

Employee Self Service (ESS)

The district is excited to introduce the Employee Self Service (ESS) module to all of our employees. You will be able to sign on and access all of your personal information.

* Payroll information (tax information, salary, and current benefits). There you will also find a payroll simulator to use to "play and adjust" with your deductions to see if you want to change your tax deductions or amounts. If you choose to submit changes to your W-4, please be reminded that our payroll will have to release the information before it is posted to your actual "live" payroll.

* Certification Information for teachers and other certified staff that we have on file from information you have sent to us.

* **Employment Opportunities (both internal and external). Please note all jobs will now be posted and applied for online through our ESS module.**

* CEU- certified staff will now begin signing up for all CEU opportunities beginning this week. After signing on to the module you will view the class schedules and then click "enroll" at that time you will be given the option for an email calendar reminder, please click. You will then receive instant reminders of the CEU's information you have enrolled for. If at later time you wish to cancel enrollment for a class, you must sign in and "un" enroll. You will be able to view history your CEU credits after you begin using the program.

* Personal information - We are asking each employee to go in and verify your address, phone number. You will also see information regarding your emergency contacts. Please take time to fill out this information. **Also, please include a contact email address.** This will help us out greatly. If you notice your information needs to be updated, please correct and submit. Employee Services will then send you a change of address packet to be completed and returned to us.

**** Remember to add your email address to your personal information ****

Below is the link to log in to Employee Self Service. You will see the Login on the top right-hand side of the screen. Once this link is opened up, please save to your desktop or your favorites.

<https://desoto.munisselfservice.com/default.aspx>

Your sign on information is below:

Username: First Initial Last name (ALL CAPS) and Kronos ID# with no spaces: (example: JSMITH123456)

Password: First time sign on (last 4 digits of your SS#)

NOTE: After your first initial sign on, you will be prompted to change your password.

If you have any questions or concerns, please do not hesitate to contact us:

employment@desotocountyschools.org