Rappahannock School District

Employee Self Serve Manual:
Employee Use

TABLE OF CONTENTS

What is Employee Self Serve?..... 2
URL..... 2
Login..... 2
My Profile..... 3
    Verifying your Email Address..... 3
    Verifying your Home Phone..... 3
    Changing your Password..... 3
Dashboard (home page)..... 4
Accessible Areas..... 4
Important Notes..... 5
    Cut-off Period..... 5
    W-4 Changes..... 5
    Birth Date Changes..... 5
Personal / My Personal Information..... 6
    Making Edits..... 6
Benefits..... 7
Attachments / Documents..... 7
    Downloading Check Stubs/Direct Deposit Transmittals..... 7
    Re-naming a Saved Document..... 7
    Attaching a New Document..... 8
    Deleting a Document..... 8
Logout..... 9

WHAT IS EMPLOYEE SELF SERVE?

Employee Self Serve is an online portal that allows employees to view and edit their personnel and payroll-related information. It serves as not only a great resource for employees, but also as an efficient way for employees to communicate changes to the Personnel Department, and receive confirmations of their requests.

URL

To get to the Employee Self Serve portal, go to: https://rcpsva-k12.ess.openrda.net

LOGIN

User Name: Your Username is (first initial)(middle initial)(last name).
For example, Jennifer Rose Anderson would be JRANDERSON or jranderson.
This field is not case-sensitive. If your name in the payroll system does not include your middle initial, then the initial will not be a part of your Username. If your last name is hyphenated, then your Username will include the hyphen.

Password: Your initial Password is [First Initial] [Last Initial] [Last 4 Digits of SSN]. For example, William ("Bill") Anderson, with an SSN of 555-55-1234, would have this Password: WA1234. This field is case sensitive; letters must be upper case.

First Login: Upon first login, you will be prompted to choose and answer a security question. In order to establish a new password, you will need to provide the answer to this security question. Password guidelines can be found on Page 3. For security purposes, Passwords expire every 90 days.

Failed Login Attempts: After 3 failed attempts, your User Name will be locked for 2 hours, for security purposes.

Lost My Password*:* If you have forgotten your Password, click the Lost My Password link. You will be prompted to enter your Username and Email Address, and then click Reset Password. You will then be asked to provide the answer to the security question you chose when you logged into ESS for the first time. Once you click Continue, you will receive an Account Re-Activation email. Click the link in that email, as directed, and you will be provided with a new Password, which you will need to log in to ESS. It is recommended that you change your password (by going to My Profile, and clicking the Change Password link) to one that you will more easily remember.

MY PROFILE

In **My Profile**, which you can access from any of the three locations indicated above, you can:

- *Verify your email address to which notifications will be sent*

  If the email address is missing or incorrect, please update the Email Address field in Personal / My Personal Information, on the Personal tab. If the correct email address is not in the system, then there is no way for a temporary password emailed to you in the event you ever forget your password.

- *Verify your home phone number*

  If the phone number is incorrect, please update the Home Phone field in Personal / My Personal Information, on the Personal tab.

- *Change your password*

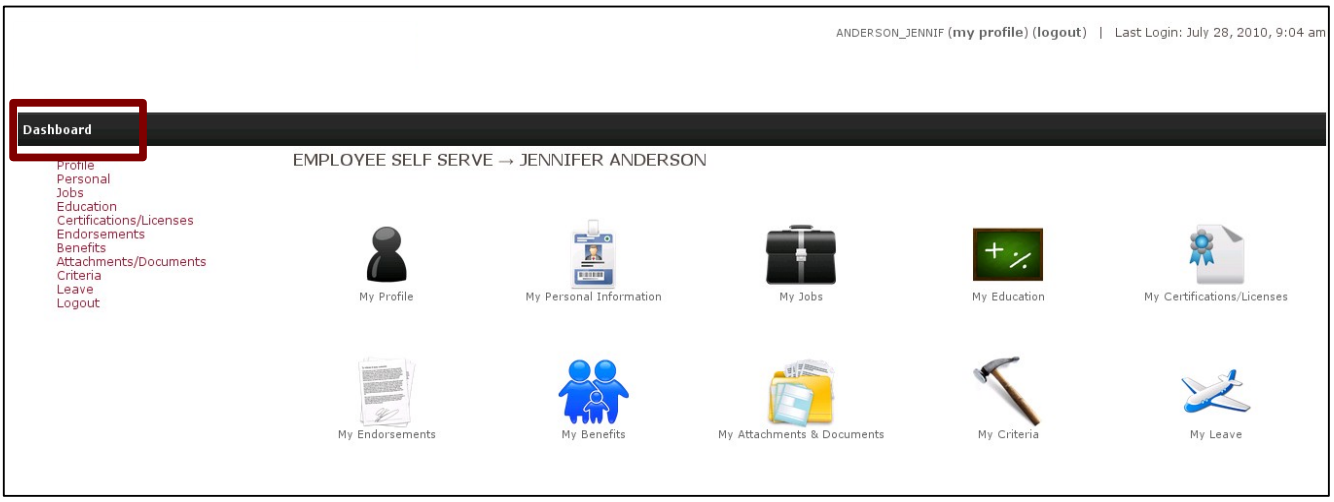
  - Passwords must be between 6 and 50 characters long.

  - They can contain upper and/or lower-case letters, numbers and special characters.

- Strong passwords contain a mix of all the above, and do not include easily-guessable names or dates.

– This field is case-sensitive.

DASHBOARD



On the **Dashboard** (pictured above), you can see the accessible areas within the Employee Self Serve portal. To access a particular area from the Dashboard, you can either click on the appropriate **side bar item** on the left of the screen, or the **icon** in the middle of the screen. To get back to the Dashboard at any time, just click on “Dashboard” in the menu bar (indicated above).

ACCESSIBLE AREAS

Area	Viewable	Editable	Contents
Personal Information	√	√	basic HR-related data
Jobs	√		job details
Benefits	√		benefit/deduction details, including direct deposit account info
Attachments/Documents	√	√	downloadable check stubs/direct deposit transmittals; additionally, HR-related documents may be stored here

IMPORTANT NOTES

- **CUT-OFF PERIOD:** Although your data will update in Employee Self Serve as soon as you click Submit/Update, it will not be updated in the payroll database until the Personnel Department manually downloads your changes. In order for your changes to be reflected in the upcoming payroll, you must submit them *no later than the 15th of the month*. Changes made after that cutoff will be made effective with the subsequent pay date.

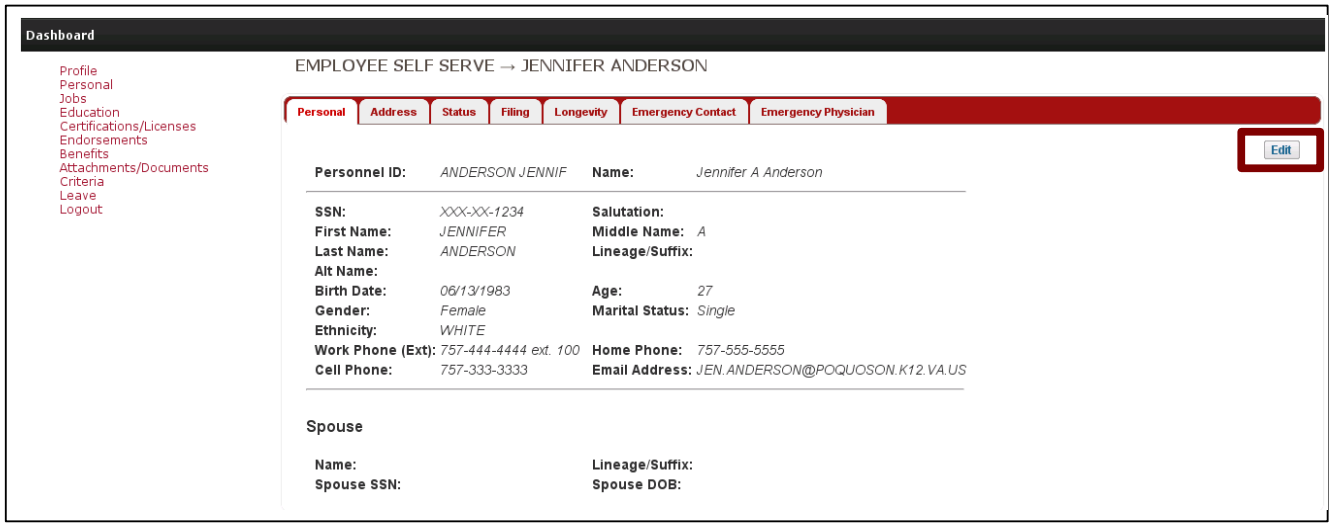
- **NAME CHANGES:** The Name fields are not editable in Employee Self Serve. If you need to correct your name, bring the appropriate documentation to the Human Resources Department, and they can make the necessary updates.

- **BIRTH DATE CHANGES:** Due to strict life insurance and retirement requirements, any changes to your or your spouse's birth date must be submitted directly to the Director of Finance with the appropriate documentation.

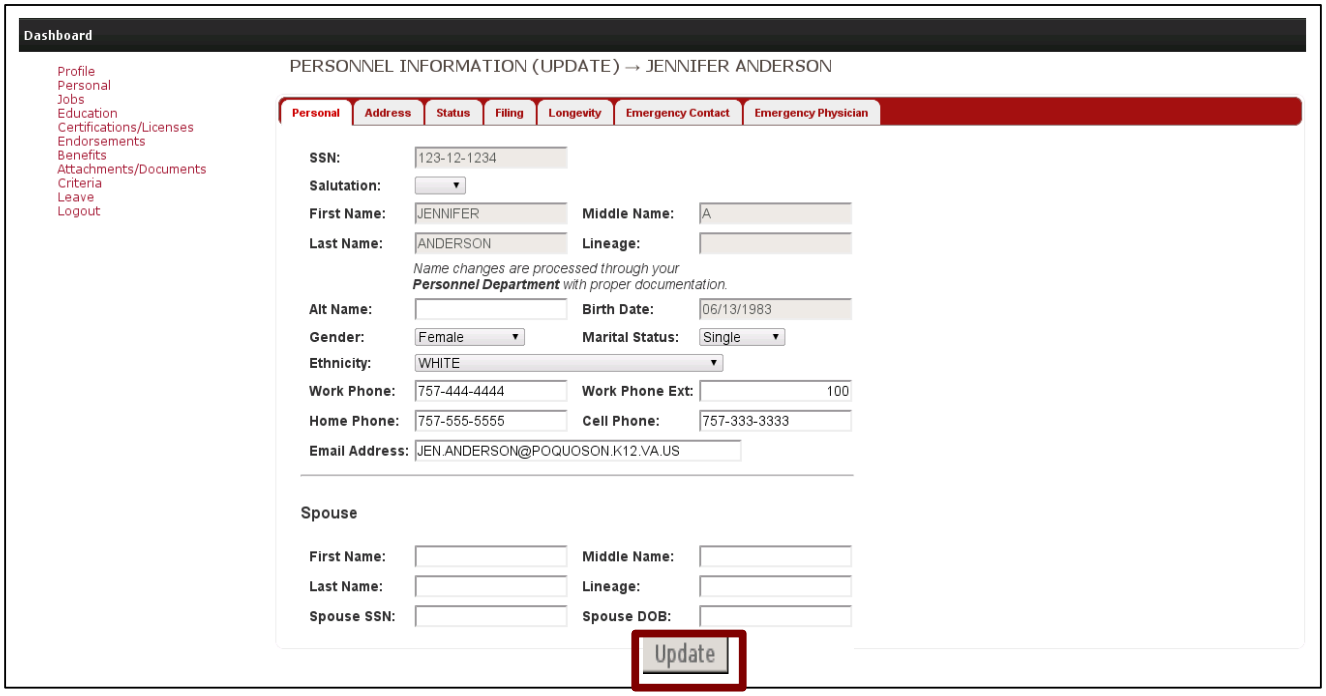
- **W-4 CHANGES:** Per IRS regulations, before any federal or state withholding changes can take effect in payroll, a new **Form W-4 and/or VA-4 form, as applicable, must be received by the Director of Finance**, who will make all changes in ESS. A blank W-4 form can be downloaded from ESS, on the Filing tab in Personal Information.

PERSONAL / MY PERSONAL INFORMATION

To **EDIT** your Personal Information, click the **Edit** button, located in the upper-right corner of the screen (as indicated below).



All editable fields will now be accessible (as pictured below). Enter the new/corrected data, and then click the **Update** button, located at the bottom of the screen. If multiple fields need to be updated, even across multiple tabs within My Personal Information, populate them all as applicable, and then click Update.



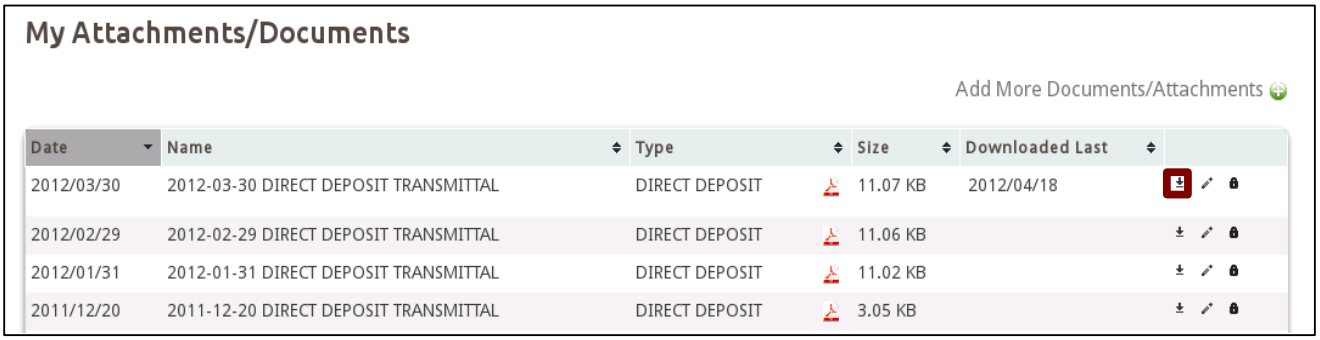
BENEFITS

EXISTING BENEFITS/DEDUCTIONS will appear in the grid. In the example below, the employee has only one deduction.

ATTACHMENTS / DOCUMENTS

DOWNLOADING CHECK STUBS/DIRECT DEPOSIT TRANSMITTALS

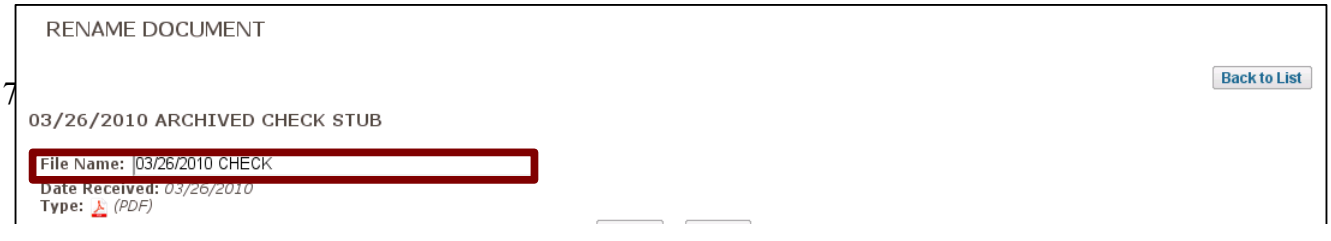
To view an archived check stub or direct deposit transmittal, click that record's **Download Now** icon (as indicated below), and it will download to your screen.



RE-NAMING A SAVED DOCUMENT

You have the ability to rename any documents, as desired. You may wish to rename them to achieve a certain sort order. Note that the default sort order can be changed at any time by clicking any of the column headers.

To change the name of a document, click that record's **Edit** (pencil)icon. You will be taken to a “Stored Document Update” screen, on which you can edit the **File Name** and click **Update** to save (see example of document name change below).

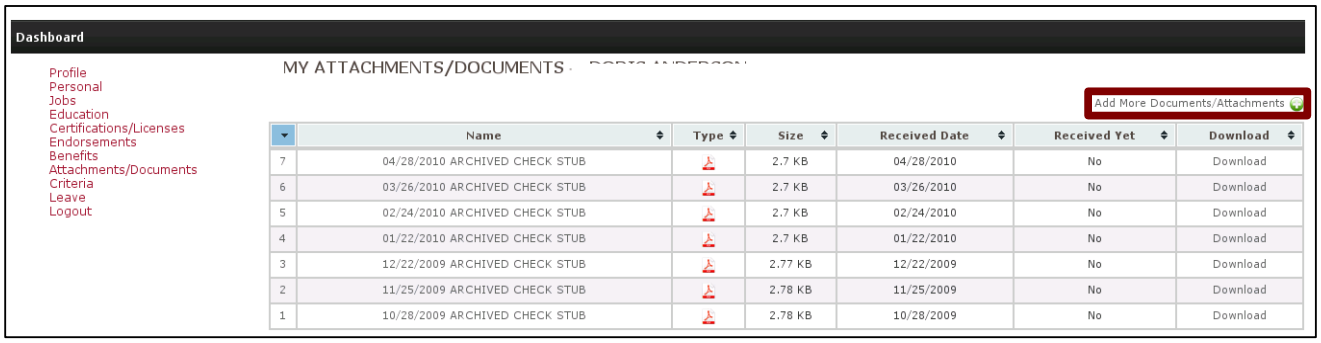


ATTACHING A NEW DOCUMENT

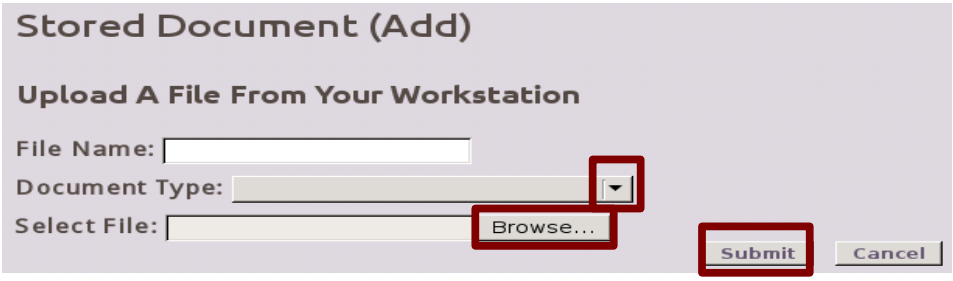
You have the ability to attach HR-related documents in the Attachments/Documents grid. Your supervisor and Payroll personnel can also add relevant documents as a way to organize your records and share information with you.

NOTE: Documents can be viewed by your supervisor and Payroll personnel, and can only be deleted by Payroll, so only attach documentation that you deem appropriate.

To attach a document, click **Add More Documents/Attachments** in the upper-right corner of the screen (see below).



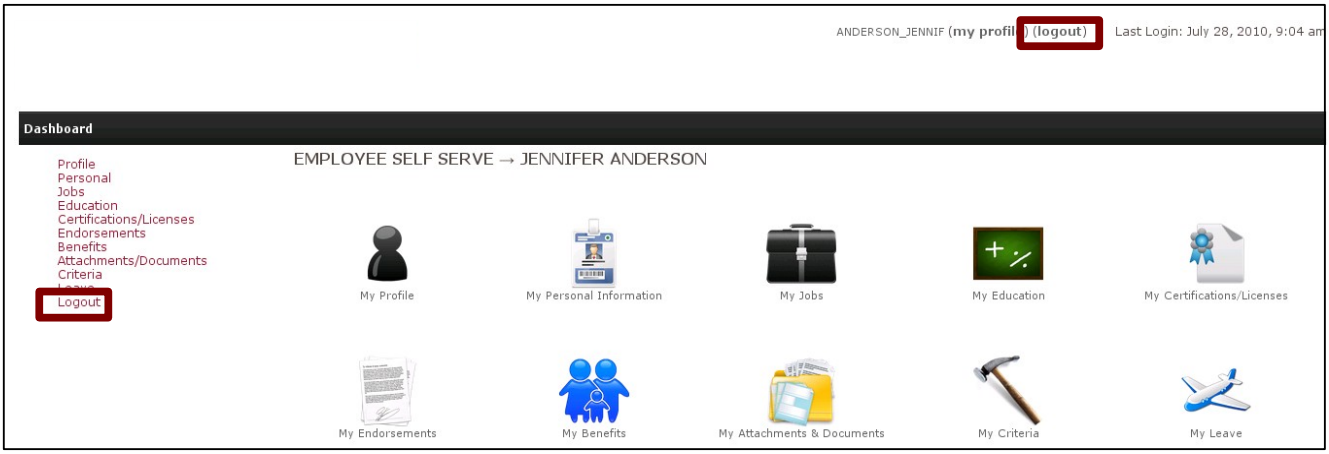
You will be taken to a new screen (see below), on which you provide a **File Name**, choose the appropriate **Document Type**, click **Browse** to select the file, and click **Submit** to save.



Once documents have been brought into your Attachments/Documents grid, you have the option of renaming them (by following the instructions on Page 7), so that they can appear in the sort order of your choice.

DELETING A DOCUMENT

If you want to delete a document that you saved in Employee Self Serve, ask the Finance Department to delete it on your behalf.

LOGOUT

To log out of Employee Self Serve, you can simply click the **Logout** side bar item. If you are on the Dashboard, you also have the option of clicking **logout** in the upper-right corner of the screen. The screen shot below indicates both options available on the Dashboard.