

Resources

Helpful Phone Numbers

- Help Desk410.222.5135
- Human Resources410.222.5061
- Address Changes410.222.5219
- Benefits410.222.5221
- Brass Ring410.222.5076
- Disability Accommodations410.222.5286
- Name Changes410.222.5098
- Payroll410.222.5210
- Retirement410.222.5224
- Substitute Office410.222.5068
- Substitute Hotline410.571.8615
- Tuition Reimbursement410.222.5078

Other Resources

Find additional HR and ESS resources at:

<https://intranet.aacps.org/Dept/HR>

Biweekly News from HR

<http://www.aacps.org/hrnews/>

Do you know your Employee ID?

Your new AACPS Employee ID is shown on your pay stub. Your Employee ID is used—instead of your Social Security Number—on all AACPS HR documents and forms, including timesheets.

<https://ess.aacps.org>

Always logout of ESS to prevent others from seeing your information.

What can you do in ESS?

Some common ESS features include:

Checking your Leave Balance

Changing your Address

Adding a Phone Number for ConnectEd Alerts

Adding or changing your Emergency Contact Information

Viewing your Compensation

Modifying your Direct Deposit

Viewing your Pay Stub

Printing your W-2 Form

Viewing your Benefits

and more...

Keep your AACPS network username and password secure to prevent others from accessing your information.



Employee Self Service A Quick Reference Guide

With *Employee Self Service*, or *ESS*, AACPS employees can go online to view information about their pay, benefits, leave, position, and personal information.

Who can access ESS?

Only current AACPS employees—including temporary employees—can access ESS from any device with an internet connection.

New Employees can access ESS two weeks after their official start date.

How do I log into ESS?

For problems logging in, contact the HELP Desk at 410.222.5135.

1. Log in at <https://ess.aacps.org>
2. Enter your AACPS network User Name (use lowercase only).
3. Enter your AACPS network Password.

The two main areas of ESS

| | | | |
|------------|-------------------|---------------------------|------------------|
| My Desktop | ← Click here for: | 1. Home | 5. Announcements |
| | | 2. Forms and Websites | 6. Broadcasts |
| | | 3. My Work in Progress | 7. Alerts |
| | | 4. My Completed Work | |
| My Info | ← Click here for: | 1. My Information | |
| | | 2. My Time and Attendance | |
| | | 3. My Benefits | |
| | | 4. My Compensation | |

2 ↓ Select a tab on the top

1 ← Select a tab on the left

3 ↑ Select a second row tab

Getting around ESS
<https://ess.aacps.org>

Some pages may take 10-20 seconds to load. Please be patient.

How do I...

...change my Direct Deposit?

Only one Primary Account can be designated for Direct Deposit using the wizard.

1. Click **My Info** tab on the left side of the screen.
2. Click **My Compensation** tab in the top row.
3. Click **Issued Checks/Advices**.
4. Click **Start Direct Deposit Wizard** button.
5. Complete **all** fields and click **Confirm Accounts**.

...change my Address and Phone Number?

Employees can change their information in ESS.

1. Click **My Info** tab on the left side of the screen.
2. Click **My Information** tab from the top row.
3. Click **Address** tab from the second row.
4. Click **MODIFY** button from lower left of screen.
5. Enter updated information.
6. Click **SUBMIT** then **CLOSE**.

...change my Emergency Contact?

Employees can create or modify their Emergency Contact information in ESS.

1. Click **My Info** tab.
2. Click **My Information** tab.
3. Click **Emergency Contact** tab from the second row.
4. Click **CREATE** or **MODIFY** button from lower left of screen.
5. Expand **CONTACT** sections by clicking on small blue arrow to the left of each field.
6. Enter updated contact information.
7. Click **SUBMIT** then **CLOSE**.

How do I...

...view my Pay Stub?

1. Click **My Info** tab on the left side of the screen.
2. Click **My Compensation** tab in the top row.
3. Click **Issued Checks/Advices**.
4. Select the line that corresponds with the check date you would like to view.
5. Click **ATTACHMENTS** button at the lower right of grid.
6. Click **Download** to view pay stub in a PDF document. You can then print or save the PDF file.

...view my Compensation Summary?

Employees can view their pay information including a Pay Summary, and a Deduction Summary

1. Click **My Info** tab on the left side of the screen.
2. Click **My Compensation** tab in the top row.
3. Click **Pay Summary** or **Deduction Summary** from tab in second row.

...view my W-2 form?

To access your W-2,

1. Click **My Info** tab on the left side of the screen.
2. Click **My Compensation** tab in the top row.
3. Click **View Tax Forms** from tab in second row.

...view my Benefits?

Employees can view details pertaining to dependents, benefits, and deductions recorded in the system. Past, present and future benefit enrollments (if applicable) can also be viewed.

1. Click **My Info** tab on the left side of the screen.
2. Click **My Benefits** tab.
3. Select **Dependents**, **Dependent Benefits**, or **Employee Benefits and Deductions** tab from the second row to view detail information.

...view my Leave Balances and Activity?

Employees can view information about their leave in a variety of views.

1. Click **My Info** tab on the left side of the screen.
2. Click **My Time and Attendance** tab in the top row.
3. Click **Leave Balances** tab from the second row to see your available leave.
4. Click **Leave Activity by Date** tab from the second row to see your leave usage and accrual.

Always logout of ESS to prevent others from seeing your information.

Need help with ESS?

Contact the Help Desk

410-222-5135 | help-desk@aacps.org