Employee Self Service (ESS)
Viewing and Updating Employee Information

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The following directions have been created using the Microsoft Edge browser. Supported browsers include Microsoft Edge, Google Chrome, and Firefox.

Accessing Employee Self Service (ESS)

1. Open Microsoft Edge Internet browser.
2. Enter office.com in the address bar and press Enter.
3. Log in to Office 365, (using new multifactor authentication directions), Multifactor Authentication for Employee Self Service (sharepoint.com). Employees may be asked to verify a six-digit code sent via text, email, or voicemail.
4. Navigate to the All Apps list by clicking on the menu option as shown in the screenshot below.

   ![All Apps screenshot]

5. Scroll down and select Employee Self Service from the All Apps list.

   ![Employee Self Service selection]

ESS Home Tab

When an employee logs into the application, the Home tab (shown on the following page) is the default landing page. Each section within the tab is referred to as a widget. Use the Home tab to view and update an address, view notifications, and access the quick links.

The tabs across the top of the Home page provide detailed information in each category.
Welcome Widget

The Welcome widget provides quick access to commonly used widgets and links as described below.

Update Address Link

Employees can complete a change of address, update a phone number, or update their email address using this link.

Employee Self Service is a software application for employees to update their contact information for communication purposes. BCPS uses the home address for mailing the direct deposit pay stubs and W-2 forms. BCPS recommends employees use their BCPS email address in ESS because it is used for all communication, including their benefits summaries.

To update your home and email address:

1. Click Update Address.
2. Click through hyperlinks or click Next to the Enter Home Address link.
3. Enter **Home Address information** and click **Next**.
4. Click through hyperlinks or click **Next** to **Enter Email** link.

5. Enter **BCPS email address** and **Submit**.
6. Click on **Close** in the pop-up window after the document has been submitted successfully.

**Quick Links**

Several hyperlinks are available under **Quick Links** at the bottom of the **Welcome** widget. Use these links as desired. Click on the **Home** page after using these **Quick Links** to return to this screen.

**Enrollment Wizard (Office of Benefits, Leaves, and Retirement)**

The Enrollment Wizard is now only available during the Open Enrollment period.

To begin:

1. Click **Enrollment Wizard**.
2. Click **Open Enrollment**.
3. Click **Next Page**.
4. Complete the **Medical**, **Dental**, **Vision**, **Health Care Spending**, and **Depending Care Spending** benefits.
   a. Employees must either **Waive** or **Elect** each benefit option.
5. Review **Summary of Enrollment Selections**.
6. Click **Submit Enrollment** and **Continue with submission**.
   a. The employee will receive a summary email from “donotreply@bcps.org” after submission.
**Note:** The Benefits Enrollment Wizard is also available on the **Benefits** tab by selecting Benefits Enrollment Wizard.

**View Employee Benefits and Deductions (Office of Benefits, Leaves, and Retirement)**

This Quick Link can be used to view current, future, and past deductions. Click on the appropriate tab to view these deductions.

![Benefits Enrollments](image)

**View/Set Up Direct Deposit (Office of Payroll)**

This Quick Link can be used to view current direct deposit information. To change direct deposit information:

1. Click **View/Set Up Direct Deposit** link.
2. To opt-out of receiving a printed payroll stub in the mail, change the **check/paystub routing** to ‘Direct Dep to ESS’.
3. Enter the appropriate information in all required fields and **Submit**.
4. Click on **Close** in the pop-up window after the document has been submitted successfully.

![Direct Deposit Wizard](image)
View Issued Checks/Advices (Office of Payroll)

This Quick Link can be used to download paystubs and view Issued Checks/Advices. To download Issued Checks/Advices:

1. Click the View Checks/Advices link.
2. Click the Download icon of desired Check/Advice.

5. Open File.
6. Save or Print as desired.
7. To opt-out of receiving a printed payroll stub in the mail, see the View/Set Up Direct Deposit section in this document.

Forms and Websites Widget (Office of Payroll)

The Forms and Website Widget located on the Home tab (shown below) provides access to forms including Name Change, Federal W-4, and Employee’s Withholding Exemption Certificate (MW507).

To download a form:

1. Click on the attachment icon in the Attachment column to open a download screen (shown below).

2. Click on the Download button (shown above). This will open the BCPS Payroll website webpage.
3. Select the desired form from the BCPS Payroll webpage.
4. Click **Open** or **Save** at the bottom of the page.
5. **Complete** the form and fax it to the Office of Payroll.

*Note:* Fax all forms to the Office of Payroll at 410-887-7610 for processing.

### ESS Tabs

#### Time and Leave Tab (Office of Payroll)

*Time and Leave* provides access to view leave balance and alerts.

1. Click **View Leave Balance**.
2. Click **Leave Activity by Date** or **Monthly Leave Accrual and Usage**.
3. **Close** when finished.

#### Compensation Tab (Office of Payroll)

*Compensation* provides access to view salary information, deduction details, and download paystubs.

To view or download a paystub:

1. Click the **Download** icon of desired **Check/Advice**.

   ![Downloads](image)

2. Click **Open File**.
3. **Save** or **Print** as desired.

#### View Pay and Deduction Details (Office of Payroll)

To View Pay and Deduction Details:

1. Click **View Pay and Deduction Details**.
2. Navigate through **Pay Details** and **Deduction Details**.
3. **Click Close**.

**Pay Details** tab shows a high-level summary of pay received.

**Deduction Details** tab shows each deduction that was taken from gross pay.

**Fringe Details** tab will not show information.
Tax Levies and Garnishment Widget (Office of Payroll)
Tax Levies and Garnishments information can be found in the Tax Levies and Garnishments widget on the Compensation Tab.

Direct Deposit Widget (Office of Payroll)
1. Click the View/Set Up Direct Deposit link.
2. To opt-out receiving a printed payroll stub via the mail, change the check/paystub routing to Direct Dep to ESS.
3. Enter the appropriate information in all required fields and Submit.

Electronic W-2 (Office of Payroll)
1. Check the box to consent to opt-out of a paper W-2 form and Submit.
Logging Out

To successfully log out of Employee Self Service, click the **Logout** button in the upper right-hand corner. The following dialog box will appear:

![Logout successful dialog box]

Log out successful.

Please try to log in again.

Login Again

For additional questions, contact:

- **Office of Payroll** - (443) 809-4240 or officeofpayroll@bcps.org
- **Office of Benefits, Leaves, and Retirement** - 443-809-8943 or benefits@bcps.org