


# QSS Employee Self Service (ESS)

## New User Guide


# QSS Employee Self Service (ESS)

- Employee Self Service (ESS) is a secure, web-based portal, available through the Merced County Office of Education, Information Services Department. With ESS, you can review your specific personal and work-related information, such as pay history, leave balances and W2 information.
- Web Address - <https://ess.mcoe.org:29295/>

# ESS Home Screen



Merced County  
Office of Education

Employee Self Service   
version: 2.09-3k

home »

login

register »

District: 26

Welcome to the ESS home page!

Useful links:

[login](#) (if you have a user id)

[register](#) (if you're a 1st time user)

[Change of Address Form](#)

## Welcome to the Merced County Office of Education Employee Self Service (ESS)

**You will now be able to:**

- View all your available balances! [Sick Leave, Vacation, Personal Necessity, Comp Time]
- View your most recent and prior payroll information!
- View your W2 information from 2009 to the current year!

**NEW USERS:** Please click on “register”

**ALREADY REGISTERED?** Click on “log in”

Merced County Office of Education Employee Self Service version: 2.13 QSS

home login register

Welcome to the ESS home page!

**Useful links:**  
[login](#) (if you have a user id)  
[register](#) (if you're a 1st time user)  
[Change of Address Form](#)

**ATTENTION:** This is a private system operated for the Merced County Office of Education and its School Districts. Authorization from the Merced County Office of Education Information Systems Department is required to use this system. Use by unauthorized persons is prohibited and may result in prosecution.

**Welcome to the Merced County Office of Education Employee Self Service (ESS)**

**You will now be able to:**

- View all your available balances! [Sick Leave, Vacation, Personal Necessity, Comp Time]
- View your most recent and prior payroll information!
- View your W2 information from 2009 to the current year!

**NEW USERS:** Please click on "register"

**ATTENTION:** If you do not know your employee ID number, please contact your department secretary or the HR/Payroll Department.

**ALREADY REGISTERED?** Click on "log in"

For questions about the information and records provided via this service please **contact human resources**.

If the information presented on the Personnel Info tab needs to be updated, please click on the link to the left named Change of Address Form, print this document and submit this form to Human Resources to be processed.

For technical support questions, please contact Ubence Quevedo at [uquevedo@mcocoe.org](mailto:uquevedo@mcocoe.org) or Sanford Hoffman at [shoffman@mcocoe.org](mailto:shoffman@mcocoe.org).

**District: 26**  
Merced Co Office Of Education (26) ▾  
Atwater School District (1)  
Ballico School District (2)  
Delhi School District (3)  
Dos Palos-Oro Loma Usd (19)  
El Nido School District (5)  
**Gustine Unified School Dist (14)**  
Hilmar Unified School District (6)  
Le Grand Elem School District (9)  
Los Banos Unified School Dist (11)  
Mcswain School District (12)  
Merced Co Office Of Education (26)  
Merced Union High School Dist (24)  
Weaver School District (20)

- You will need to click on the District heading on the top right and change to Gustine Unified School District (14)

# ESS Home Screen - Login

- Your new Home Screen will now have Gustine USD
- Click on the “Login” button if you are a registered user.

OR

- Click on the “register” button if you are first time user.
- For the purposes of this presentation we are going to assume everyone is a first time user.

Merced County  
Office of Education

Employee Self Service  
version: 2.13 QSS

home »

Default district number changed to 14.

[Welcome to the ESS home page!](#)

**Useful links:**

- [login \(if you have a user id\)](#)
- [register \(if you're a 1st time user\)](#)
- [Change of Address Form](#)

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**GUSTINE**  
UNIFIED SCHOOL DISTRICT

Welcome to the Gustine  
Unified School District  
Employee Self Service (ESS) portal  
provided by the Merced County  
Office of Education

**You will now be able to:**

- View all your available balances! [Sick Leave, Vacation, Personal Necessity]
- View your most recent and prior payroll information!
- View your W2 information from 2009 to the current year!

**NEW USERS:** Please click on “register”

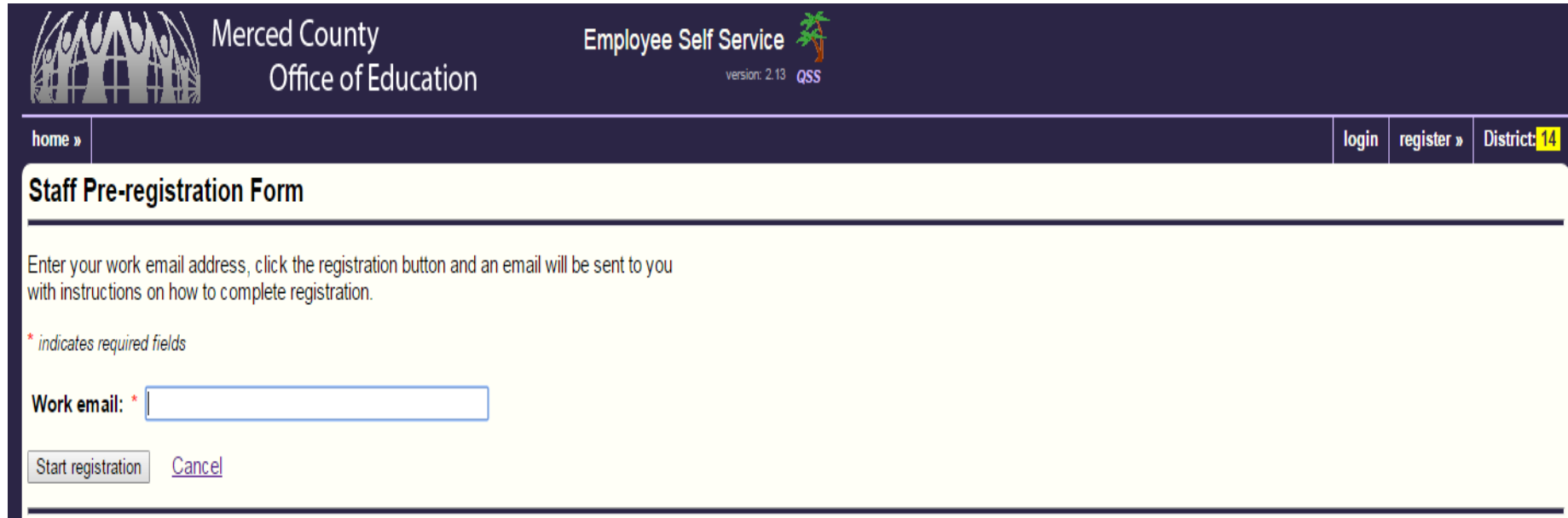
**ATTENTION:** If you do not know your employee ID number, please contact the HR/Payroll Department. Your employee ID number can also be found on your payroll stub/check.

**ALREADY REGISTERED?** Click on “log in”

For questions about the information and records provided via this service please **contact human resources**.

*If the information presented on the Personnel Info tab needs to be updated, please click on the link to the left named Change of Address Form, print this document and submit this form to Human Resources to be processed.*

# ESS Pre-registration Form



The screenshot shows the top navigation bar of the Merced County Office of Education Employee Self Service (ESS) portal. The header includes the Merced County Office of Education logo, the text "Employee Self Service" with a version number of 2.13, and a "QSS" logo. Below the header is a navigation bar with links for "home", "login", "register", and "District: 14". The main content area is titled "Staff Pre-registration Form" and contains instructions: "Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration." A note states "\* indicates required fields". There is a text input field for "Work email:" followed by a "Start registration" button and a "Cancel" link.

Merced County  
Office of Education

Employee Self Service  
version: 2.13 QSS

home » login register » District: 14

## Staff Pre-registration Form

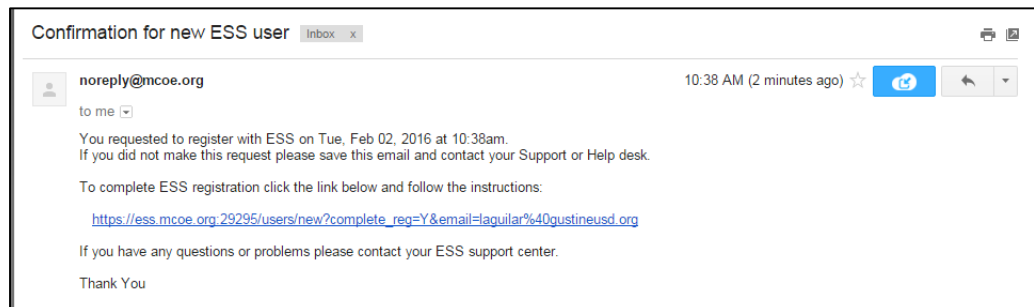
Enter your work email address, click the registration button and an email will be sent to you with instructions on how to complete registration.

\* indicates required fields

Work email: \*

[Cancel](#)


- Enter your **@gustineusd.org** e-Mail address to start the ESS registration process.
- You will then receive an e-Mail with further instructions on how to register with ESS.
- Look in your Spam folder for an e-mail from **noreply@mcoe.org** with the subject: Confirmation for new eSS user



# ESS Registration Page



Merced County  
Office of Education

Employee Self Service   
version: 2.13

home »

## Staff Registration Form

*The final step of ESS registration is to complete the form below.*

\* indicates required fields

District: \*

Last 4-digits of SSN: \*

Employee number: \*

Birth date: \*

Work email: \*

**Choose a login name and password:**

Login name: \*  (3 - 30 characters) [help](#) →

Password: \*  (8 - 40 characters) [help](#) →

Confirm password: \*

Challenge question: \*

Your answer: \*

[Cancel](#)

## All of the fields are REQUIRED

District = GUSD (14)  
Your work e-mail will already be pre-filled and you cannot change it.

If you do not know your employee ID number, it can be found on your paycheck stub, or please contact your department secretary or the HR/Payroll Department for this information.

# Logging into ESS

- When logging into ESS, your User type should be set to Staff.
- Enter your Username and Password that you just created.



The screenshot shows a web-based login form titled "Login for ESS" in purple text. Below the title is a message in italics: "All users must be registered prior to accessing the system." The form contains three input fields: "User type:" with a dropdown menu showing "Staff" and a help icon; "User name:" with a text box containing "Username" and a help icon; and "Password:" with a text box containing seven dots and a help icon. Below the password field is a link that says "forget password?". At the bottom left is a "Login" button.

**Login for ESS**

*All users must be registered prior to accessing the system.*

**User type:** Staff ▾ ?

**User name:** Username ?


**Password:** ..... ?

[forget password?](#)


Login



# ESS Main Page



Merced County  
Office of Education

Employee Self Service   
version: 2.13

User: name »  
Logout

home » my info » District: 14

Welcome to the ESS home page!

**Useful links:**  
[Change of Address Form](#)

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**GUSTINE**  
UNIFIED SCHOOL DISTRICT

Welcome to the Gustine  
Unified School District  
Employee Self Service (ESS) portal  
provided by the Merced County  
Office of Education

**You will now be able to:**

- View all your available balances! [Sick Leave, Vacation, Personal Necessity]
- View your most recent and prior payroll information!
- View your W2 information from 2009 to the current year!

**NEW USERS:** Please click on “register”

**ATTENTION:** If you do not know your employee ID number, please contact the HR/Payroll Department. Your employee ID number can also be found on your payroll stub/check.

**ALREADY REGISTERED?** Click on “log in”

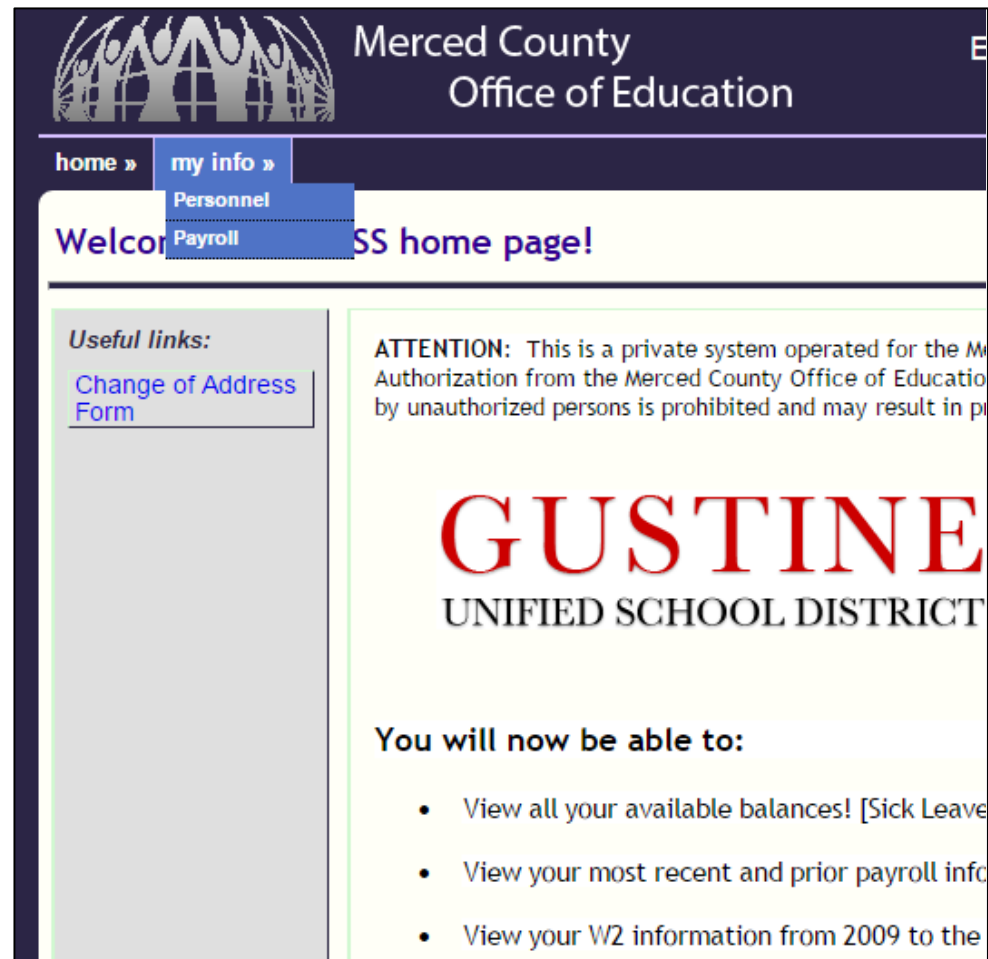
For questions about the information and records provided via this service please **contact human resources**.

*If the information presented on the Personnel Info tab needs to be updated, please click on the link to the left named Change of Address Form, print this document and submit this form to Human Resources to be processed.*

For technical support questions, please contact Marisol Juarez at [mjuarez@gustineusd.org](mailto:mjuarez@gustineusd.org) or Patricia King at [pkings@gustineusd.org](mailto:pkings@gustineusd.org).

# “My Info”

- Mouse over the “my info” drop down menu.
- List of two information areas: Personnel and Payroll (Leave information is also coming in the future, for now it is available in Aesop)



# My Info - Personnel

- “Personnel” is broken up into three areas: Personnel Info, Credentials, and Name History.

Merced County  
Office of Education

home » my info »

Personnel Personnel Info  
Payroll Credentials  
Name History

Welcome

**Useful links:**  
[Change of Address Form](#)

**ATTENTION:** This is a private system operated for the Merced County Office of Education. Authorization from the Merced County Office of Education by unauthorized persons is prohibited and may result in penalties.

**GUSTINE**  
UNIFIED SCHOOL DISTRICT

**You will now be able to:**

- View all your available balances! [Sick Leave]
- View your most recent and prior payroll info
- View your W2 information from 2009 to the

# ESS Personnel Info Screen

- “Personnel Info” includes your demographic data such as address, phone number, etc.
- If any information on this screen is out of date, please fill out a ‘Change of Address’ form from the link available on the ESS home page.

The screenshot shows the 'Employee Self Service' interface for the Merced County Office of Education. The header includes the county logo, the name 'Merced County Office of Education', and the title 'Employee Self Service' with a version number 'version: 2.13'. Below the header, there are navigation links: 'home »' and 'my info »'. The main content area is titled 'Name (emp# )' and features a tabbed interface with 'Personnel Info' selected. Other tabs include 'Pay History', 'W-2s', 'Credentials', and 'Name History'. The 'Personnel Info' tab displays a form with two columns of fields. The left column includes: First name, Preferred name, Middle initial, Last name, Gender, Street, City, State, Zip code, Home phone, Home email, and Birth date. The right column includes: Employee number, District, Primary work loc, Work phone, Work email, Employee type, Bargaining unit, Hire date, and TB expire. The form fields are currently empty, showing only labels and input areas.

Name (emp# )	
Personnel Info	Pay History   W-2s   Credentials   Name History
First name:	Employee number:
Preferred name:	District:
Middle initial:	Primary work loc:
Last name:	Work phone:
Gender:	Work email:
Street:	Employee type:
City:	Bargaining unit:
State:	Hire date:
Zip code:	TB expire:
Home phone:	
Home email:	
Birth date:	

# My Info - Payroll

- “Payroll” is broken up into two areas: Pay History and W-2’s.

The screenshot shows a web application interface for the Merced County Office of Education. At the top, there is a dark blue header with a logo of stylized figures holding hands and the text "Merced County Office of Education". Below the header is a navigation bar with links: "home »", "my info »", "Personnel", "Payroll", "Pay History", and "W-2s". The "Payroll" link is currently selected. On the left side, there is a "Useful links:" section with a link to "Change of Address Form". The main content area features a large red "GUSTINE" logo and the text "UNIFIED SCHOOL DISTRICT". Below this, a section titled "You will now be able to:" lists three bullet points: "View all your available balances! [Sick Leav", "View your most recent and prior payroll inf", and "View your W2 information from 2009 to the".

Merced County  
Office of Education

home » my info »  
Personnel  
Welcor Payroll Pay History  
W-2s

*Useful links:*  
[Change of Address Form](#)

**ATTENTION:** This is a private system operated for the M  
Authorization from the Merced County Office of Educati  
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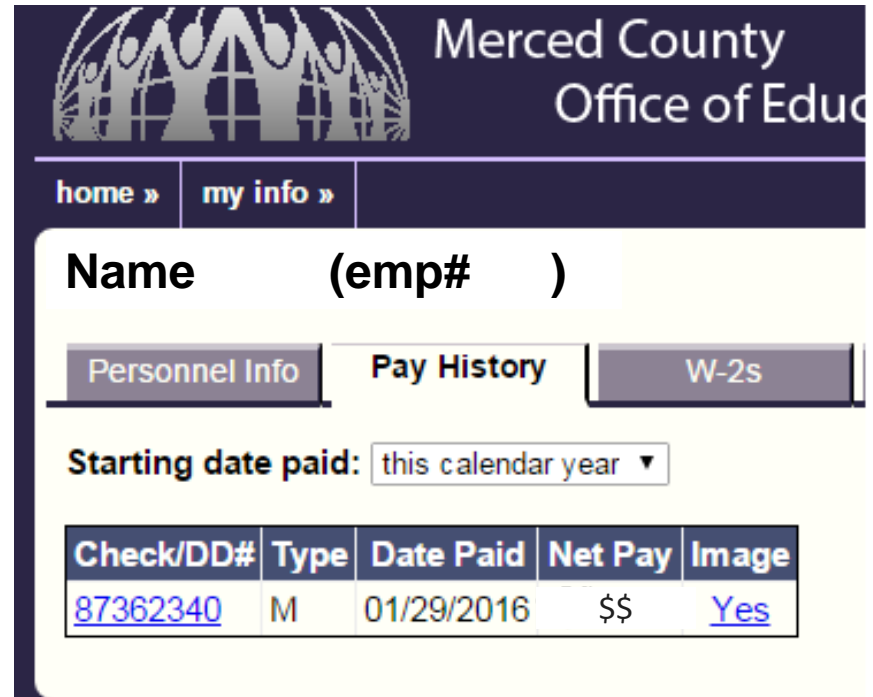
**GUSTINE**  
UNIFIED SCHOOL DISTRICT

**You will now be able to:**

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- View your most recent and prior payroll inf
- View your W2 information from 2009 to the

# ESS Pay History Screen

- In “Pay History” you can view your pay information from any past payroll period we have on file.
- History includes the check number or direct deposit number, type of transaction, date paid and the net pay.
- You can view or print a copy of your pay-stub if there is a “Yes” in the image column.



Merced County  
Office of Education

home » my info »

Name (emp# )


Personnel Info Pay History W-2s

Starting date paid: this calendar year ▼

Check/DD#	Type	Date Paid	Net Pay	Image
<a href="#">87362340</a>	M	01/29/2016	\$\$	<a href="#">Yes</a>

# ESS W-2 Screen

- In “W-2’s” you can view and print a copy of your W-2’s from 2009 to the last calendar year.
- Click on the year and your W-2 will be displayed for you to view, print or save


**Merced County  
Office of Education**

[home »](#)
[my info »](#)

**Name (emp# )**

[Personnel Info](#)
[Pay History](#)
[W-2s](#)

Tax Year ▲	Description ▼
<a href="#">2009</a>	W2 Tax Year 2009
<a href="#">2010</a>	W2 Tax Year 2010
<a href="#">2011</a>	W2 Tax Year 2011
<a href="#">2012</a>	W2 Tax Year 2012
<a href="#">2013</a>	W2 Tax Year 2013
<a href="#">2014</a>	W2 Tax Year 2014
<a href="#">2015</a>	W2 Tax Year 2015

1 Wages, tips, other comp.	2 Fed. income tax withheld
3 Social security wages	4 Soc. sec. tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
Employer's name, address, and ZIP code L:0112 C:05 GUSTINE UNIFIED SCHOOL DIST 1500 MEREDITH AVE GUSTINE CA 95322	
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a E
	12b DD
13 Statutory employee Retirement plan Third-party sick pay	12c
	12d

# ESS Credentials Screen

- “Credentials” will be useful to certificated employees. You can view your active credential records that MCOE has on file.

The screenshot displays the Merced County Office of Education Employee Self Service portal. The header includes the Merced County logo, the text "Merced County Office of Education", and "Employee Self Ser" with a version number. Below the header is a navigation bar with "home »" and "my info »". A section for "Name (emp# )" is present. A horizontal menu contains "Personnel Info", "Pay History", "Leave", "W-2s", "Credentials" (which is highlighted), and "Name His". Below this menu is a table with columns: "Credential", "Credential Name", "Level", "Type", "Document", "Start Date", and "Expiration Date". The table is currently empty, and a message "No credentials found." is displayed below the table headers.

Credential	Credential Name	Level	Type	Document	Start Date	Expiration Date
No credentials found.						



# Name History Screen

The screenshot shows the 'Employee Self Service' interface for the Merced County Office of Education. The header includes a logo of stylized figures holding hands, the text 'Merced County Office of Education', and 'Employee Self Service version: 2.09-3k'. Below the header is a navigation bar with 'home »' and 'my info »'. The main content area has a form with the label 'Name (emp# )'. Below this is a row of tabs: 'Personnel Info', 'Pay History', 'Leave', 'W-2s', 'Credentials', and 'Name History'. The 'Name History' tab is selected. Below the tabs is a table with columns: 'Last', 'First', 'Initial', 'Date', and 'Comments'. The table contains a single row with the text 'No name history found.'

home » my info »

**Name (emp# )**

Personnel Info Pay History Leave W-2s Credentials **Name History**

Last	First	Initial	Date	Comments
No name history found.				

- “Name History” will be useful to track name change history that MCOE has documented.

# Some ESS Security Considerations

- Don't save the username and password for ESS on your computer
- ESS will log you out after 10 Minutes of inactivity
- Don't use ESS on untrusted computers