



## FINANCIAL SERVICES DEPARTMENT

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### Employee Self Service (ESS)

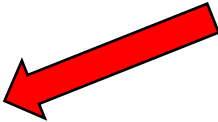
Employee Self Service is a secure, web-based application provided to District employees through the Sacramento County Office of Education. With ESS, employees can review specific personal and work-related information.

ESS includes:

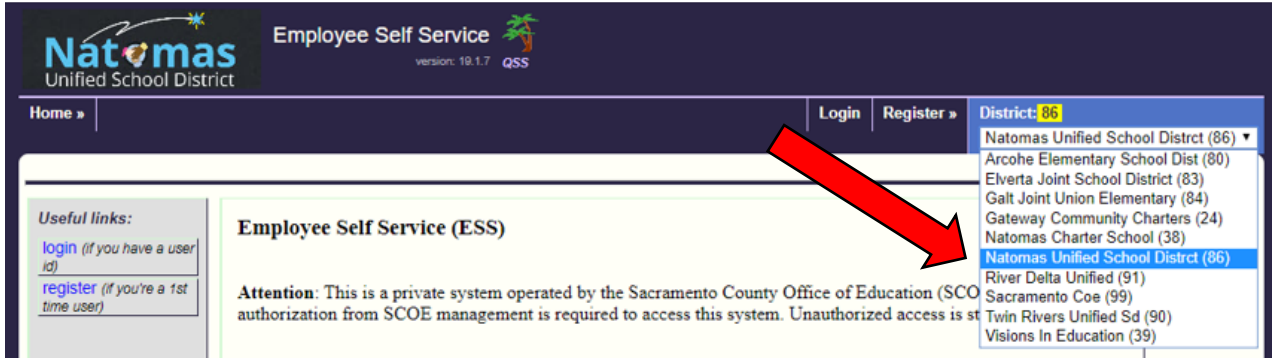
- Personal information such as address, telephone, hire/longevity dates, TB expiration, etc.
- Personnel information such as employee number, position, bargaining unit, salary placement, etc.
- Pay History including downloadable pdf of pay stub
- Leave history and balances
- W-2's
- Credential information
- And more

To access ESS, go to the District website and click on Staff tab. Under Employee Resources heading, find ESS. Or type in your browser <https://selfservice.scoe.net>.

### Employee Resources

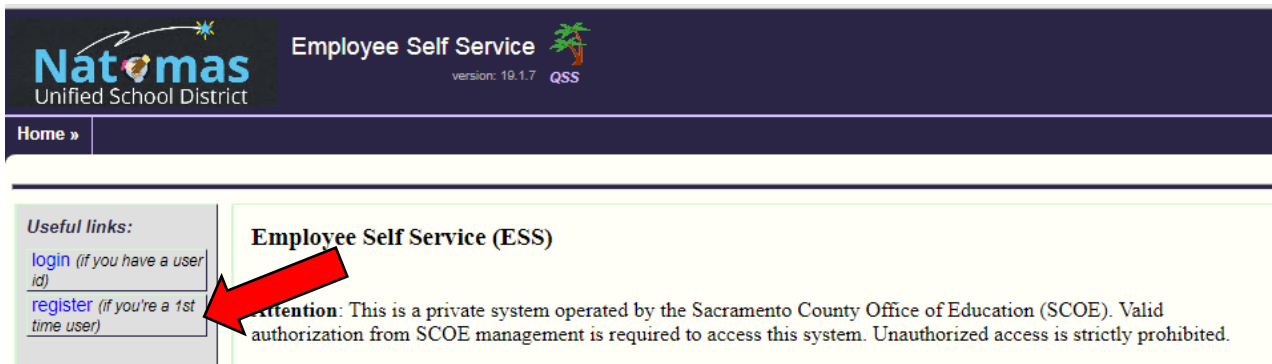
- [Absence Management System \(AESOP\)](#)
  - [Agreement for Contracted Services](#)
  - [Associated Student Body \(ASB\)](#)
  - [Bargaining Unit Agreement \(CSEA\)](#)
  - [Bargaining Unit Agreement \(NTA\)](#)
  - [Board Policies](#)
  - [Buy-Out Request](#)
  - [Certificated Move Across Form](#)
  - [Change of Address Form](#)
  - [Class Size Overage Forms](#)
  - [Classified Employee Work Calendars](#)
  - [District Closure FAQ](#)
  - [Employee Absence Request Form](#)
  - [Employee Assistance Program](#)
  - [Employee Benefits – Certificated](#)
  - [Employee Benefits – Classified, Confidential, Management and Charter](#)
  - [Employee Directory](#)
  - [Employee Handbook](#)
  - [Employee Self Service \(ESS\)](#)
  - [Gift Declaration Form and Instructions](#)
- 
- A large red arrow with a black outline points from the bottom right towards the "Employee Self Service (ESS)" link in the list.

You should see the heading below. If you do not see the NUSD logo, then go to the right hand corner, click on District drop down, and select Natomas Unified School District.



## First Time Users

If you are a first time user, click the Register button on the right hand side.



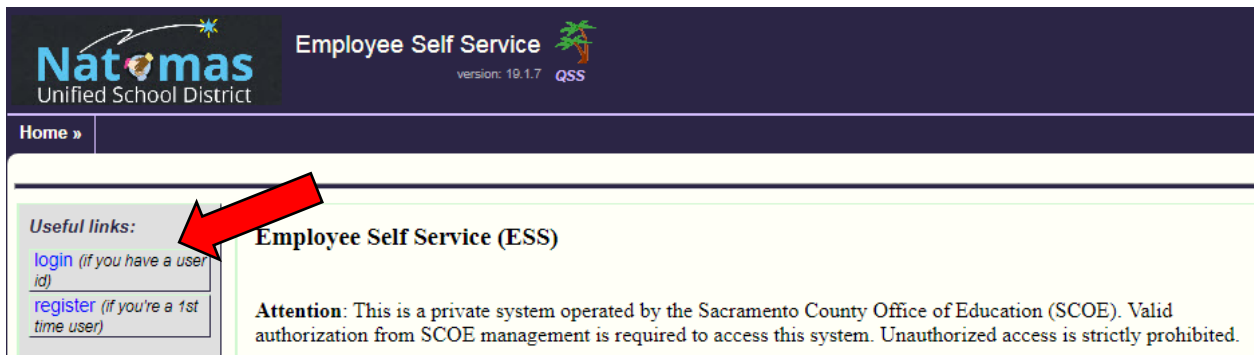
**IMPORTANT NOTE:** If you have never logged in to ESS but are a current QSS user, you do NOT have to complete this registration step. QSS is the district's financial system used by staff managing budgets. Please proceed to Login section if you are a current QSS user.

Complete all fields on this screen:

- Select Natomas Unified School District in the district drop down
- Enter last 4 digits of your social security number
- Enter your employee number. If you don't know this number, it can be found on your pay stub.
- Enter your birth date
- Enter a user name and password. Please note that passwords are case sensitive
- Click "Register" button when done

## Login to ESS

Once you have registered a username and password, click the "login" button on the right hand side.



**Useful links:**

- [login](#) (if you have a user id)
- [register](#) (if you're a 1st time user)

**Employee Self Service (ESS)**

**Attention:** This is a private system operated by the Sacramento County Office of Education (SCOE). Valid authorization from SCOE management is required to access this system. Unauthorized access is strictly prohibited.

If you are a QCC user, select QCC as user type and login using your QCC username and password.

All other users, select Staff as user type and login using the username and password from the registration step.



**Login for ESS**

All users must be registered prior to accessing the system.

User type:  ?

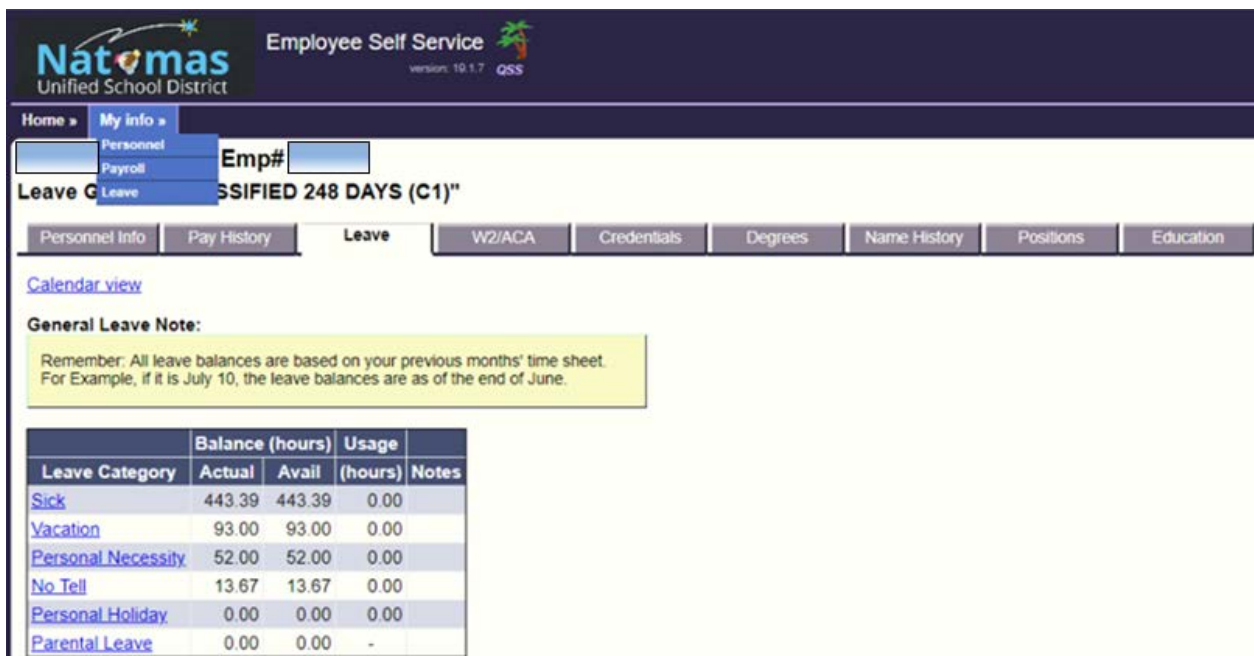
User name:  ?

Password:

Login

[\[new staff user.\] -- register as staff \(district employee\)](#) ?

Once logged in, you will see all the tabs below to access your information



**Personnel Info** **Pay History** **Leave** **W2/ACA** **Credentials** **Degrees** **Name History** **Positions** **Education**

**Calendar view**

**General Leave Note:**

Remember: All leave balances are based on your previous months' time sheet. For Example, if it is July 10, the leave balances are as of the end of June.

Leave Category	Balance (hours)	Usage	Notes
	Actual	Avail	(hours)
<a href="#">Sick</a>	443.39	443.39	0.00
<a href="#">Vacation</a>	93.00	93.00	0.00
<a href="#">Personal Necessity</a>	52.00	52.00	0.00
<a href="#">No Tell</a>	13.67	13.67	0.00
<a href="#">Personal Holiday</a>	0.00	0.00	0.00
<a href="#">Parental Leave</a>	0.00	0.00	-

To see your downloadable pay stub, go to Pay History and click "Yes" for the check period you want to see.

Personnel Info | **Pay History** | Leave | W2/ACA

Direct deposit is selected instead of paper checks.

Starting date paid: last fiscal year ▼

Check/DD#	Type	Date Paid	Net Pay	Image
<a href="#">02075753</a>	M	06/28/2019		<a href="#">Yes</a> 
<a href="#">02065366</a>	M	05/31/2019		<a href="#">Yes</a>
<a href="#">02054394</a>	M	04/30/2019		<a href="#">Yes</a>
<a href="#">02043097</a>	M	03/29/2019		<a href="#">Yes</a>
<a href="#">02032785</a>	M	02/28/2019		<a href="#">Yes</a>
<a href="#">02022670</a>	M	01/31/2019		<a href="#">Yes</a>
<a href="#">02015490</a>	M	01/01/2019		<a href="#">Yes</a>
<a href="#">02001079</a>	M	11/30/2018		<a href="#">Yes</a>
<a href="#">01985960</a>	M	10/31/2018		<a href="#">Yes</a>
<a href="#">01976143</a>	M	09/28/2018		<a href="#">Yes</a>
<a href="#">01967307</a>	M	08/31/2018		<a href="#">Yes</a>
<a href="#">01959915</a>	M	07/31/2018		<a href="#">Yes</a>