

Employee Self Service (ESS)

Employee Self Service, you can view and print your specific personal and work-related information, such as pay history, leave balances and W2 information.

Employee Self Service includes:

- ✓ Pay History-Paycheck (Earnings and Deductions Statement)
- ✓ Leave Balance and History (in most cases leave balances are a month behind)
- ✓ Form W-2 information (current and prior years back to 2010)

As of 8/30/19, you will no longer receive a paper copy of your Direct Deposit stub.

Please see the steps below for instructions on how to get started:

Please click on the link for instructions on how to set-up and use ESS. <https://selfservice.scoe.net/90>

Step 1- On the left side click the register button and enter your district email address and then click Start Registration

Step 2- **Go to your District email** and click on the link to complete registration (email from hrsweb_admin@qss.com)

Step 3- Complete the Staff Registration Form, you will need your Employee ID# located on your pay stub, click the complete registration button

Step 4- You will be prompted to enter the password you just set up. Click login

Step 5- Once you are logged in, click on tabs "My info" then "Payroll" or "Leave information"

If you need to change your password for any reason, click on your login ID in the upper right corner of the screen and select change password. Password must be at least 8 characters and must contain at least one uppercase letter and one number.

At this time this system is not available for Substitute employees.