

Employee Self Service (ESS) Viewing and Updating Employee Information



BALTIMORE COUNTY PUBLIC SCHOOLS

Office of Payroll

officeofpayroll@bcps.org

443-809-4240

Office of Benefits, Leaves, and Retirement

benefits@bcps.org


443-809-8943

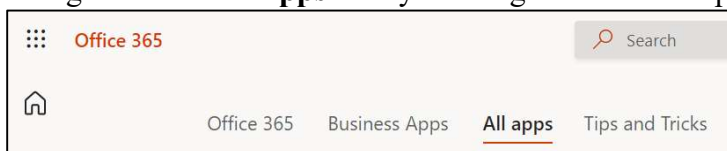
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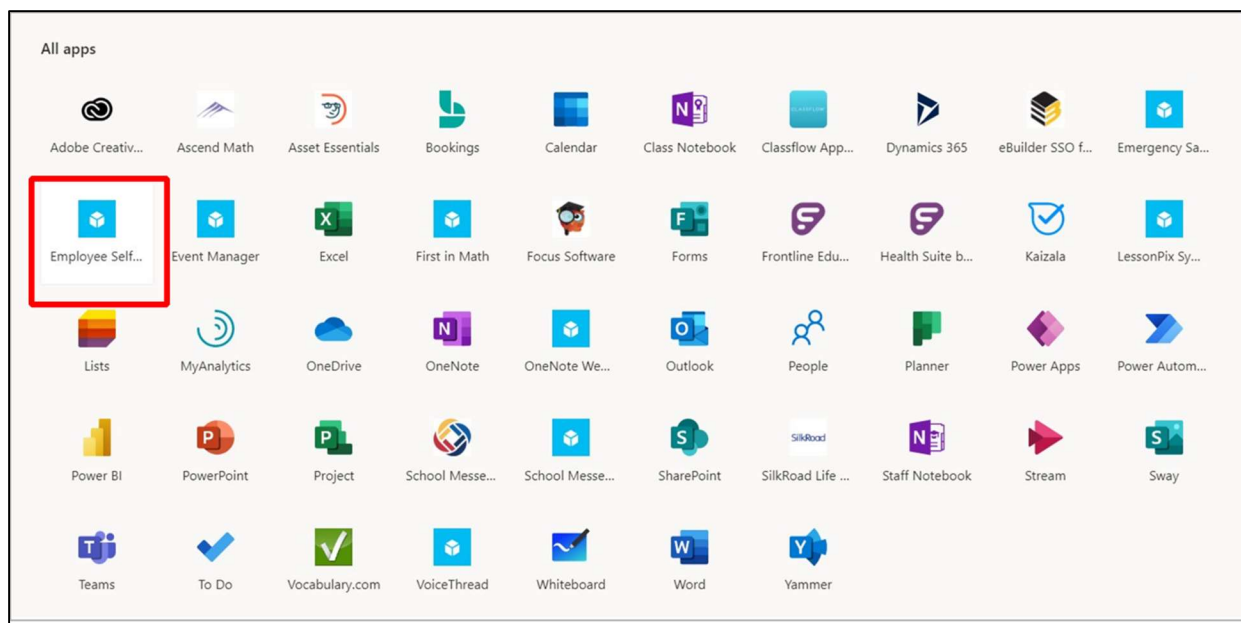
The following directions have been created using the Microsoft Edge browser. Supported browsers include Microsoft Edge, Google Chrome, and Firefox.

Accessing Employee Self Service (ESS)

1. Open **Microsoft Edge**  **Internet browser**.
2. Enter office.com in the address bar and press **Enter**.
3. Log in to Office 365, (using new multifactor authentication directions), [Multifactor Authentication for Employee Self Service \(sharepoint.com\)](#). Employees may be asked to verify a six-digit code sent via text, email, or voicemail.
4. Navigate to the **All Apps** list by clicking on the menu option as shown in the screenshot below.



5. Scroll down and select **Employee Self Service** from the **All Apps** list.



ESS Home Tab

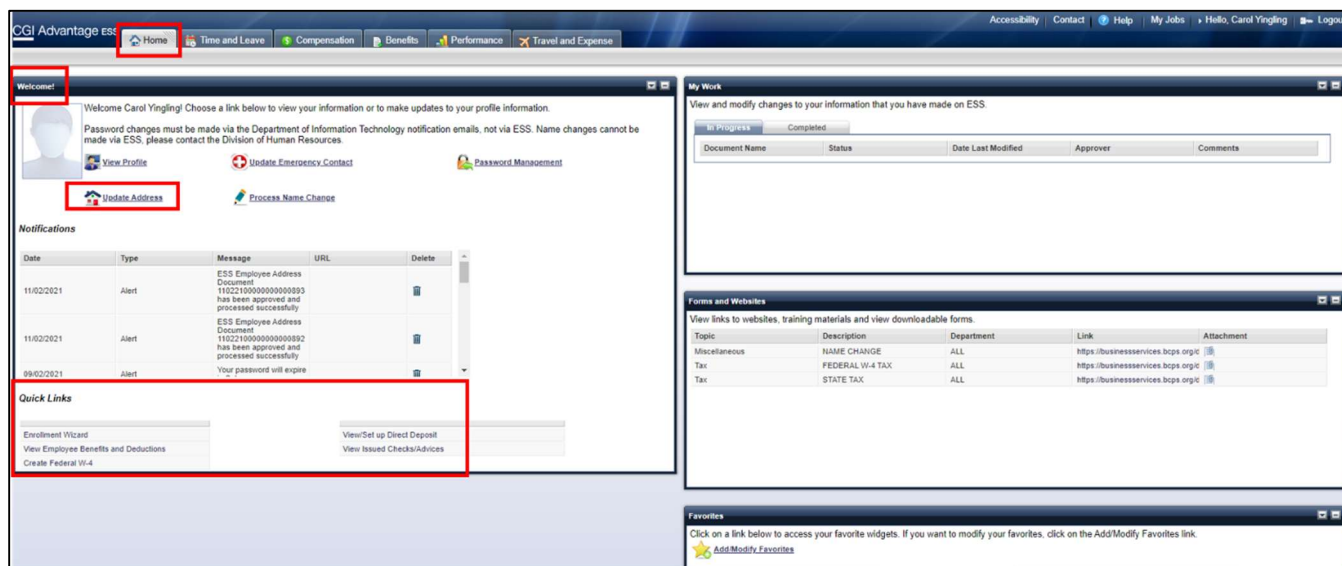
When an employee logs into the application, the **Home** tab (shown on the following page) is the default landing page. Each section within the tab is referred to as a widget. Use the **Home** tab to view and update an address, view notifications, and access the quick links.

The tabs across the top of the **Home** page provide detailed information in each category.



Welcome Widget

The **Welcome** widget provides quick access to commonly used widgets and links as described below.



Update Address Link

Employees can complete a change of preferred name, address, update a phone number or email address.

Employee Self Service is a software application for employees to update their contact information for communication purposes. Preferred Name can be used to go by a nickname, for staff in transition, staff taking a partner's surname, or staff legally changing their name but wishing to still be known as their previous name. Preferred names will appear in the Global Address List in email, in rostered tools such as Focus and Schoology, and other places where a Legal name is not required. BCPS uses the home address for mailing the direct deposit pay stubs and W-2 forms. BCPS recommends employees use their BCPS email address in ESS because it is used for all communication, including their benefits summaries.

To update your Preferred name, home and email address:


1. Click **Update address** on the Welcome Widget.
2. Click **Preferred Name**, **Home Address**, or **Email Address** from the links or click **Next** to navigate to each hyperlink.
3. **Submit** after all information has been updated.
4. Click on **Close** in the pop-up window after the document has been submitted successfully.


Update Address

[Contact Name Information](#) > [Enter Home Address](#) > Enter Mailing Address > Enter Phone > Enter Email


During certain maintenance and payroll processing timeframes, making updates to ESS are not allowed. You will see the message Action Not Authorized when this occurs. Please try again later.

Contact Name Information

Preferred Name Prefix: MS 


Private Home: N/A 

Preferred First Name:

Residency Code: 

Preferred Middle Name:

Preferred Last Name:

Preferred Name Suffix: 


[Next >](#) [Submit](#)


Update Address


[Contact Name Information](#) > **Enter Home Address** > [Enter Mailing Address](#) > Enter Phone > Enter Email

Enter your Home Address information. If your Mailing Address is the same as your Home Address, select the same Mailing Address check box

*Street 1: 105 West Chesapeake Ave *Zip/Postal Code: 21204

Street 2: Country: UNITED STATES 

*City: Towson County: 

State/Province: MARYLAND  Same Mailing Address?: ☒

[< Previous](#) [Next >](#) [Submit](#)

Update Address

[Contact Name Information](#) > [Enter Home Address](#) > [Enter Mailing Address](#) > [Enter Phone](#) > **Enter Email**

CTEXT not found

E-mail: CYINGLING@BCPS.ORG Confirm E-mail: CYINGLING@BCPS.ORG Primary E-mail: ☒

E-mail: Confirm E-mail: Primary E-mail: ☐

[< Previous](#) [Submit](#)

Quick Links

Several hyperlinks are available under **Quick Links** at the bottom of the **Welcome** widget. Use these links as desired. Click on the **Home** page after using these **Quick Links** to return to this screen.

Quick Links	
Enrollment Wizard	View/Set up Direct Deposit
View Employee Benefits and Deductions	View Issued Checks/Advices
Create Federal W-4	

Enrollment Wizard (Office of Benefits, Leaves, and Retirement)

The Enrollment Wizard is now only available during the Open Enrollment period.

To begin:

1. Click **Enrollment Wizard**.
2. Click **Open Enrollment**.
3. Click **Next Page**.
4. Complete the **Medical, Dental, Vision, Health Care Spending, and Depending Care Spending** benefits.
 - a. Employees must either **Waive** or **Elect** each benefit option.
5. Review **Summary of Enrollment Selections**.
6. Click **Submit Enrollment** and **Continue with submission**.
 - a. The employee will receive a summary email from “donotreply@bcps.org” after submission.

Note: The Benefits Enrollment Wizard is also available on the **Benefits** tab by selecting Benefits Enrollment Wizard.

View Employee Benefits and Deductions (Office of Benefits, Leaves, and Retirement)

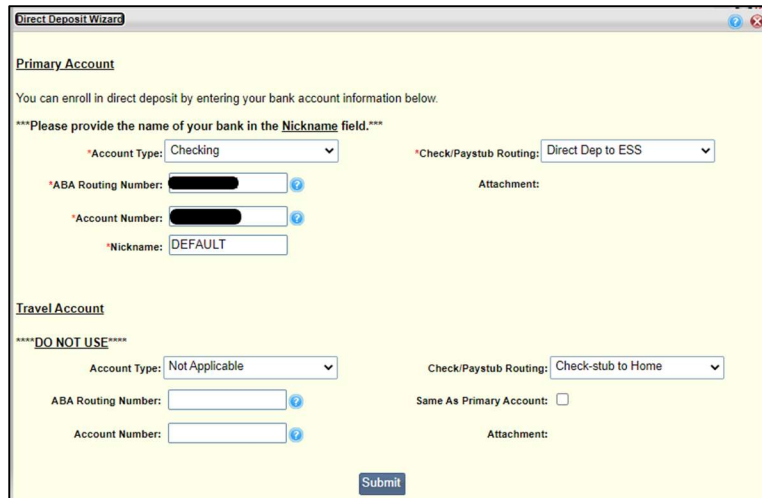
This Quick Link can be used to view current, future, and past deductions. Click on the appropriate tab to view these deductions.

The screenshot shows a web application window titled "Enrollments". Inside, there is a text box with instructions: "View current, future and past benefit enrollments on this screen. For specific questions about your benefits, or for information about how and when you can make changes to you benefits, contact the Office of Benefits, Leaves, and Retirement at benefits@bcps.org or call 443-809-8943." Below the text are three tabs: "Current", "Future", and "Past". The "Current" tab is selected. Below the tabs is a section titled "Benefits Enrollments" which contains a table with the following columns: Benefit Type, Plan, Goal Amount, Amount, Percent, Primary Care Physicia, Payroll From, Payroll To, Cafeteri, Coverag From, and Coverag To.

View/Set Up Direct Deposit (Office of Payroll)

This Quick Link can be used to view current direct deposit information. To change direct deposit information:

1. Click **View/Set Up Direct Deposit** link.
2. To **opt-out** of receiving a printed payroll stub in the mail, change the **check/paystub routing** to '**Direct Dep to ESS**'.
3. Enter the appropriate information in all required fields and **Submit**.
4. Click on **Close** in the pop-up window after the document has been submitted successfully.



The screenshot shows a web form titled "Direct Deposit Wizard". It has two sections: "Primary Account" and "Travel Account".

Primary Account:

- Text: "You can enroll in direct deposit by entering your bank account information below."
- Text: "***Please provide the name of your bank in the Nickname field.***"
- Fields: "Account Type" (dropdown menu showing "Checking"), "ABA Routing Number" (text box with a blue question mark icon), "Account Number" (text box with a blue question mark icon), "Nickname" (text box showing "DEFAULT").
- Field: "Check/Paystub Routing" (dropdown menu showing "Direct Dep to ESS").
- Field: "Attachment:" (text box).

Travel Account:

- Text: "****DO NOT USE****"
- Fields: "Account Type" (dropdown menu showing "Not Applicable"), "ABA Routing Number" (text box with a blue question mark icon), "Account Number" (text box with a blue question mark icon).
- Field: "Check/Paystub Routing" (dropdown menu showing "Check-stub to Home").
- Field: "Same As Primary Account:" (checkbox).
- Field: "Attachment:" (text box).

A "Submit" button is located at the bottom right of the form.

View Issued Checks/Advices (Office of Payroll)

This Quick Link can be used to download paystubs and view Issued Checks/Advices. To download Issued Checks/Advices:




1. Click the **View Checks/Advices** link.
2. Click the **Download** icon of desired **Check/Advice**.



5. **Open File.**
6. **Save or Print** as desired.
7. To **opt-out** of receiving a printed payroll stub in the mail, see the **View/Set Up Direct Deposit** section in this document.

Forms and Websites Widget (Office of Payroll)

The **Forms and Website Widget** located on the **Home** tab (shown below) provides access to forms including Name Change, Federal W-4, and Employee's Withholding Exemption Certificate (MW507).

Forms and Websites				
View links to websites, training materials and view downloadable forms.				
Topic	Description	Department	Link	Attachment
Miscellaneous	NAME CHANGE	ALL	https://businessservices.bcps.org	
Tax	FEDERAL W-4 TAX	ALL	https://businessservices.bcps.org	
Tax	STATE TAX	ALL	https://businessservices.bcps.org	

To download a form:

1. Click on the **attachment icon** in the **Attachment column** to open a download screen (shown below).

Forms and Websites

View information, links and download documentation from this screen.

Forms and Website Information

Topic: Tax

Description: STATE TAX

Link: https://businessservices.bcps.org/departments/fiscal_services/payroll/payroll_forms

Downloads: MW507-2018.pdf

Download

2. Click on the **Download** button (shown above). This will open the BCPS Payroll website webpage.
3. Select the desired form from the BCPS Payroll webpage.
4. Click **Open** or **Save** at the bottom of the page.
5. **Complete** the form and fax it to the Office of Payroll.

Note: Fax all forms to the Office of Payroll at 410-887-7610 for processing.

ESS Tabs

Time and Leave Tab (Office of Payroll)

Time and Leave provides access to view leave balance and alerts.

1. Click **View Leave Balance**.
2. Click **Leave Activity by Date** or **Monthly Leave Accrual and Usage**.
3. **Close** when finished.

Compensation Tab (Office of Payroll)

Compensation provides access to view salary information, deduction details, and download paystubs.

To view or download a paystub:

1. Click the **Download** icon of desired **Check/Advice**.



2. Click **Open File**.
3. **Save** or **Print** as desired.

View Pay and Deduction Details (Office of Payroll)

To View Pay and Deduction Details:

1. Click **View Pay and Deduction Details**.
2. Navigate through **Pay Details** and **Deduction Details**.
3. Click **Close**.

Pay Details tab shows a high-level summary of pay received.

Deduction Details tab shows each deduction that was taken from gross pay.

Fringe Details tab will not show information.

Tax Levies and Garnishment Widget (Office of Payroll)

Tax Levies and Garnishments information can be found in the **Tax Levies and Garnishments** widget on the **Compensation** Tab.



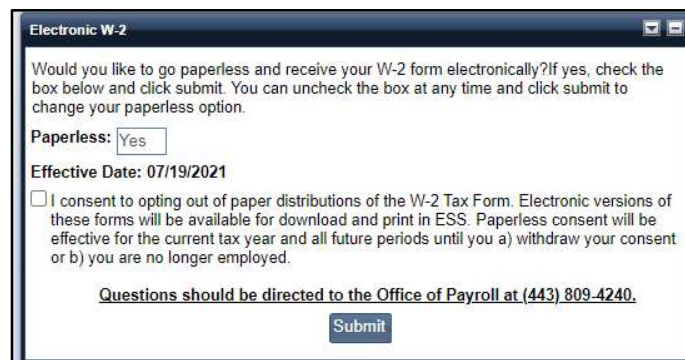
The screenshot shows a web application window titled "Tax Levies and Garnishments". Below the title bar, there is a message: "Garnishment and Tax Levy Goal amount may change due to interest and processing fees." Below this message is a table with four columns: "Deduction Type", "Amount Due(\$)", "Amount Paid(\$)", and "View". The table is currently empty.

Direct Deposit Widget (Office of Payroll)

1. Click the **View/Set Up Direct Deposit** link.
2. To **opt-out** receiving a printed payroll stub via the mail, change the **check/paystub routing** to **Direct Dep to ESS**.
3. Enter the appropriate information in all required fields and **Submit**.

Electronic W-2 (Office of Payroll)

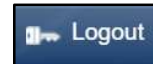
1. Check the box to consent to opt-out of a paper W-2 form and **Submit**.



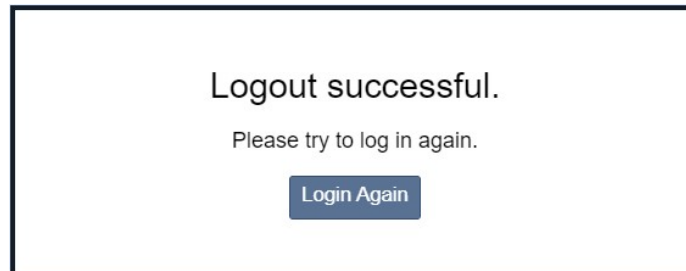
The screenshot shows a web application window titled "Electronic W-2". Below the title bar, there is a message: "Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option." Below this message is a form with a "Paperless:" label and a "Yes" button. Below the "Paperless:" label is an "Effective Date:" label with the value "07/19/2021". Below the "Effective Date:" label is a checkbox with the text: "I consent to opting out of paper distributions of the W-2 Tax Form. Electronic versions of these forms will be available for download and print in ESS. Paperless consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed." Below the checkbox is a link: "Questions should be directed to the Office of Payroll at (443) 809-4240." Below the link is a "Submit" button.

Logging Out

To successfully log out of Employee Self Service, click the **Logout** button



in the upper right-hand corner. The following dialog box will appear:



For additional questions, contact:

- **Office of Payroll - (443) 809-4240 or officeofpayroll@bcps.org**
- **Office of Benefits, Leaves, and Retirement - 443-809-8943 or benefits@bcps.org**