

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 Mariposa County Unified School District, Information Services Department. With ESS, employees can review their specific personal and work-related information, such as pay history, leave balances, credentials/degrees and W2 information.

Web Address - <http://www.mariposa.k12.ca.us/>

MCUSD - Main Webpage

<http://www.mariposa.k12.ca.us/>



ESS MCUSD Employee Tab

The screenshot displays the Mariposa County Unified School District website. At the top, the district's logo and name are visible, along with the tagline "EVERYONE A LEARNER EVERY DAY". Below this is a navigation menu with links for HOME, ESS, BOARD, DEPARTMENTS, PARENT, STAFF, and LINKS. The ESS link is highlighted with a red circle, and a red arrow points to it from the left. Below the navigation menu, there are several icons representing different school programs and locations, including Alternative Education Programs, Coulterville Greeley Schools, EL Portal Schools, Lake Don Pedro, Mariposa Adult Education, Mariposa County High School, and Yosemite Valley Elementary. At the bottom of the page, there is a section titled "MCUSD Employees" which contains a link to "MCUSD Timesheet Information" and a link to "Employee Self Service". The "Employee Self Service" link is highlighted with a red circle, and a red arrow points to it from the left.

MARIPOSA COUNTY UNIFIED SCHOOL DISTRICT
MARIPOSA COUNTY UNIFIED SCHOOL DISTRICT
OFFICE OF EDUCATION
EVERYONE A LEARNER EVERY DAY

HOME ESS BOARD DEPARTMENTS PARENT STAFF LINKS

MCUSD Employees

Alternative Education Programs
Coulterville Greeley Schools
EL Portal Schools
Lake Don Pedro
Mariposa Adult Education
Mariposa County High School
Yosemite Valley Elementary

MCUSD Employees

MCUSD Timesheet Information
Employee Self Service

For technical questions and comments regarding this website, including access to the website, please contact the webmaster at webmaster@mcusd.net.

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.


Employee Self Service
version: 19.2.7 QSS

Home »

Useful links:

- [login \(if you have a user ID\)](#)
- [register \(if you're a 1st time user\)](#)
- [Update Forms](#)

ATTENTION: This is a private system operated for the Mariposa County Unified School District and Office of Education. Authorization from the Mariposa County Unified School District and 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 Mariposa County Unified School District and Office of Education Employee Self Service (ESS) portal**

You will now be able to:

- View all your available balances! [Sick Leave, Vacation, Personal Necessity]
- View your most recent and prior payroll information!
- View your W2 information from 2004 to the current year!

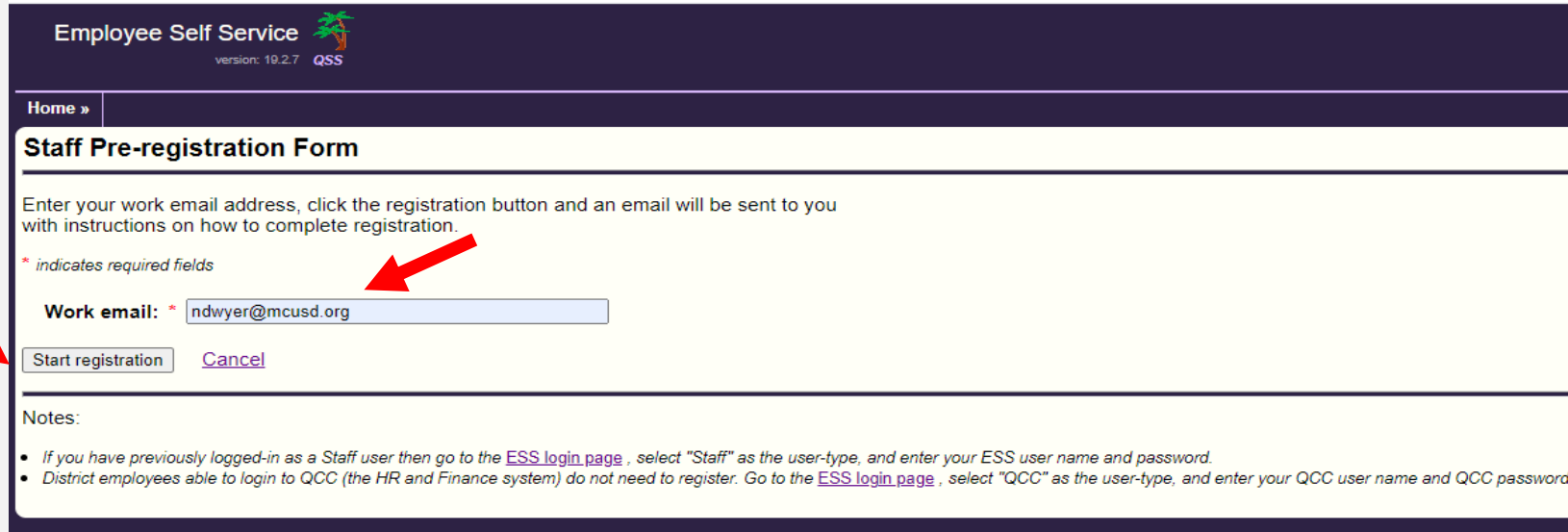
NEW USERS: Please click on “register”


ATTENTION: If you do not know your employee ID number, please look on your paycheck stub on the top left hand corner or contact payroll.

ALREADY REGISTERED? Click on “log in”

For questions about the information and records provided via this service please contact the payroll department at 209-742-0228.

ESS Pre-registration Form



Employee Self Service 
version: 19.2.7

Home »

Staff Pre-registration Form

Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration.

* indicates required fields

Work email: *

[Cancel](#)

Notes:

- If you have previously logged-in as a Staff user then go to the [ESS login page](#), select "Staff" as the user-type, and enter your ESS user name and password.
- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#), select "QCC" as the user-type, and enter your QCC user name and QCC password.

- Enter your Mariposa County Unified School District email address to start the ESS registration process.
- Click "Start Registration. You will then receive an email with further instructions on how to register with ESS.
- Find the email from "noreply - Confirmation for new ESS user". Click on the link provided to confirm registration

Note

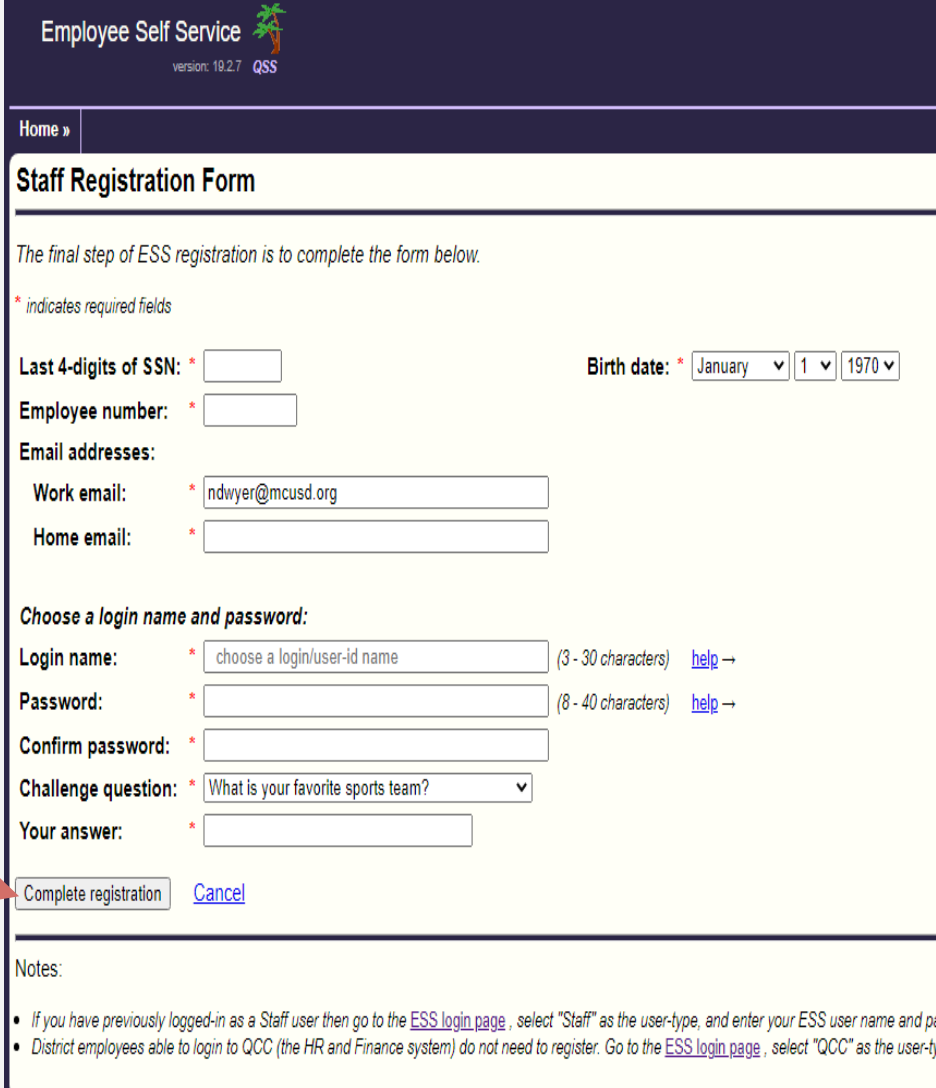
- If you do not know what your MCUSD email address is, please contact your department secretary. • **If you do not have an MCUSD assigned email address, for example if you are a substitute, you may use a personal email address to register for this service.**


ESS Registration Page

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

The email from the previous step will take you back to the website to the Staff Registration Form

- Employee number, please refer to you latest pay stub for this information or contact the HR/Payroll Department for your employee ID number.
- Work/Home email –Enter your MCUSD Work email in the Work email field and a personal email address in the Home email field.
- 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.
- Click “Complete registration”
- If you do not have an MCUSD email, enter your personal email address in both the Work and Home email fields.



Employee Self Service 
version: 19.2.7

[Home »](#)

Staff Registration Form

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

* indicates required fields

Last 4-digits of SSN: *

Birth date: *

Employee number: *

Email addresses:

Work email: *

Home email: *

Choose a login name and password:

Login name: * (3 - 30 characters) [help](#) →

Password: * (8 - 40 characters) [help](#) →

Confirm password: *

Challenge question: *

Your answer: *


[Cancel](#)

Notes:

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- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#), select "QCC" as the user-type.

Logging into ESS

- When logging into ESS, make sure to set your User type to Staff.
- Enter the Username and Password you created during when you registered for ESS
- 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.

Employee Self Service 
version: 19.2.7 QSS

Home »

You have logged out.

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) ?

ESS Main Page


Employee Self Service
version: 19.2.7 

[Home »](#) [My info »](#)

Useful links:

[Update Forms](#)

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and Office of Education
Employee Self Service (ESS) portal**

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- View your most recent and prior payroll information!
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NEW USERS: Please click on “register”

ATTENTION: If you do not know your employee ID number, please look on your paycheck stub on the top left hand corner or contact payroll.

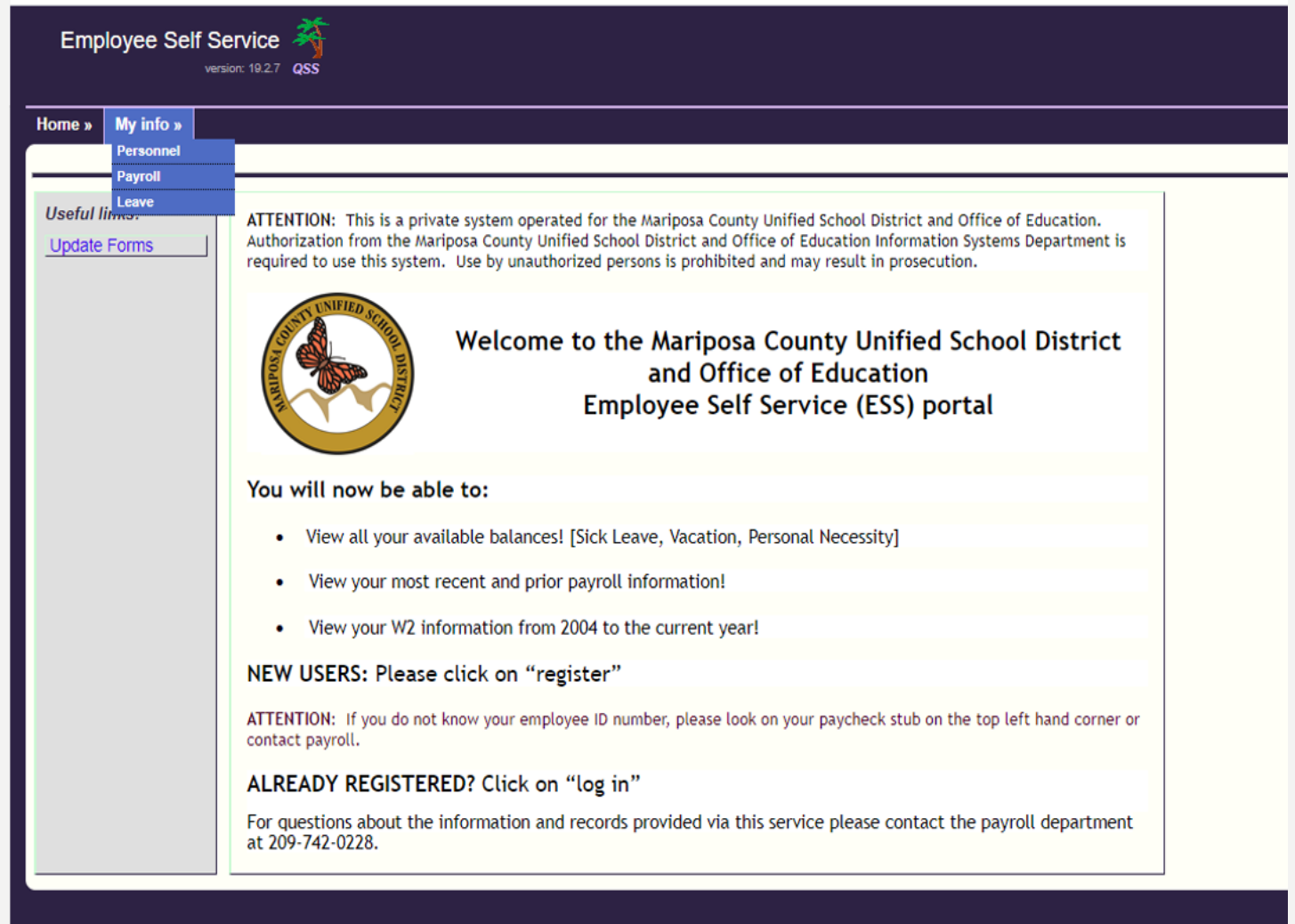
ALREADY REGISTERED? Click on “log in”

For questions about the information and records provided via this service please contact the payroll department at 209-742-0228.

"My Info" Employee Information

- Place mouse over the "my info" drop down menu.
- List of three information areas:

Personnel
Payroll
Leave



Employee Personnel Information

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

- “Personnel Info” includes your demographic data such as address, phone number, etc.
- If any information on this screen is Incorrect or out of date, please fill out an ‘Employee Change Form’ form located on the MCUSD website:
[Business Services/Forms/Employee Change Form](#)

**Note: Select Personnel Information was hidden for privacy purposes, but you will see your own information displayed in those areas.*

The screenshot displays the 'Employee Self Service' portal for Norma Dwyer. The 'Personnel Info' tab is selected, showing a form with various fields. Some fields are filled with text, while others are redacted with grey boxes. The form includes sections for personal information, contact details, and emergency information.

Employee Self Service	
version: 19.2.7 QSS	
Home » My info »	
Norma Dwyer	
Personnel Info	Pay History Leave W2/ACA Credentials Degrees Name History
First name:	Norma
Employee number:	[Redacted]
Preferred name:	
District:	Mariposa County Unified Sch Di (1)
Middle initial:	E
Primary work loc:	District Office
Last name:	Dwyer
Work phone:	
Gender:	Female
Work email:	ndwyer@mcusd.org
Street:	[Redacted]
Hire date:	[Redacted]
City:	[Redacted]
TB expire:	[Redacted]
State:	[Redacted]
Zip code:	[Redacted]
Home phone:	[Redacted]
Home email:	[Redacted]
Birth date:	[Redacted]
Other phone:	[Redacted]
- Emergency Information -	
Contact name:	[Redacted]
Contact relation:	[Redacted]
Contact phone:	[Redacted]
Spouse name:	[Redacted]
Medication:	[Redacted]

Employee Payroll Information

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

- 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 paystub if there is a “Yes” in the image column.

**Note: Select Personnel Information was hidden for privacy purposes, but you will see your own information displayed in those areas.*

The screenshot displays the 'Employee Self Service' interface. At the top, it says 'version: 19.2.7 QSS' next to a small tree logo. Below the header, there are navigation links: 'Home »' and 'My info »'. The user's name, 'Norma Dwyer', is shown next to a redacted area. There are three tabs: 'Personnel Info', 'Pay History' (which is selected), and 'Leave'. Below the tabs, a message states 'Direct deposit is selected instead of paper check'. A green banner reads 'Go Green: Paper paystubs are selected in addition'. A dropdown menu for 'Starting date paid:' is set to '6 months ago'. At the bottom, there is a table with payroll information.

Check/DD#	Type	Date Paid	Net Pay	Image
00070982	M	07/31/2020		Yes
00070806	M	06/30/2020		Yes
00070531	M	05/29/2020		Yes
00070247	M	04/30/2020		Yes
00069940	M	03/31/2020		Yes
00069646	M	02/28/2020		Yes

Employee Leave Information

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

The Leave screen contains employee leave **balances as of prior month’s timesheet.**

- It will display available balances for Vacation, Sick, PN, Extended Leave, Family Leave, and Workers Comp
- Each leave type can be expanded to show:
 - ✓ Individual leave transactions
 - ✓ Usage detail (click “show all detail”)

	Balance (days)		Usage	
Leave Category	Actual	Avail (days)		Notes
Starting:	this fiscal year ▼		show all details	

**Note: Select Personnel Information was hidden for privacy purposes, but you will see your own information displayed in those areas.*

The screenshot shows the 'Employee Self Service' interface. At the top, it says 'version: 19.2.7 QSS'. Below the header, there are navigation tabs: 'Home »', 'My info »', and 'Leave'. The user's name 'Norma Dwyer' and 'Leave Group: "CLASS MANAGEMENT (02)"' are displayed. Under the 'Leave' tab, there are sub-tabs for 'Personnel Info', 'Pay History', and 'Leave'. The 'Leave' sub-tab is active, showing a 'Calendar view' link. Below this is a table with columns: 'Leave Category', 'Balance (days) Actual', 'Balance (days) Avail', 'Usage (days)', and 'Notes'. The table lists several leave categories: Vacation, Sick Leave, Personal Necessity, Discretionary Pn, Extended Leave, Family Leave, and Workers Comp. The 'Balance (days) Actual' and 'Balance (days) Avail' columns are currently blank, likely due to the 'show all details' link being highlighted in the previous image.

Leave Category	Balance (days) Actual	Balance (days) Avail	Usage (days)	Notes
Vacation				
Sick Leave				
Personal Necessity				
Discretionary Pn				
Extended Leave				
Family Leave				
Workers Comp				

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.

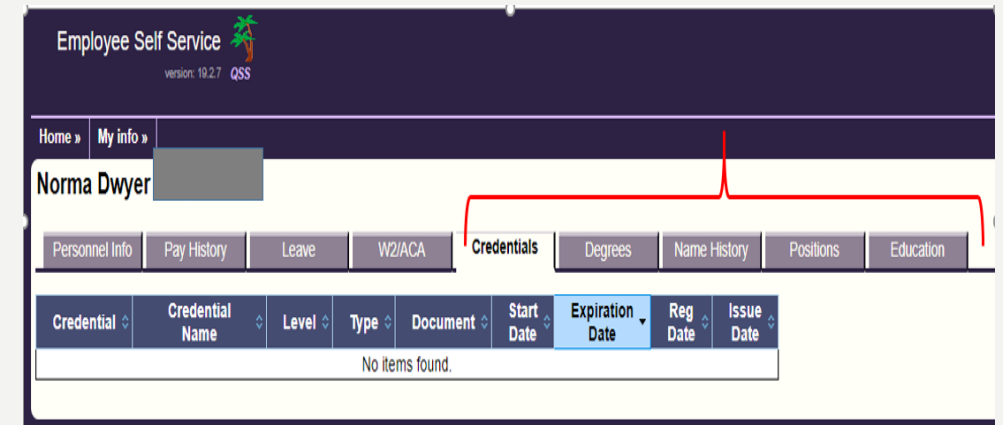
- Click on the year and a copy of your selected W-2 or ACA form will appear.
- You can print this if necessary.

The screenshot shows the 'Employee Self Service' interface. At the top, it says 'Employee Self Service' with a logo and 'version: 10.2.7 QSS'. Below this is a navigation bar with 'Home »' and 'My info »'. The user's name 'Norma Dwyer' is displayed next to a redacted ID. There are four tabs: 'Personnel Info', 'Pay History', 'Leave', and 'W2/ACA', with 'W2/ACA' being the active tab. Below the tabs is a table with three columns: 'Tax Year', 'Type', and 'Description'. The table lists W-2 and ACA forms for the years 2015 through 2019, with each year being a clickable link.

Tax Year ▾	Type ▾	Description ▾
2019	W-2	W2 TAX YEAR 2019
2019	ACA	ACA TAX YEAR 2019
2018	W-2	W2 TAX YEAR 2018
2018	ACA	ACA TAX YEAR 2018
2017	W-2	W2 TAX YEAR 2017
2017	ACA	ACA TAX YEAR 2017
2016	W-2	W2 TAX YEAR 2016
2016	ACA	ACA TAX YEAR 2016
2015	W-2	W2 TAX YEAR 2015
2015	ACA	ACA TAX YEAR 2015


ESS Credentials, Degrees, Name History, Positions and Education Screen

- “Credentials” will be useful to certificated employees. You can view your active credential records that MCUSD has on file.
- “Degrees” will list all your degrees that MCUSD has on file.
- “Name History” will be useful to track name change history that MCUSD has documented.
- “Positions” will display your position(s), start date, site location, and salary information.
- “Education” will display completed units that MCUSD has on file.



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.

Employee Self Service 
version: 19.2.7 QSS

Home »

You have logged out.

Login for ESS

All users must be registered prior to accessing the system.

User type:

User name:

Password:

[Forgot user name?](#)

[Forgot password?](#)

[Forgot user name?](#)

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

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