

## 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](mailto: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, please call Payroll at 916-566-1801.