

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**
- **Direct Deposit** – **View** your current Direct Deposit settings – as well as **submit Direct Deposit 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 name, address, phone number – as well as **submit requests to change** your demographic information.

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** 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 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 side of the page. Below the header, there is a "Log in" section with two input fields: "User name" and "Password". A green "Log in" button is located at the bottom left of the login section.

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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

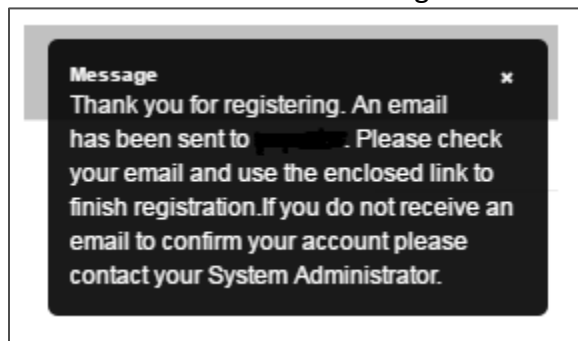
Use the form below to create a new account.

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 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	▼

 Click to view check detail

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Home > Tasks > Personal Actions > Leave / Time Off Actions

Leave – View your Leave Balances as well as your Leave History

When viewing **Leave History** – please note that the date column represents the **payroll month** associated with the absence, not the actual day taken. The used column represents the total used during that payroll month.

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 History			
Back	Print		
Start Date	1/1/2016	End Date	12/31/2016
Payroll Date	Hrs/Days	Description	Used
01/31/2016	D	ILLNESS	0.25
02/29/2016	D	ILLNESS	0.25
03/31/2016	D	ILLNESS	0.50
04/30/2016	D	ILLNESS	1.00

Leave Balance Summary - 2017						
Back	Print					
Description	Hrs/Days	Accum. Rate	Prior Yr. Bal.	Current Eamed	YTD Used	Balance
ILLNESS	D	1.25	6.75	7.5	8	6.25
PERSONAL DAY	D	0	0	0	0	0
MILITARY LEAVE	D	0	15	0	0	15
BEREAVEMENT	D	3	3	0	0	3

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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	View Details	Cancel

[View My Past/Current Requests](#)

My Requests

Date Submitted	Request Type	Description	
View My Completed Requests			

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.

Home > Tasks > Payroll Actions > Enter / Edit Direct Deposit

Direct Deposit – View your current Direct Deposit settings – as well as submit Direct Deposit change requests

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.

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Home > Tasks > Personal Actions > Demographics

Demographics – View your current demographic information such as name, address, phone number – as well as **submit requests to change** your demographic information.

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

Demographic Change Request

[Save](#)

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

My Requests

Date Submitted	Request Type	Description
View My Completed Requests		

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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