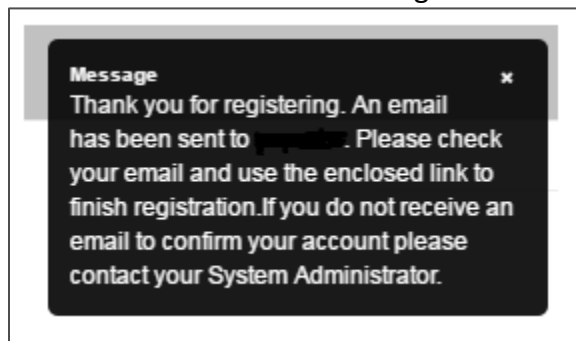
Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

User name	<input type="text"/>	← Create your own ESS user name
Email	<input type="text"/>	← Type in your email address ★
First Name	<input type="text"/>	← Type in your Name, SSN, and Employee Number. This is only for registration - you will not have to use this information again once you have registered.
Last Name	<input type="text"/>	
Social Security Number	<input type="text"/>	
Employee Number	<input type="text"/>	
Password	<input type="text"/>	← Create your own password - it must be at least 6 characters in length
Confirm password	<input type="text"/>	←

Click “**Register**” once all fields are complete

You will receive a similar message as below:



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### 3 – Confirmation Email

Once you register, go to the email from SPARTANBURG SCHOOL DISTRICT TWO [DoNotReply@spartanburg2.k12.sc.us](mailto:DoNotReply@spartanburg2.k12.sc.us) to complete the registration process. Click on the **Confirmation Link** to confirm your account. You are unable to login to ESS without clicking on the Confirmation Link.

**From:** SPARTANBURG SCHOOL DISTRICT TWO [<mailto:DoNotReply@spartanburg2.k12.sc.us>]  
**Sent:** Tuesday, February 07, 2017 3:40 PM  
**To:** Your Name  
**Subject:** Your Employee Self Service account confirmation

Thank you for signing up with us! Please confirm your registration by clicking the following link:

[Confirmation Link](#)



In case you need it, here's the confirmation code: **X9buiBhsMpnXcO1PLZligA2**

Employee Self Service

### Confirm Account

Your account has been confirmed. Thanks!

[Go to Login](#)

Account registration is complete & you're ready to login!!

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Login to ESS and begin accessing your pay notification as well as other employment related information. If you happened to forget your password – select the **Forgot Password** option.


## Home > Tasks > Payroll Actions > Check Inquiry

**Check Inquiry** – View your most recent pay notification information, as well as your pay history.

Notice the date range area when viewing your pay notification information. You can enter any date range – and once the list displays click on the **pay date** you wish to view. You will then see **full check detail**. Check detail can be printed if you need documentation for proof of employment.

### My Checks

Start Date  

End Date  

Select date range and click Search to list pay records. Select check number from list to view pay record.

Date	Number	Date	Gross	Net	
12/15/2016	207535	12/31/2016	\$3,815.92	\$2,028.49	^
11/21/2016	206193	11/30/2016	\$3,815.92	\$2,028.49	
10/20/2016	204853	10/31/2016	\$3,815.92	\$2,028.49	
09/20/2016	203526	09/30/2016	\$3,815.92	\$2,028.49	v

 Click to view check detail

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## Home > Tasks > Personal Actions > Leave Balance

### Leave – View your Leave Balances

Leave request are entered in Absence Management (Formerly Aesop), not ESS. Days are downloaded from Aesop at the end of the month. ESS balance will not include days taken in current month.

Leave balances are also tracked in Aesop.

Leave Balance Summary - 2019

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Description	Hrs/Days	Accum. Rate	Prior Yr. Bal.	Current Earned	YTD Used	Balance
LEAVE	D	12	69.75	12	0	81.75
BEREAVEMENT	D	3	3	0	0	3

## Home > Tasks > Payroll Actions > Tax Withholdings > W-4

### W-4 – View your current Federal and State selections – as well as submit W4 change requests

My Pending Requests

Date Submitted	Request Type	Description		
02/08/2017 10:49:58AM	W4	W4 Change Request for	<a href="#">View Details</a>	<a href="#">Cancel</a>

[View My Past/Current Requests](#)

My Requests

Date Submitted	Request Type	Description
<a href="#">View My Completed Requests</a>		

Click here if you wish to see a list of requests you have entered in the past. Once a request has been processed it will move from "My Requests" to the Completed Requests section.

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**Direct Deposit** – For security purposes, direct deposit changes must be made in person at the District Office. Complete the Direct Deposit Form, bring voided check or Direct Deposit Authorization Form by bank, along with a picture ID. This must be presented in person to a member of the Finance Dept.

## Home > Tasks > Personal Actions > Deductions Inquiry

**Deductions Inquiry** – View your current deductions, your cost, as well as Spartanburg School District 2’s costs associated with each deduction.

## Home > Tasks > Payroll Actions > Earnings Summary

**Earnings Summary** – View your current calendar year earnings – as well as prior years. This report represents the information that is used to produce your W2 at year-end.

## Home > Tasks > Personal Actions > Demographics

**Demographics** – View your current demophic information such as address or phone number – as well as **submit requests to change** your demographic information. Make an appointment with HR to officially make a **Name Change**.

If you need to change your address or phone number – key in the changes and click Save. Once your request has been processed – you will receive an email to let you know your request has been approved.

Demographic Change Request

[Save](#)

<a href="#">Demographics</a>	First Name	<input type="text"/>	Middle Name	<input type="text"/>
<a href="#">Deductions Inquiry</a>	Last Name	<input type="text"/>	Suffix	<input type="text"/>
<a href="#">W4</a>	Nickname	<input type="text"/>	Birthday	<input type="text"/>
<a href="#">Leave ▾</a>	Email	<input type="text"/>	Gender	Select One ▾
<a href="#">Earnings Summary</a>	Address 1	<input type="text"/>	Address 2	<input type="text"/>
<a href="#">Check Inquiry</a>	City	<input type="text"/>	State	<input type="text"/>
<a href="#">About</a>	Zip Code	<input type="text"/>	Primary Phone	<input type="text"/>
	Secondary Phone	<input type="text"/>	Ethnicity	Select One ▾

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