

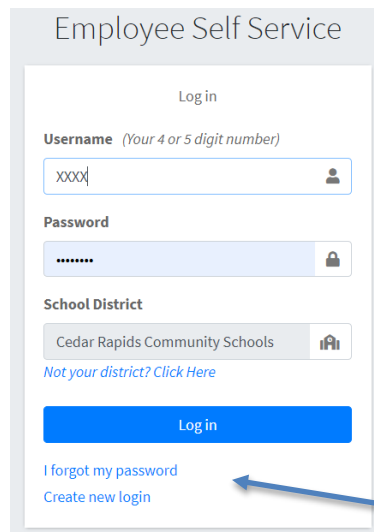
Employee Self Service

One of the features of the Districts payroll system is an Employee Self Service (ESS) site where we can provide you with many of the items staff have been requesting with one being the electronic pay notice. You will have access to our new Employee Self Service site where you can log in to view your pay notice. Your pay notices will be available for viewing on pay day and remain on the system for at least a two-year period.

If you want a paper copy you will be able to print from any computer with printing capabilities. You will receive an email on the Thursday prior to the pay date which will have the website and directions to login. Your username will be your timeclock ID number. (Used to log your time and request leave in the Time Clock). The PIN number will be the last four digits of your social security number and your four digit birth year for a total of 8 digits.

You will log in to: <https://business2.gwaea.org/cfapps/ess/Login.cfm>

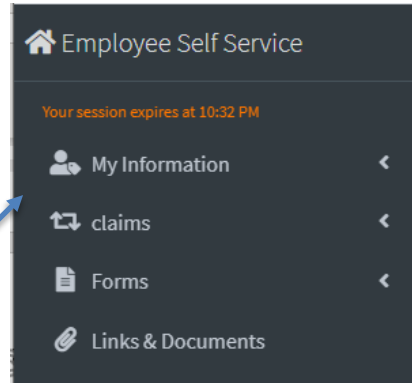
It's also available on the CRCSO website;< Staff Resources> <Human Resources><Staff Services> <Employee Self Service> (located at the top of the page).



The screenshot shows the 'Employee Self Service' login interface. It features a 'Log in' header, a 'Username (Your 4 or 5 digit number)' field with 'XXXX' entered, a 'Password' field with masked characters, and a 'School District' dropdown menu set to 'Cedar Rapids Community Schools'. A blue 'Log in' button is positioned below the fields. At the bottom left, there are two links: 'I forgot my password' and 'Create new login'. A blue arrow points from the 'I forgot my password' link to a text box on the right.

If you have forgotten your password, click on this link for assistance.

Once you have logged in for the first time you will be able to change the password or click “I’ll change it next time.”



Click on “My Information” to show the below drop down

my information

- Personal Information Shows name / address/ phone / email
- Payroll Information Shows W4's / direct deposit
- Payroll Payment History Shows paystub history
- Accounts Payable EFT History
- W-2 History Shows W2 history ****update**** to receive electronic delivery
- 1095 History Will be available, if needed, for tax purposes. ****update**** to receive electronic delivery
- Emergency Contacts Lists your contacts ****edit**** to list YOUR contact's information
- Job History Lists all jobs held while working @ CRCS.
- Education History
- Training History
- Licensing History Information will be listed, if pertinent to your position.

forms

- Leave Balances/Usage Shows available leave balances: Personal / Family Sick time; personal / emergency leave.

links & documents Any e-signed contracts will be uploaded here for your signature.

Please contact the human resources at 558-CRHR (2747) option 6 or email us @ humanresources@crschools.us if you have any questions.