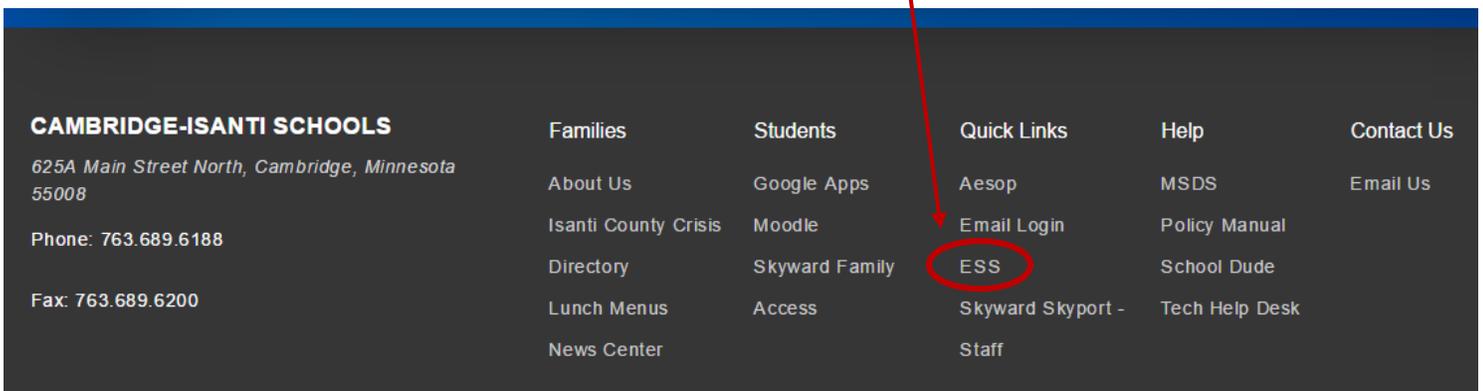# How to Log into ESS

1. Open a web browser, such as Google Chrome or Mozilla Firefox, by double clicking on the icon on the desktop of the computer.

2. In the address bar at the top of the web browser window, type www.c-ischools.org and hit enter.

3. Scroll all the way to the bottom of the page and click on the "ESS" link.

**CAMBRIDGE-ISANTI SCHOOLS**

625A Main Street North, Cambridge, Minnesota
55008

Phone: 763.689.6188

Fax: 763.689.6200

| Families | Students | Quick Links | Help | Contact Us |
|---|---|---|---|---|
| About Us | Google Apps | Aesop | MSDS | Email Us |
| Isanti County Crisis | Moodle | Email Login | Policy Manual | |
| Directory | Skyward Family | ESS | School Dude | |
| Lunch Menus | Access | Skyward Skyport - | Tech Help Desk | |
| News Center | | Staff | | |

4. Enter your employee number in the "User ID" box and your personal password in the "password" box.

   *If it is your first time logging in, your password will be 0911 and the last 4 of your social security number, with no spaces between the two sets of numbers.

**SMART eR**

District  Cambridge Public Schools ▾
User ID   [          ]
Password  [          ]

[Login]

[Forgot Password?]

# How to View Your Pay Stubs & Timeoff Balances in ESS

1. Once you've logged into ESS, you'll be brought to your home page. Here you'll see a snapshot of your timeoff balances and your most recent pay stub in the center of the screen, as well as a directory of links to other information on the far left.



**Independent Sch Dist No 911**
625A Main Street North Cambridge, MN 55008
Phone: (763)689-6206 Fax:

My Frequent Places
Pay Stub
Pay Summary
TimeOff
W-4
Year to Date Pay

Home

My Information

Payroll Items

Contract Information
Flex Information
ACA Form 1095
W-4
W-2
W-2 Information Sheet

About Me

View Timeoff Detail

| Timeoff Description | Balance/Hours |
| --- | --- |
| Sick Leave Hours | 24.0000 |
| Vac Leave Hours | -1.5000 |

View Pay Stub Detail

| Paycheck Date | Amount |
| --- | --- |
| 11/25/2016 | $ |

View YTD Pay

| Announcements | Notifications | District Forms | Employee Forms |
| --- | --- | --- | --- |
| No Records Found | | | |

2. Simply click on the "Pay Stub" link on the far left, or the "View Pay Stub Detail" link in the center, to see your most recent paystub.

3. Your pay stub will detail your pay, any deductions (like health insurance costs), taxes that were taken out, and benefits that the District has paid on your behalf.

**Pay Stub**

View Other Pay Stubs

To view previous pay stubs, click on the "View Other Pay Stubs" link.

11/25/2016 Net Pay:

**Pay Check**

| Payment Type | Account Type | Financial Institution | Account | Amount |
|---|---|---|---|---|
| Direct Deposit | Checking | | | |
| | | | Total | |

**Pay**

| | End Date | Units | Rate | Amount |
|---|---|---|---|---|
| Admin Asst Hourly | 11/13/2016 | | | |
| Hourly Overtime | 11/13/2016 | | | |
| | | | Total | |

**Deductions**

| (* = Pre-Tax) | Amount |
|---|---|
| PERA * | |
| Pref One Hlth * | |
| Total | |

**Benefits**

| | Amount |
|---|---|
| Workers Comp Board | |
| Medicare - Employer | |
| OASDI - Employer | |
| PERA Board | |
| Total | |

**Taxes**

| | Amount | Taxable Income |
|---|---|---|
| Federal Income Tax | | |
| Medicare | | |
| MN Income Tax | | |
| OASDI | | |
| Total | | |

4. To see previous pay stubs, click on the "View Other Pay Stubs" link on this page (see above), or click on "Pay Summary" on the menu on the far left (see below). You'll now be able to choose the year from the drop down menu, then all your pay stubs from pay periods in that year will show up in list view. Click on one to see the details for that pay period.

**My Frequent Places**
Pay Stub
Pay Summary
TimeOff
W-4
Year to Date Pay

☐ Home

☐ My Information

Select a year from the list to see that year's paychecks.

Year: 2016 ▼

Click on a Date to see that Pay Stub Detail.

| Date | Amount |
|---|---|
| 11/25/2016 | $ |
| 11/10/2016 | $ |
| 10/28/2016 | $ |
| 10/14/2016 | $ |
| 09/30/2016 | $ |

5. You can view your total year to date pay by clicking on the "Year to Date Pay" link in the far left menu.

**Year to Date Pay**

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W-2 Information Sheet

About Me

Year: 2016 ▼ Earnings through 11/25/2016

**Pay**

|  | Amount |
|---|---|
| Admin Asst Hourly |  |
| EBE Non-W2 |  |
| Hourly |  |
| XHourly Overtime |  |
| **Total** |  |

**Deductions**

| (* = Pre-Tax) | Amount |
|---|---|
| PERA* |  |
| Pref One Hlth* |  |
| **Total** |  |

**Benefits**

|  | Amount |
|---|---|
| Dental Board |  |
| Health Board |  |
| HRA EBC BD SHARE |  |
| Life Board |  |
| Life Board |  |
| Life Ins Over 50,000* |  |
| LTD Board |  |
| LTD Board |  |
| Medicare - Employer |  |
| OASDI - Employer |  |
| PERA Board |  |

6. View your timeoff balances by clicking on the "TimeOff" link in the far left menu. Here you can chose a date range with the drop down menu in order to see timeoff from the past, or to view your current balances.

**TimeOff**

My Frequent Places
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TimeOff
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Year to Date Pay

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My Information

Payroll Items

About Me

**Please Select A Date Range**
07/01/2016 to 06/30/2017 ▼

**Sick Leave Hours**

|  | Date | Description | Begin Balance | Usage | Accrual | Available | New Year Lost | Accrual Lost |
|---|---|---|---|---|---|---|---|---|
|  | 7/1/2016 | Beginning balance | 0.00 |  |  | 0.00 | 0.00 |  |
|  | 7/1/2016 | Accrual |  |  | 8.00 | 8.00 |  | 0.00 |
|  | 8/1/2016 | Accrual |  |  | 8.00 | 16.00 |  | 0.00 |
|  | 9/1/2016 | Accrual |  |  | 8.00 | 24.00 |  | 0.00 |
|  | 10/1/2016 | Accrual |  |  | 8.00 | 32.00 |  | 0.00 |
|  | 10/6/2016 | SICK SELF |  | 8.00 |  | 24.00 |  |  |
|  | 10/7/2016 | SICK SELF |  | 8.00 |  | 16.00 |  |  |
|  | 11/1/2016 | Accrual |  |  | 8.00 | 24.00 |  | 0.00 |
|  | **Summary** |  | 0.00 | 16.00 | 40.00 | 24.00 | 0.00 | 0.00 |

**Vac Leave Hours**

|  | Date | Description | Begin Balance | Usage | Accrual | Available | New Year Lost | Accrual Lost |
|---|---|---|---|---|---|---|---|---|
|  | 7/1/2016 | Beginning balance | 0.00 |  |  | 0.00 | 0.00 |  |
|  | 7/1/2016 | Accrual |  |  | 80.00 | 80.00 |  | 0.00 |

# How to View & Print Your W-2 in ESS

1. After you've logged into ESS, click on the "W-2" link in the menu on the far left of the screen. Choose the year you want to view your W-2 from by choosing it in the drop down menu, then click "Go."



2. Your W-2 will now open in a new window. You can print it, or save it to your desktop digitally at this time.