

# QSS Employee Self Service (ESS)

## New User Guide

# QSS Employee Self Service (ESS)

- Employee Self Service (ESS) is a secure, web-based portal, available through the Merced County Office of Education, Information Services Department. With ESS, you can review your specific personal and work-related information, such as pay history, leave balances and W2 information.
- Web Address - <http://ess.mcoe.org>

# ESS Home Screen



The screenshot shows the ESS Home Screen with a dark blue header. On the left is the Merced County Office of Education logo. On the right is the text 'Employee Self Service' with a small tree icon and 'version: 4.2.5 QSS'. Below the header is a navigation bar with 'Home »', 'Login', 'Register »', and 'District: 26'. The main content area has a yellow background and a green border. It features a 'Welcome to the ESS home page!' message, an attention notice, a central title, a list of user capabilities, and a note for new users.

**Useful links:**

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

**ATTENTION:** This is a private system operated for the Merced County Office of Education and its School Districts. Authorization from the Merced County Office of Education Information Systems Department is required to use this system. Use by unauthorized persons is prohibited and may result in prosecution.

## Welcome to the Merced County Office of Education Employee Self Service (ESS)

**You will now be able to:**

- View all your available balances! [Sick Leave, Vacation, Personal Necessity, Comp Time]
- View your most recent and prior payroll information!
- View your W2 information from 2009 to the current year!

**NEW USERS:** Please click on “register”

# ESS Home Screen - Login

- Click on the “Login” button if you are a registered user.
- Click on the “register” button if you are first time user.
- For the purposes of this presentation we are going to assume everyone is a first time user.

— MERCED COUNTY —  
Office of Education

Employee

Home »

Welcome to the ESS home page!

**Useful links:**

- [login \(if you have a user id\)](#)
- [register \(if you're a 1st time user\)](#)
- [Change of Address Form](#)

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**NEW USERS:** Please click on “register”

# ESS Pre-registration Form

The screenshot shows the top navigation bar of the Merced County Office of Education Employee Self Service portal. The header includes the logo, the text '— MERCED COUNTY — Office of Education', 'Employee Self Service' with a version number of 4.2.5 and a 'QSS' logo, and a navigation menu with 'Home »', 'Login', 'Register »', and 'District: 26'. The main content area is titled 'Staff Pre-registration Form' and contains instructions: 'Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration.' A note states '\* indicates required fields'. A form field is labeled 'Work email: \*' with an asterisk. Below the field, a note reads 'Although this form asks for a work email address, it is recommended that you use a personal email account to register.' At the bottom, there are two buttons: 'Start registration' and 'Cancel'.

Enter your e-Mail address to start the ESS registration process.

You will then receive an e-Mail with further instructions on how to register with ESS.

*It is recommended that you use a personal email account to register.*

*That way if you ever leave employment you will still be able to easily retrieve your documents.*

# ESS Registration Page

**All fields on the Staff Registration Form need to be completely filled out!**

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Employee Self Service  
version: 4.2.5 QSS

Home » Login Register » District: 26

## Staff Registration Form

The final step of ESS registration is to complete the form below.

\* indicates required fields

District: \* Merced Co Office Of Education (26) ▼

Last 4-digits of SSN: \*

Employee number: \*

Birth date: \* January ▼ 1 ▼ 1970 ▼

Work email: \* uquevedo@mcoe.org

Choose a login name and password:

Login name: \* choose a login/user-id name  (3 - 30 characters) [help](#) →

Password: \*  (5 - 40 characters) [help](#) →

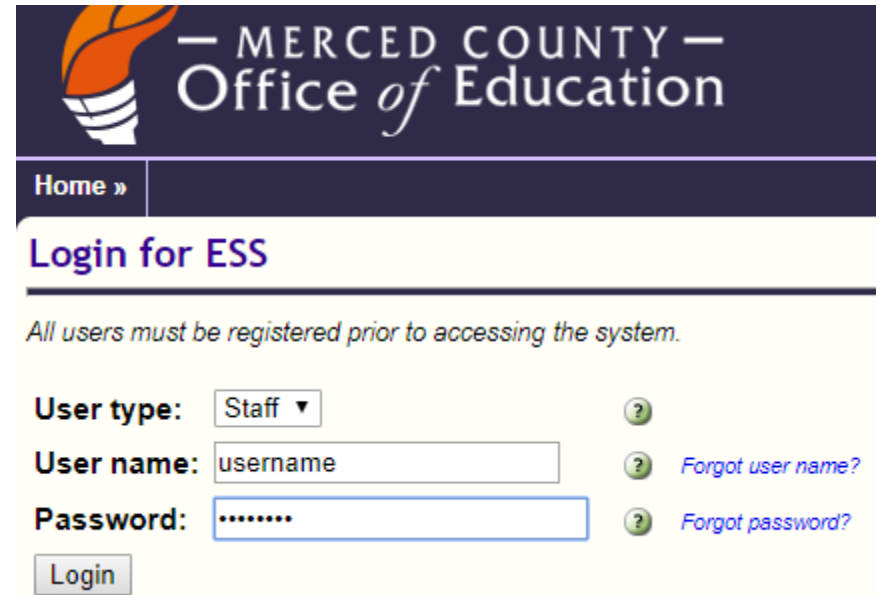
Confirm password: \*

[Cancel](#)

- District = Atwater Elementary (01)
- If you do not know your employee ID number, please refer to your latest pay stub for this information. You may also contact your HR or Payroll Department for your employee ID number as well.
- You will also be prompted to create a security question during registration. You will only need this information to verify your identity when resetting your password in ESS.


# Logging into ESS

- When logging into ESS, make sure to set your User type to Staff.
- Enter your Windows Username and Password.
- If you have forgotten your username or password, you can use the forgot username or password links next to those fields to reset this information.




The screenshot shows the login interface for the ESS system. At the top, there is a dark blue header with the Merced County Office of Education logo and name. Below the header is a navigation bar with a "Home »" link. The main content area is titled "Login for ESS" and includes a warning message: "All users must be registered prior to accessing the system." The login form consists of three fields: "User type" with a dropdown menu set to "Staff", "User name" with a text input field containing "username", and "Password" with a text input field containing ".....". Each field has a help icon (a question mark in a circle) to its right. Below the password field are two links: "Forgot user name?" and "Forgot password?". A "Login" button is located at the bottom left of the form.

# ESS Main Page



MERCED COUNTY  
Office of Education

Employee Self Service   
version: 4.2.5

User: uquevedo »  
[Logout](#)  
[One Message](#)

[Home »](#) [My info »](#) [Admin »](#) [District: 26](#)

You last logged-in on Mon, Mar 12, 2018 at 09:47 AM.

## Welcome to the ESS home page!

**Useful links:**  
[Change of Address Form](#)

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### Welcome to the Merced County Office of Education Employee Self Service (ESS)

**You will now be able to:**


- View all your available balances! [Sick Leave, Vacation, Personal Necessity, Comp Time]
- View your most recent and prior payroll information!
- View your W2 information from 2009 to the current year!

**NEW USERS:** Please click on “register”



# “My Info”

- Mouse over the “my info” drop down menu.
- List of three information areas: Personnel, Payroll and Leave.



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Office of Education

Emp

Home » My info »

Personnel  
Payroll  
Leave

Welcome to the Merced County Office of Education Employee Self-Service home page!

*Useful links:*  
[Change of Address Form](#)

**ATTENTION:** This is a private system operated for the Merced County Office of Education. Use by unauthorized persons is prohibited and may result in penalties.

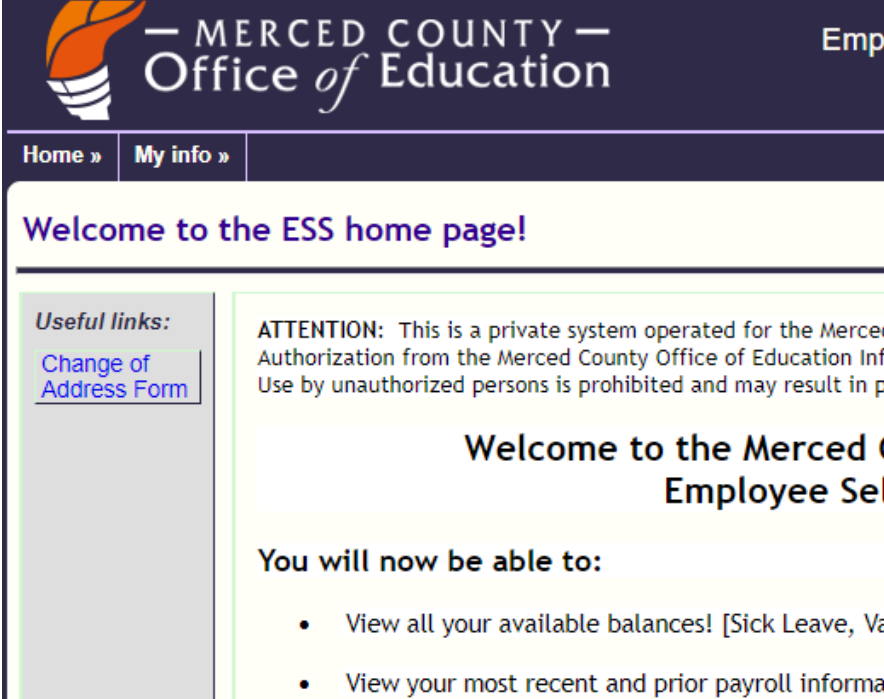
**Welcome to the Merced County Office of Education Employee Self-Service**

**You will now be able to:**

- View all your available balances! [Sick Leave, Vacation, etc.]
- View your most recent and prior payroll information.

# My Info - Personnel

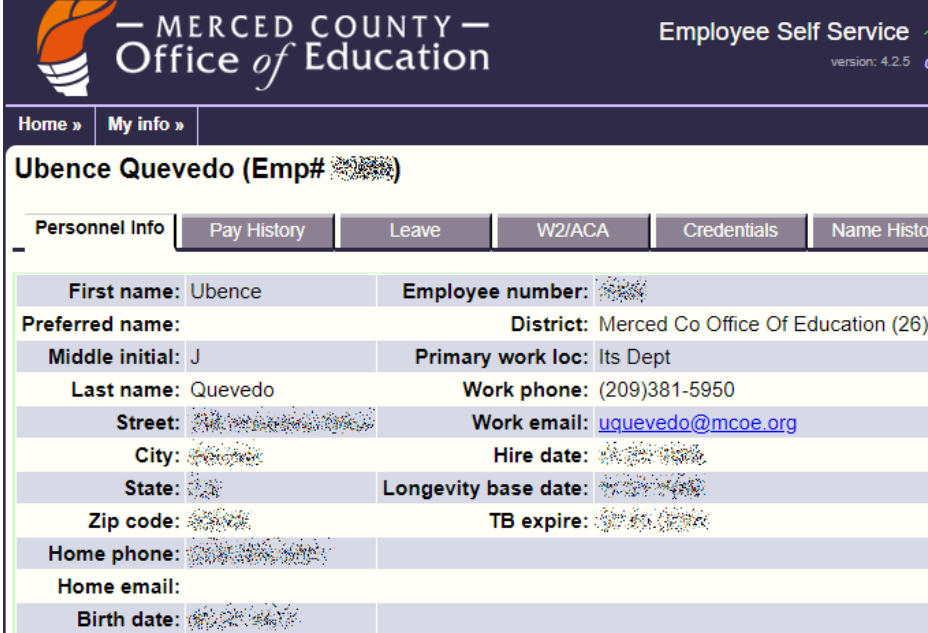
- “Personnel” is broken up into three areas: Personnel Info, Credentials, and Name History.



The screenshot shows the ESS home page for Merced County Office of Education. The header features the Merced County logo and the text "MERCED COUNTY Office of Education" with "Emp" on the right. A navigation bar includes "Home »" and "My info »". The main content area has a yellow background with the text "Welcome to the ESS home page!". On the left, there is a "Useful links:" section with a link to "Change of Address Form". The right side contains an "ATTENTION:" warning, a "Welcome to the Merced County Employee Self-Service" heading, and a list of features: "View all your available balances! [Sick Leave, Va]" and "View your most recent and prior payroll informa".

# ESS Personnel Info Screen

- “Personnel Info” includes your demographic data such as address, phone number, etc.
- If any information on this screen is out of date, please fill out a ‘Change of Address’ form from the link available on the ESS home page. (*coming soon*)



The screenshot shows the 'Employee Self Service' interface for Merced County Office of Education. The user is logged in as Ubence Quevedo (Emp# [redacted]). The 'Personnel Info' tab is selected, showing a table of personal and employment details.

Ubence Quevedo (Emp# [redacted])					
Personnel Info	Pay History	Leave	W2/ACA	Credentials	Name History
First name:	Ubence	Employee number:	[redacted]		
Preferred name:		District:	Merced Co Office Of Education (26)		
Middle initial:	J	Primary work loc:	Its Dept		
Last name:	Quevedo	Work phone:	(209)381-5950		
Street:	[redacted]	Work email:	<a href="mailto:uquevedo@mcoe.org">uquevedo@mcoe.org</a>		
City:	[redacted]	Hire date:	[redacted]		
State:	[redacted]	Longevity base date:	[redacted]		
Zip code:	[redacted]	TB expire:	[redacted]		
Home phone:	[redacted]				
Home email:					
Birth date:	[redacted]				

# My Info - Payroll

- “Payroll” is broken up into two areas: Pay History and W-2’s.

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Emp

Home » My info »

Personnel

Welcor Payroll Pay History

Leave W2/ACA

*Useful links:*

[Change of Address Form](#)

**ATTENTION:** This is a private system operated for the Merced County Office of Education. Use by unauthorized persons is prohibited and may result in penalties.

**Welcome to the Merced County Employee Self-Service**

**You will now be able to:**

- View all your available balances! [Sick Leave, Vacation, etc.]
- View your most recent and prior payroll information.

# ESS Pay History Screen

- In “Pay History” you can view your pay information from any past payroll period we have on file.
- History includes the check number or direct deposit number, type of transaction, date paid and the net pay.
- You can view or print a copy of your pay-stub if there is a “Yes” in the image column.

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Home » My info »

Ubence Quevedo (Emp# [QR Code])

Personnel Info Pay History Leave

Starting date paid: 6 months ago ▼

Check/DD#	Type	Date Paid	Net Pay	Image
<a href="#">87535685</a>	M	02/28/2018	4,721.02	<a href="#">Yes</a>
<a href="#">87528325</a>	M	01/31/2018	4,721.02	<a href="#">Yes</a>
<a href="#">87521020</a>	M	12/29/2017	4,594.23	<a href="#">Yes</a>
<a href="#">87513693</a>	M	11/30/2017	4,594.23	<a href="#">Yes</a>
<a href="#">87506401</a>	M	10/31/2017	4,594.23	<a href="#">Yes</a>
<a href="#">87499176</a>	M	09/29/2017	4,623.00	<a href="#">Yes</a>

# My Info - Leave

- The “Leave” area is where you can view your leave balances and past usage history.

The screenshot displays the Merced County Office of Education Employee Self-Service portal. At the top, the logo for the Merced County Office of Education is visible, along with the text "MERCED COUNTY Office of Education" and "Emp". Below the logo, there is a navigation menu with the following items: "Home »", "My info »", "Personnel", "Payroll", and "Leave". The "My info" menu is currently expanded, showing "Leave" as a sub-option. A welcome message reads "Welcome to the Merced County Office of Education Employee Self-Service home page!". Below the welcome message, there is a section titled "Useful links:" with a link for "Change of Address Form". A prominent "ATTENTION:" notice states: "This is a private system operated for the Merced County Office of Education. Use by unauthorized persons is prohibited and may result in penalties." Below this, a section titled "Welcome to the Merced County Office of Education Employee Self-Service" lists the services available: "You will now be able to:" followed by a bulleted list: "View all your available balances! [Sick Leave, Vacation, etc.]" and "View your most recent and prior payroll information".

# ESS Leave Screen

- The Leave screen contains employee leave balances as of prior months timesheet.
- Each leave type can be expanded to show individual leave transactions.

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Home » My info »

**Ubence Quevedo (Emp# [redacted])**  
Leave Group: "CLASSIFIED MANAGEMENT SUP CONF"

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

[Calendar view](#)

**General Leave Note:**  
Leave Balances might not reflect absences taken in the current month until processed by payroll staff.

Leave Category	Balance (hours)		Usage	
	Actual	Avail	(hours)	
<a href="#">Sick Leave</a>	1025.00	1025.00	-	
<a href="#">Personal Necessity</a>	80.00	80.00	-	Personal Necessity [PN] i appointments. In order to use PN, you

# ESS Leave Screen – Usage Detail

- Click on one of the leave category links (ex. “Sick Leave”) for usage detail.

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Office of Education

Home » My info »

**Ubence Quevedo (Emp# [REDACTED])**  
Leave Group: "CLASSIFIED MANAGEMENT SUP CONF"

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

[Calendar view](#)

**General Leave Note:**  
Leave Balances might not reflect absences taken in the current month until processed by payroll staff.

Leave Category	Balance (hours)		Usage
	Actual	Avail	(hours)
<b>Starting:</b> this fiscal year ▼ <a href="#">show all details</a>			
<a href="#">Sick Leave</a>	1025.00	1025.00	-
<a href="#">hide</a>			
type	start	end	amt
Sick Leave	12-13-2017		-3.50



# ESS W-2 Screen

- In “W-2’s” you can view and print a copy of your W-2’s from 2009 to the last calendar year.

The screenshot shows the Merced County Office of Education ESS W-2 screen for Ubence Quevedo (Emp# [redacted]). The page has a dark blue header with the Merced County logo and the text "— MERCED COUNTY — Office of Education". Below the header is a navigation bar with "Home »" and "My info »". The main content area is titled "Ubence Quevedo (Emp# [redacted])" and contains four tabs: "Personnel Info", "Pay History", "Leave", and "W2/ACA". The "W2/ACA" tab is selected, displaying a table of W-2 tax years from 2009 to 2017.

Tax Year ^	Description ^
<a href="#">2009</a>	W2 Tax Year 2009
<a href="#">2010</a>	W2 Tax Year 2010
<a href="#">2011</a>	W2 Tax Year 2011
<a href="#">2012</a>	W2 Tax Year 2012
<a href="#">2013</a>	W2 Tax Year 2013
<a href="#">2014</a>	W2 Tax Year 2014
<a href="#">2015</a>	W2 Tax Year 2015
<a href="#">2016</a>	W2 Tax Year 2016
<a href="#">2017</a>	W2 Tax Year 2017

# ESS Credentials Screen

- “Credentials” will be useful to certificated employees. You can view your active credential records that MCOE has on file.

The screenshot shows the ESS interface for Ubence Quevedo (Emp# [redacted]). The header includes the Merced County Office of Education logo and "Employee Self Service" with version 4.2.5 QSS. Navigation links for Home, My info, and Help+Video are present. A menu bar contains Personnel Info, Pay History, Leave, W2/ACA, Credentials (selected), and Name History. Below the menu is a table with columns: Credential, Credential Name, Level, Type, Document, Start Date, Expiration Date, Reg Date, and Issue Date. The table content is empty, displaying "No items found."

Credential	Credential Name	Level	Type	Document	Start Date	Expiration Date	Reg Date	Issue Date
No items found.								


# Name History Screen

The screenshot shows the 'Employee Self Service' interface for the Merced County Office of Education. The user is logged in as 'Ubence Quevedo (Emp# [redacted])'. A navigation bar includes 'Home »' and 'My info »'. Below this, a row of tabs is visible: 'Personnel Info', 'Pay History', 'Leave', 'W2/ACA', 'Credentials', and 'Name History'. The 'Name History' tab is selected. Below the tabs, a table header is shown with columns: 'Last ^', 'First ^', 'Initial ^', 'Date ▾', and 'Comments ^'. The table content area displays 'No items found.'

- “Name History” will be useful to track name change history that MCOE has documented.

# ESS Forgot Username/Password

- In order to reset a forgotten password you must know your username.
- You can retrieve your username from the Forgot user name link and receive an e-Mail with this information.
- If you know your username, you can use the Forgot password link to receive a new temporary password through e-Mail.
- You will need to provide information about yourself in both links to generate an e-Mail to retrieve or reset this information.



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Home »

## Login for ESS

All users must be registered prior to accessing the system.

User type:  ?

User name:  ? [Forgot user name?](#)

Password:  ? [Forgot password?](#)

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

# Some ESS Security Considerations

- Don't save the username and password for ESS on your computer
- ESS will log you out after 10 Minutes of inactivity
- Don't use ESS on untrusted computers