



EMPLOYEE SELF SERVICE
Intranet site for
Employee payroll and demographic inquiry and changes

• **To register with Employee Self Service (ESS):**

1. Go to the district website: www.chesterfieldschools.org
2. Go to **STAFF/Employee Self Service**
3. Click on **Register** at the top right
4. Create your unique **User Name**
5. Enter any **email address** you would like (district email is preferred, if assigned)
6. Enter **First** and **Last Name**
7. Enter **Social Security Number (without dashes)**...*your SSN is masked for security and will not be used again. It is needed at registration to retrieve your profile information.*
8. Enter your **Employee ID Number** (Number generated via Personnel at profile set-up; can be obtained through your school's office)
9. **Create and Confirm** your password
Please store your user name and password in a secure location for future access. There is an Account Help reset tool in the top right of the ESS homepage, if needed in the future.
10. Click **Register** to submit

****Important:** DO NOT attempt to log in following registration. You MUST wait on a confirmation email that will be sent to the email used during registration. Within that email, you MUST click on the **Confirmation Link BEFORE logging in the first time.** Clicking on the link will take you back to the log in screen. *This is an added security feature that verifies that you are the person trying to access your personal information.*

Primary Tools/Functions

• **Personal Actions:**

1. **Demographics** – View and change any personal information
2. **Leave Balance** – View leave accumulation, usage, and balances
***Current pay period leave may not be reflected until next payroll is processed*
3. **Leave History** – View leave history by payroll date
***Leave requests are NOT currently handled through ESS.*

• **Payroll Actions:**

1. **Tax Withholdings/W-4** – View and change any W-4 information (tax status, allowances, etc.)
2. **Enter/Edit Direct Deposit** – View, add, and change your personal DD account(s) information
3. **Deductions Inquiry** – View any state/federal mandatory and voluntary deduction information
4. **Earnings Summary** – View historical earnings for any tax year since employed
5. **Check Inquiry** – View, save, and print your check stubs
 - a. Search by any date range you need
 - b. Click on the check number to retrieve your check stub
 - c. Save as a file or print

• **Document Management:**

1. **View W2** – View, print, and save your W2
 - a. Tax year 2016 is the first year uploaded to ESS