



## EMPLOYEE SELF SERVICE PORTAL (ESS)

Marin County Office of Education has implemented an online employee self-service portal. This web-based portal is a new resource that enables all employees to access their employee information directly from a secured website.

The following information is available on the secure website:

- Personnel Information
  - Address, Phone Number, Hire Date
  - Position(s) and Salary Schedule Placement
  - Credentials on file, including expiration date
  - Name Change History
- Your Leave Balances and Activity
- Your Payroll Information
  - PDF Pay Stubs
  - PDF W2 Forms

Each employee will need to self-register on the site to use the portal. Please see the following pages for instructions on how to self-register.

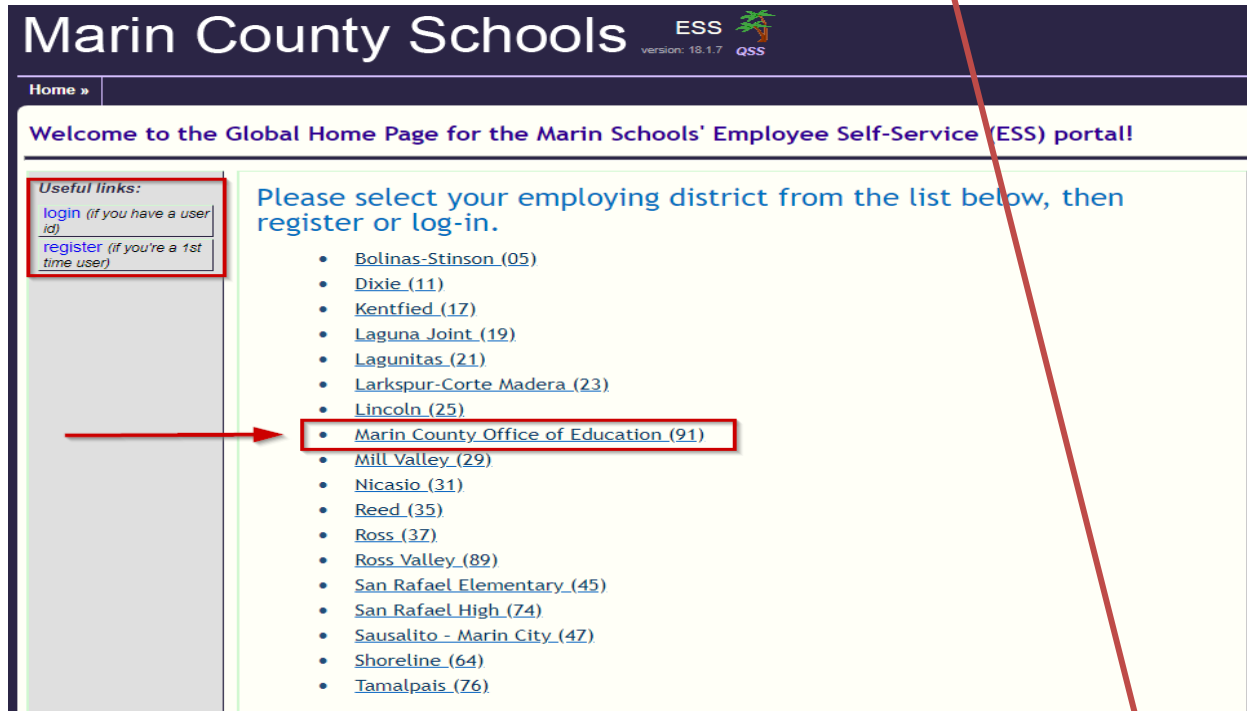
You can find a link on MCOE's website under For "Marin COE Staff", "ESS Employee Self Service Portal." Or, you can use the following link: <https://ess.marinschooldistricts.org:29295>

For trouble with creating or accessing your ESS account contact QSS support:

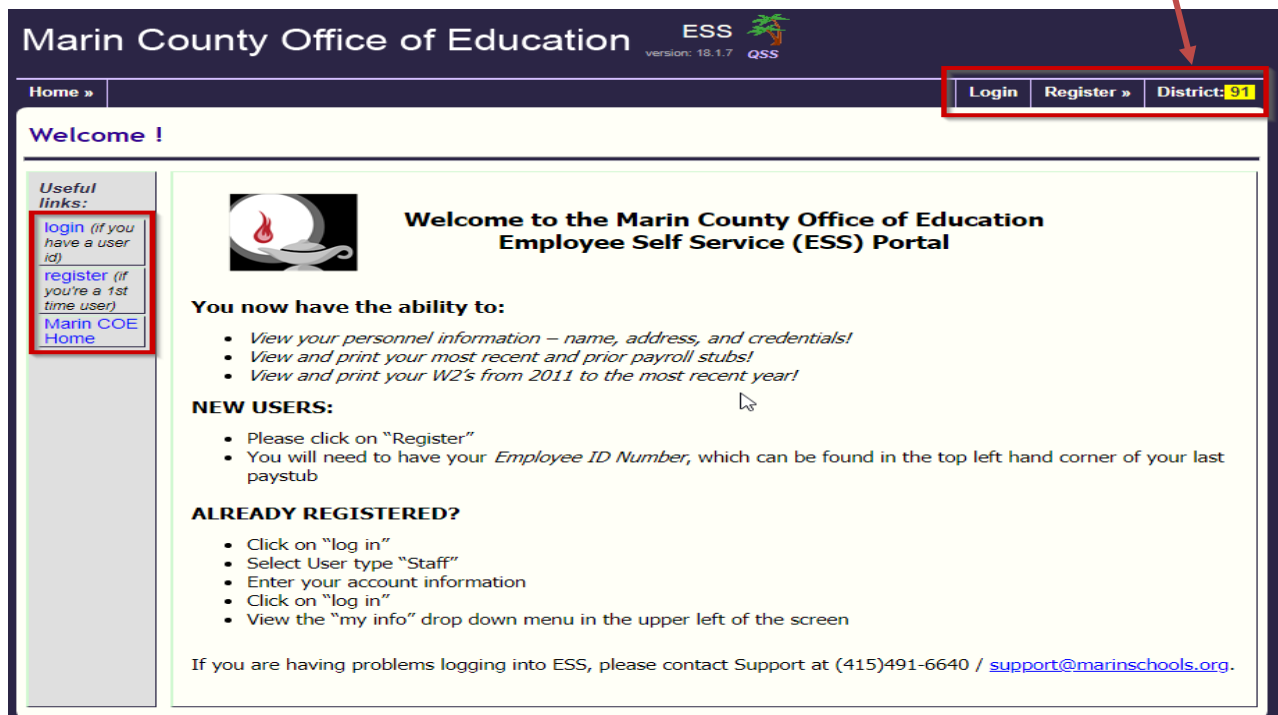
Email: [qssupport@marinschools.org](mailto:qssupport@marinschools.org)

Phone: 415.499.5899 or 415.499.5848

1. Select Marin County Office of Education (91) as your employing district. If you see the screen from step 2 then verify your district is set to (91) before proceeding to step 3.



2. You will then be taken to the MCOE Welcome Screen.



3. In the upper left corner under "Useful links" (in the grey sidebar), click on register:

[register \(if you're a 1st time user\)](#)

**4. You will be required to indicate specific information:**


- Enter the last four digits of your SSN and your employee number. If you don't know your employee number, it can be found on your current paystub.

Marin Schools Payroll System, Payroll Revolving Fund			Statement
District Name	MARIN COUNTY SCHOOL SERVICE FD	District # 91	Pay Location 0001
Employee Name	John Doe		Check Date 10/31/2018
Employee ID	101528		Vacation Balance 10.00 HOU
SSN	XXX-XX-XXXX		Sick Leave Balance 286.80 HOU

Employee Earnings Detail			
Pay Type	Unit	# of Units	Rate
NORMAL PAY	Monthly	1.00	

- If you need assistance with your employee number please contact Personnel at 415.499.5854 and they will be happy to assist.
- Complete the remaining questions.

**Marin County Office of Education** ESS   
version: 18.1.7 QSS

Home »

### Staff Registration Form

*\* indicates required fields*

District: \*  Employee number can be obtained from your paystub

Last 4-digits of SSN: \*  Birth date: \*

Employee number: \*

Email addresses: \*

Work email:

Home email:

Fill out both work and home email, at least 1 is required and both is recommended.

**Choose a login name and password:**

Login name: \*  (5 - 30 characters) [help](#) →

Password: \*  (8 - 40 characters) [help](#) →

Confirm password: \*

Challenge question: \*

Your answer: \*

Click here to register

5. After you complete the registration screen, you will return to the Welcome Page. Now, select

“Login” in the “Useful links” grey sidebar: login (if you have a user id) Enter the login information you just created.

6. To view your personal info click on My info » in the upper left corner. You can request to update the following fields: Home address, phone number, phone type and home email. To change your information click on the change button.

7. You'll be presented with a "Personal Info Request" screen where you update your information.

**Personal Info Request**

Personal information changes requested by this form might not take effect immediately. Please contact your HR Department if you would like to know the exact effective date.

Di / Emp #: 91 / 108400

Name: Kevin

Request Status: New

Street: 1234 Marin St

City: San Rafael

State: California

ZIP Code: 94903

Phone: (415) 123-4567  Cell  Home (non-cell)

Home Email: kevin@gmail.com

By submitting this form, I authorize my employer to make the personal information changes I have entered above. I acknowledge that these changes might not take effect immediately.

**Create**

Fill out your information, select phone type and click on create. Your request will be submitted to Personnel for approval. Once it's approved your information will be updated.

There is a **Help+Video** button on the right hand side of screen to guide you through your portal. If you have a question regarding your information or see that there may be an error, please contact:

Personnel (415.499.5854) pertaining to:

- Your Personnel Information
- Address, Phone Number, Hire Date
- Position(s) and Salary Schedule Placement
- Credentials on file, including expiration date

Payroll Department (415.499.5824) pertaining to:

- Your Leave Balances and Activity
- Your Payroll Information
- PDF Pay Stubs
- PDF W2 Forms

Marin County Office of Education is very excited to launch this tool for our employees. We hope that it will continue to keep you informed of your status and updates that may occur during employment.

Thank you,