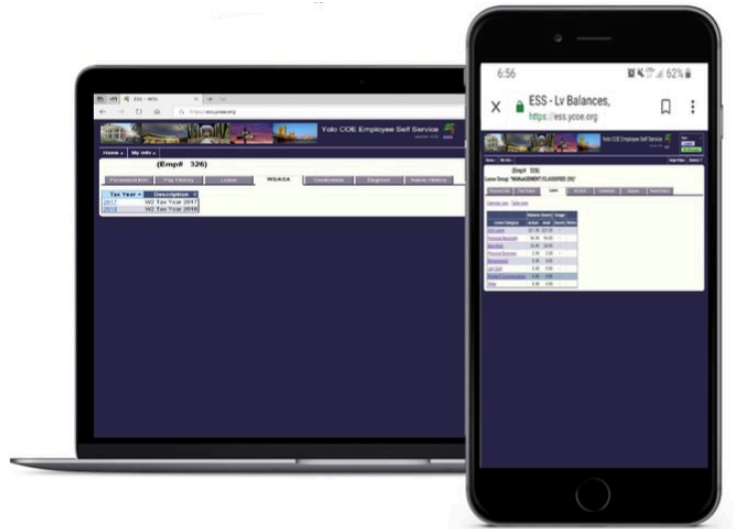


Employee Self Service Portal (ESS)

Now Available for all
WJUSD Staff

ESS provides employees with an intuitive, easy-to-navigate, personnel information portal; available 24/7. All you need is a device with an internet connection!



Enhanced ESS Portal includes...

One Place — For employees to:

- View personnel information
- View & print payroll information (pay stubs, W2s/ACA, pay history, etc.)
- View your leave balances
- View your Credentials and Degree information
- View your name history
- View your assignments and education

Mobile Access — You will have on demand access to all your payroll and tax information. All you need is a browser with internet access. ESS works great on mobile devices (iOS or Android) as well as PC and Mac computers.

Benefits...

Simple — A single sign-on experience with easy real time access to your personnel and payroll information.

Secure — All data is encrypted between the browser and the server via HTTPS.

Better for the Environment — ESS can help reduce the costs of printing payroll direct deposit forms and W2 forms, providing a more paperless environment aimed at reducing our carbon footprint.

In order to register for an account in ESS, you will need the following items:

Domain username & password (same username/password used for computer login)

- The last 4 digits of your Social Security Number
- Your date of birth
- Your employee ID number (this is on the bottom of your ID card, if you don't know, contact payroll/HR to obtain this)
- Your WJUSD email address (FirstName.LastName@wjusd.org)

Step 1: To begin registration, go to: <https://ess.ycoe.org:29295/06>

You can click on the link, or copy and paste the URL into any web browser.

Click "Register" to create an account. (Business/Office staff, If you have a QSS account click "Login" and select QSS as the "User Type")

Note: The next time you visit the site after registering, you will click "Login".

Step 2: In the next window you will create your account.
This step only needs to be completed once.

Select "Woodland" as the district and enter the following information:

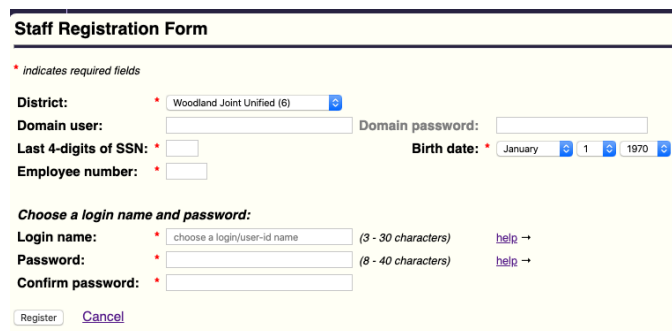
- WJUSD username and password (same as your computer login)
- Last four digits of your Social Security number
- Your employee ID number (This can be found at the bottom of your ID card)
- Your date of birth
- Your work email address

Click "Register" to complete this process.

Note: When you change your WJUSD (domain) password, it will also be changed for your ESS account.

Step 3: If the information is entered correctly you will be directed to a login page (as shown in the screenshot to the right). You can then enter your Username and password and click on "Login". If everything is entered correctly, you will be directed to the ESS homepage.

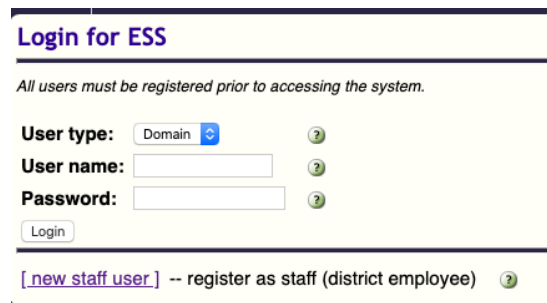
Step 4: From the ESS home page, click on "My Info", in the upper left hand corner and select any tab to view. Each tab provides read-only access to your information. You can click on the blue links to open and print PDF copies of your W2s and paystubs.



The screenshot shows the "Staff Registration Form" with the following fields and options:

- District:** Woodland Joint Unified (6) (dropdown menu)
- Domain user:** (text input)
- Domain password:** (text input)
- Last 4-digits of SSN:** (text input)
- Employee number:** (text input)
- Birth date:** January 1, 1970 (calendar picker)
- Choose a login name and password:**
 - Login name:** choose a login/user-id name (3 - 30 characters) (text input)
 - Password:** (8 - 40 characters) (text input)
 - Confirm password:** (text input)

Buttons: Register, Cancel



The screenshot shows the "Login for ESS" page with the following elements:

- User type:** Domain (dropdown menu)
- User name:** (text input)
- Password:** (text input)
- Login** button
- [new staff user]** -- register as staff (district employee) (link)