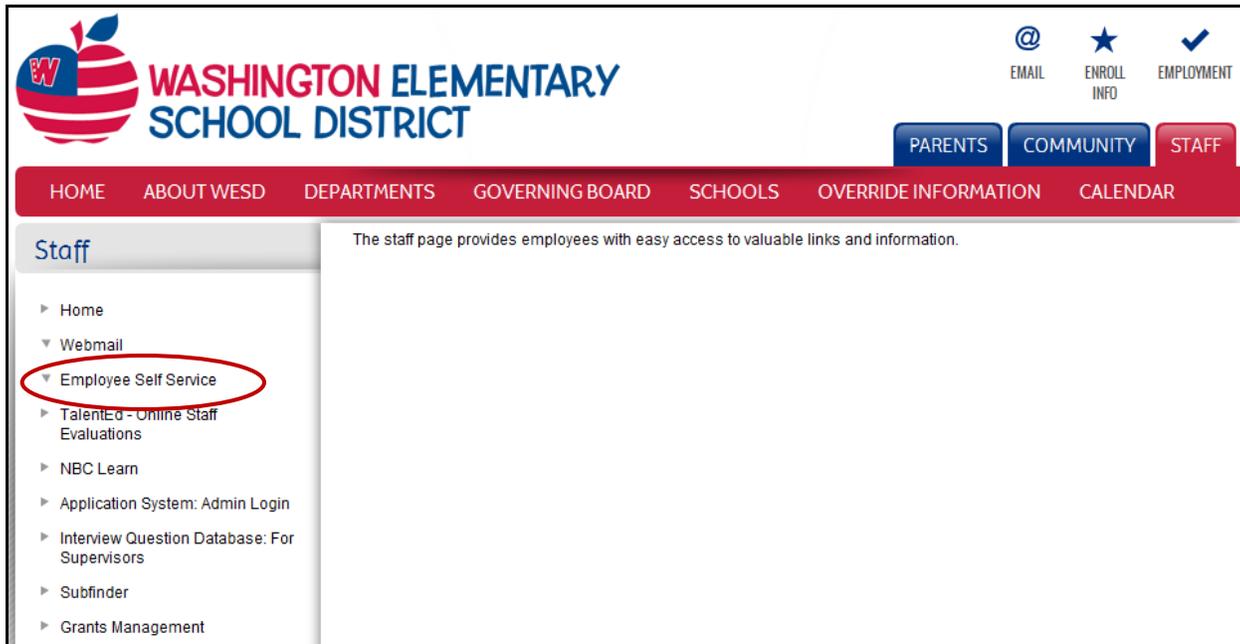


ESS Quick tips: Logging In

1. To access, ESS, start at www.wesdschools.org
2. Click the **Staff** tab
3. Click the **Employee Self Service** link in the left sidebar



The screenshot shows the Washington Elementary School District website. The header includes the district logo and navigation tabs for PARENTS, COMMUNITY, and STAFF. A secondary navigation bar contains links for HOME, ABOUT WESD, DEPARTMENTS, GOVERNING BOARD, SCHOOLS, OVERRIDE INFORMATION, and CALENDAR. The main content area is titled 'Staff' and contains a list of links. The 'Employee Self Service' link is circled in red. Other links include Home, Webmail, Talented - Online Staff Evaluations, NBC Learn, Application System: Admin Login, Interview Question Database: For Supervisors, Subfinder, and Grants Management.

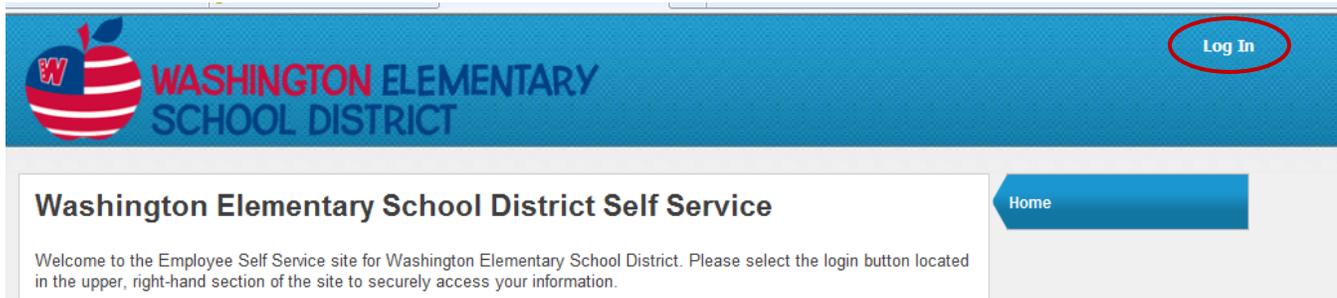
Once the ESS System launches

1. Click **Log In** to get started.

Use your WESD network credentials (the same username/password you use to login to your work computer and/or email every day) to access the Employee Self Service Site.

For WESD network password assistance please call the Help Desk at 602-896-2865.

Please note that the "Forgot Your Password" link will not generate the required password



The screenshot shows the Washington Elementary School District Self Service page. The header includes the district logo and a 'Log In' button circled in red. The main content area is titled 'Washington Elementary School District Self Service' and contains a welcome message: 'Welcome to the Employee Self Service site for Washington Elementary School District. Please select the login button located in the upper, right-hand section of the site to securely access your information.' A 'Home' button is visible in the bottom right corner.

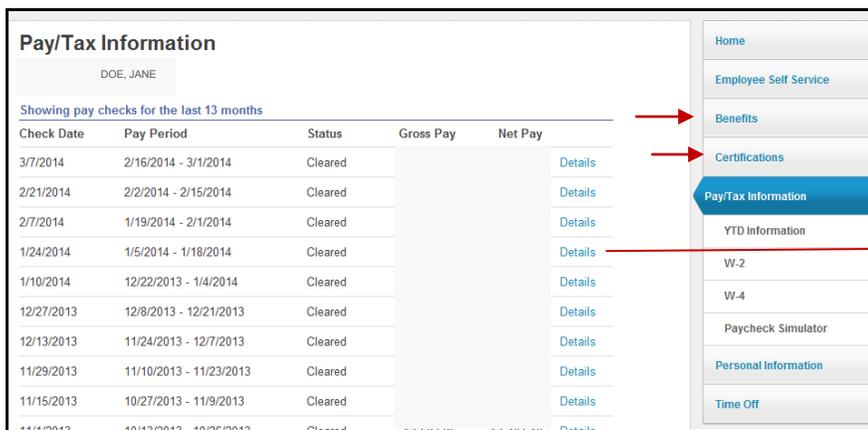
ESS Quick tips: Tabs



Once logged in, click **Employee Self Service** to proceed.

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.

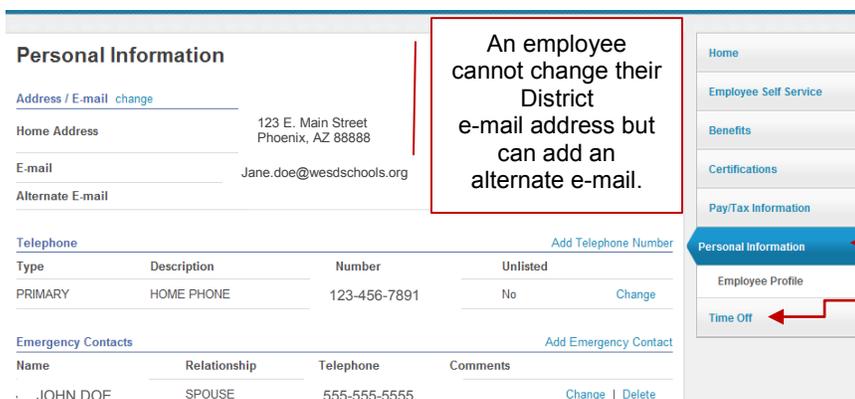
The **Certification** Tab allows certified employees to see details of their certification records on file with the District.



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.



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

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. Requests to use time off must be submitted via Kronos.



When finished, please **Log Out** to keep your information secure.