

Employee Self Service (ESS) Screens

Once you have signed onto ESS, click on the “my info” tab located on the upper left hand side of the screen. At the drop box, click on either Personnel, Payroll or Leave.



Leave History

This screen provides you the ability to view your available leave balances, monthly accruals and time off taken. For certificated and management staff, the time will be reflected in days. For classified staff the time will be reflected in hours. You can view this information in two different ways; (1) calendar or (2) table modes.



1. To view information in the calendar view: click “calendar view”. The calendar view will provide you with time off taken by reason and date. It will also reflect the days/hours of all leave accruals. You can scroll by month or year to view past or upcoming absences.

The screenshot shows the calendar view for August 2014. The calendar is a grid with days of the week (Sun to Sat) and dates (27 to 16). Leave events are highlighted in blue: 'Family Care (SI) (-8.0)' on 28, 'Accrue Vacation (13.34)' on 1, and 'Vacation (-40.0)' from 4 to 8. Navigation controls include 'today', '<<', '<', '>', and '>>'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 Family Care (SI) (-8.0)	29	30	31	1 Accrue Vacation (13.34)	2
3	4 Vacation (-40.0)	5	6	7	8	9
10	11	12	13	14	15	16

2. The table view will default each time you sign on. You can click on “Leave Category” type (i.e. Family Care, see below), which will expand so you can view the hours/days taken and accruals.

Leave Category	Balance (hours)		Usage	Notes
	Actual	Avail	(hours)	
Starting: this fiscal year <input type="button" value="show all details"/>				
Sick Leave (Hrs)	1261.92	1261.92	16.00	
Vacation (Hrs)	156.55	156.55	56.00	
Personal Necessity (Hrs)	56.00	56.00	0.00	
Personal Bus. (Hrs)	8.00	8.00	0.00	
Floating Hol. (Hrs)	8.00	8.00	0.00	
Comp Time (Hrs)	1.00	1.00	9.00	
Family Care (Hrs)	32.00	32.00	16.00	
hide	type	start	end	amt
	Family Care (SI)	09-15-2014		-8.00
	Family Care (SI)	07-28-2014		-8.00
	Accrue Family Care	07-01-2014		48.00

The Actual and Available hours/days represent your available leave time. Please remember that there is normally a 30 day delay in processing leave requests. Therefore, if you have recently taken time off, it may not be reflected in the current balances. Please note: Since Personal Necessity and Family Care are charged to your available sick leave balances, you will see time taken reflected in both leave categories.

For additional information on leave reasons, please refer to your bargaining unit agreement. You can access the agreements by clicking on the applicable unit below:

- [SRVEA](#)
 [CSEA II](#)
 [CSEA III](#)
 [SEIU](#)

For questions regarding your leave balances, contact:

Certificated: Sandra Traylor 552-2987 straylor@srvusd.net
 Classified: Lina Capuyan 552-5068 lcapuyan@srvusd.net

Personnel Info

This screen provides employment and demographic information.

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Personnel Info Pay History W-2s

First name: **Employee number:** 2-
Preferred name: **District:** San Ramon Valley Unified Sd (78)
Middle initial: **Primary work loc:**
Last name: **Employee type:** EM - Employee
Gender: Female **Leave group:** C7 - Csea li/Seiu 10 Month
Street: **Bargaining unit:** 03 - Csea li
City: **Hire date:**
State: CA **Orig hire date:**
Zip code: 94507 **TB expire:** 09-28-2015
Home phone: (925)
Home email:
Birth date:

Pay History

You can view current and historical pay history. Click on “Starting date paid” if you wish to see more than current year information. To view pay detail for that particular check, click on the “Check/DD#”

Personnel Info Pay History W-2s

Starting date paid: this calendar year 

Check/DD#	Type	Date Paid	Net Pay	Image
	Deposit to Checking	01/31/2014		

this fiscal year
 last fiscal year
 this calendar year
 last calendar year
 this month
 last month
 6 months ago
 2 years ago
 way back

W-2

You can view and print your W-2's from 2010. Click on the tax year for a PDF copy that you can view or print.

Personnel Info Pay History W-2s

Tax Year	Description
2010	W2 Tax Year 2010
2011	W2 Tax Year 2011
2012	W2 Tax Year 2012
2013	W2 Tax Year 2013

Questions? Please contact the following departments

Type of Questions	Department	Contact /Staff Directory
Email/Password	Technology	emailmanager@srvusd.net
Pay or W-2 Information	Payroll Representative - see staff directory	http://www.srvusd.net/payroll
Personnel Information	HR Representative - see staff directory	http://www.srvusd.net/humanresources