Employee Self Service (ESS) 
Viewing and Updating 
Employee Information

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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)](https://www.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.
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: 
- Preferred First Name: 
- Preferred Middle Name: 
- Preferred Last Name: 
- Preferred Name Suffix: 
- Private Home: N/A
- Residency Code: 

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
- Street 2: 
- City: Towson
- State/Province: MARYLAND
- Zip/Postal Code: 21204
- Country: UNITED STATES

Same Mailing 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 Next > 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.

<table>
<thead>
<tr>
<th><strong>Quick Links</strong></th>
<th>View/Setup Direct Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Wizard</td>
<td>View Issued Checks/Advices</td>
</tr>
<tr>
<td>Create Federal W-4</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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.

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.
3. Open File.
4. Save or Print as desired.
5. 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).
To download a form:

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

   ![Download Screen](image)

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.

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.
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:

Logout successful.
Please try to log in again.

Login Again

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