# Resources

Helpful Phone Numbers			
Help Desk	410.222.5135		
Human Resources .	410.222.5061		
Address Changes	410.222.5219		
Benefits	410.222.5221		
Brass Ring	410.222.5076		
Disability			
Accommodations	410.222.5286		
Name Changes	410.222.5098		
Payroll	410.222.5210		
Retirement	410.222.5224		
Substitute Office	410.222.5068		
Substitute Hotline	410.571.8615		
Tuition Reimbursemen	t410.222.5078		

### **Other Resources**

Find additional HR and ESS resources at: <u>https://intranet.aacps.org/Dept/HR</u>

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.

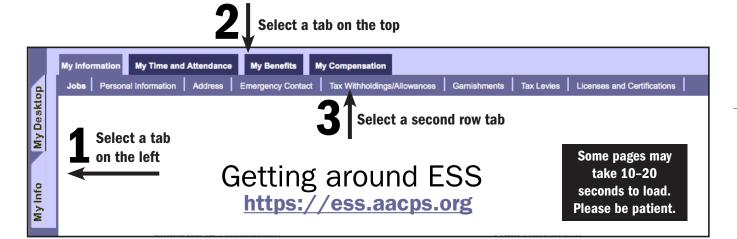
1. Log in at https://ess.aacps.org

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:	<ol> <li>Home</li> <li>Forms and Websites</li> <li>My Work in Progress</li> <li>My Completed Work</li> </ol>		
My Info	1. My InformationClick2. My Time and Attendance3. My Benefitsfor:4. My Compensation			



# 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.

## 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.

## Need help with ESS? Contact the Help Desk 410-222-5135 | help-desk@aacps.org

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