Employee Self Service

For the Mobile County Public School System

HARRIS School Solutions

MCPSS employees (current and former) can access their payroll stubs and W2s online via the **Employee Self Service (ESS)** website. First time users must register for an ESS online account. Please read thoroughly then follow the instructions below to complete the setup process.

If you encounter any difficulties, please contact the System Administrator at 221-6410, option 7 or send an email to *harrison@mcpss.com*

REGISTRATION AND SETUP INSTRUCTIONS FOR EMPLOYEE SELF SERVICE (ESS)

==***IMPORTANT: DO NOT Try To Login Until Step 3 Has Been Completed***==

1. Preferably from a computer, go to the ESS website - https://ess.mcpss.com/employeeselfservice then select "**Register**" at the top right corner of the web page.
2. Complete the **"Create a New Account"** registration form where you will establish your username and password. Make sure to enter all information fields correctly*(see tips below).*
3. Immediately after completing the registration page, check your email for a system-generated confirmation message and follow it's instructions to confirm and activate your account**.** ==*Please Note - All login attempts will fail until this step has been completed.*==

*<u>Important Tips –</u>

- No spaces or special symbols allowed in your **User Name**;
- Enter a good working email address that can be checked immediately after registration is completed
- Fill in only the first and last name fields <u>*as they are recorded in your personnel file*</u>
- Do not use dashes when entering your **Social Security Number**; and
- Do not enter leading zeroes when entering your **Employee Number**.

Employee Self Service

Locating Your Check Stubs

After you have successfully set up and logged into your ESS account, you can find your Pay Check Stubs by navigating the menu system as follows:

Home-Employee > Personal > Payroll Inquiry > View Pay Checks...

1. A table summarizing all of your most recent direct deposits will be displayed by date *(You may need to change the date range if nothing is visible)*.
2. In the table, click on the check date that you want to see the complete check stub image for *(hint: there is no visual indicator that it is clickable, but it is)*. When the desired date is clicked, a separate pop up window will appear displaying the full check stub with details.

Employee Self Service

Locating Your W2 Statements

After you have successfully set up and logged into your ESS account, you can find your W2 statements by navigating the menu system as follows:

> **Home-Employee > Personal > Payroll Inquiry > _Earning Summary (YTD totals)…_**

What is immediately displayed are your earnings for the current year. To get previous years documents, simply select the desired year in the drop-down box.

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Help for Employee Self Service (ESS) Access Difficulties

If a user forgets his/her password or user name or both, the steps below will help the user regain access.

1. If the user is unable to access the ESS website because of a forgotten password, please go to the **"Account Help"** section at the top right corner of the login screen to begin the password reset process.
2. If the user is unable to recall his/her user name, then the account must be reset by the System Administrator. After the System Administrator has reset the account, the user can regain access by completing the registration process again (using the steps below).

To contact the System Admin call 221-6410 option 7, Mon-Fri from 8:30 am to 4:00 pm. You may also send an email to harrison@mcpss.com

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