

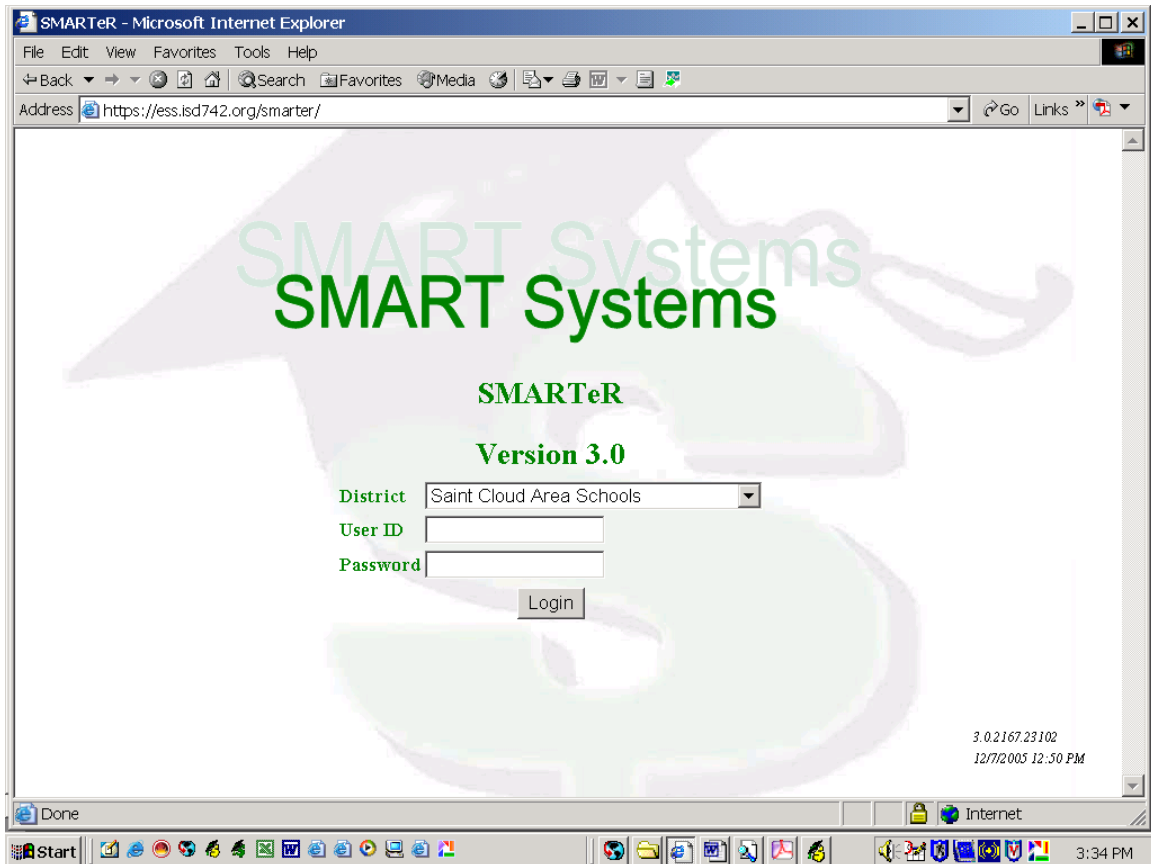
ESS INFORMATION RETRIEVAL INSTRUCTIONS

(Employee Self-Service)

Employee Self-Service is located on District 742 StaffNET web page located at <http://isd742.org/StaffNET/>. Click on the ESS icon or use the drop down list to open ESS.



See next page for further instructions.



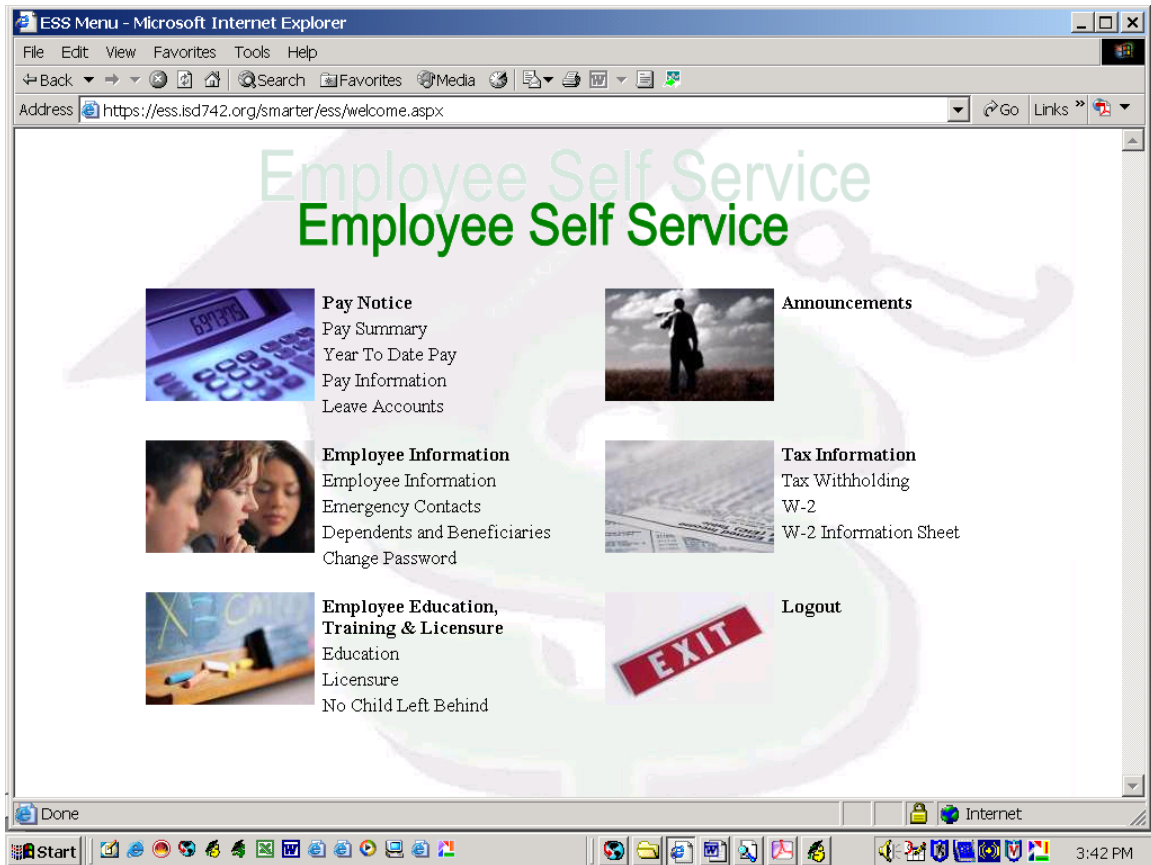
The first fill-in box (User ID) is your employee number. Your employee number is located on Direct Deposit Notices that you have received in the past, on the top left-hand portion. If you do not have any statements, and you do not know your employee number, please feel free to call Ext 1518 or direct dial 202-6889 for this information.

The second fill-in box (Password) is defaulted to the last four digits of your social security number. You may change the password to whatever you choose, or leave it as it is currently set. You should use a password that you will easily remember. If you decide to change your password and you forget what you used, call Ext 1518 or direct dial 202-6889. Your password will be reset to the last four digits of your social security number. You can then change it again if you choose.

Click “Log In”.

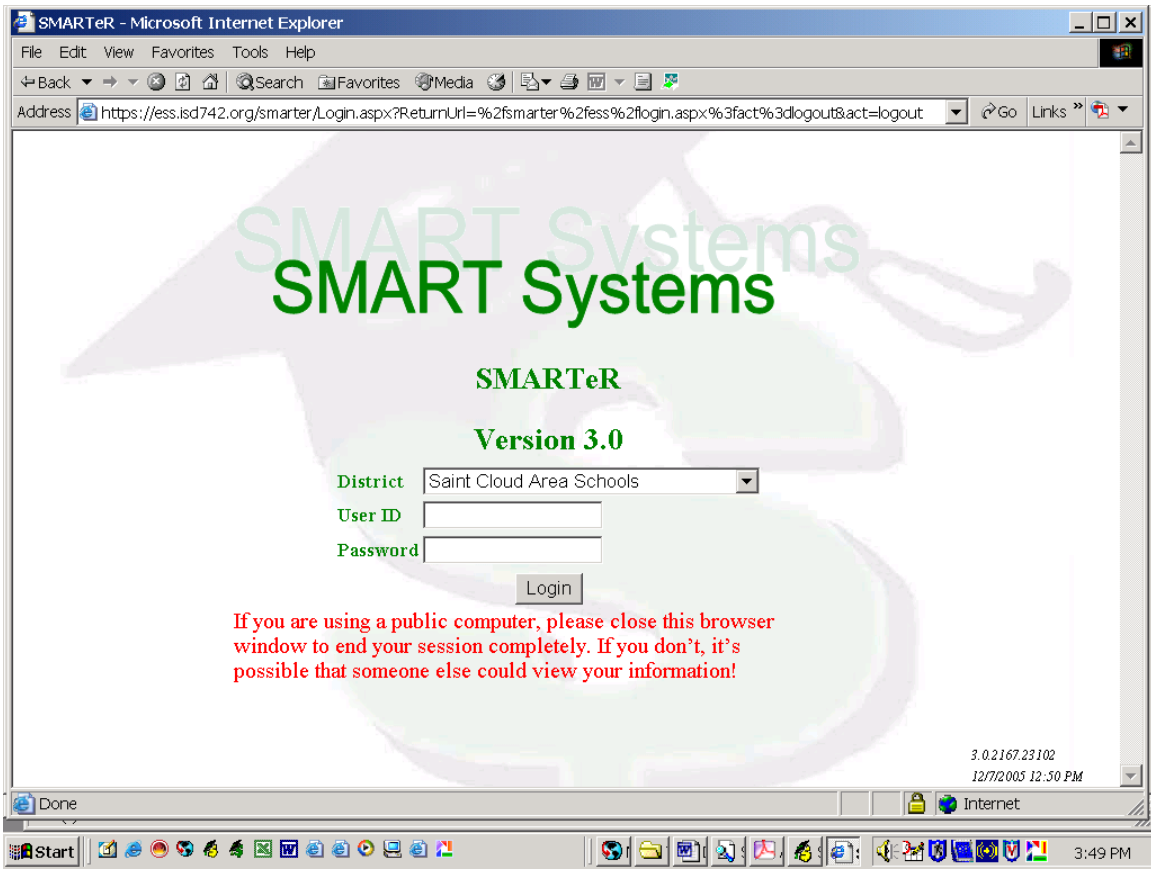
Once you are logged in, you will see the following page for options. (This is where you will enter a new password, if you choose.) There is more information available besides your current Direct Deposit Notice. There is also information on your tax filing status, leave information, YTD information, etc. There is space available for “Announcements”. This will be used as a tool to inform you (as an individual or as a group) of items that may pertain to you. There is also space for future use.

To see your payroll information, click on “Pay Summary” on this page. You can then click on the payroll date you wish to review.



To keep your information secure, be sure to click on the “Logout” option when you are finished.

See next page for further instructions.



Please close this browser window to end your session completely. If you don't, it's possible that someone else could view your information!

If you have any questions, concerns, or problems using ESS, please feel free to call Ext 1518 or direct dial 202-6889.