



Employee Self Service

ESS is a web based system that you will use to **view** your pay stubs as well **as submit request for change** to your personal information. There are six main areas you will use in the ESS system (pictured below).

Demographics

Direct Deposit

Deduction Inquiry

W4

Check Inquiry

Earnings Summary

Go to <https://djcsess01.jcsd.net/EmployeeSelfService> or www.jcsd.net from any internet browser will bring you to the main page; then to Employees tab, click on link for Employee Self Service.

Getting started – first you will register

ESS Forgot Password Register Login

Log in

User name

Password

Click register and complete the following 8 fields below:

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

User name	<input type="text"/>	← Create your own ESS user name
Email	<input type="text"/>	← Type in your email address
First Name	<input type="text"/>	
Last Name	<input type="text"/>	← Type in your Name, SSN, and Employee Number. This is only for registration - you will not have to use this information again once you have registered.
Social Security Number	<input type="text"/>	
Employee Number	<input type="text"/>	
Password	<input type="text"/>	← Create your own password - it must be at least 6 characters in length
Confirm password	<input type="text"/>	←

[Register](#)

To complete the registration process; go to email system- confirm password link and then login to ESS

Demographics –

Demographics Deductions Inquiry W4 Leave - Earnings Summary Check Inquiry About	Demographic Change Request			
	Save			
	First Name	<input type="text"/>	Middle Name	<input type="text"/>
	Last Name	<input type="text"/>	Suffix	<input type="text"/>
	Nickname	<input type="text"/>	Birthday	<input type="text"/>
	Email	<input type="text"/>	Gender	<input type="text" value="Select One"/>
	Address 1	<input type="text"/>	Address 2	<input type="text"/>
	City	<input type="text"/>	State	<input type="text"/>
	Zip Code	<input type="text"/>	Primary Phone	<input type="text"/>
	Secondary Phone	<input type="text"/>	Ethnicity	<input type="text" value="Select One"/>

Note: If you forget your password – select Forgot Password option on page 1 (pictured on page 4).

My Requests

Date Submitted	Request Type	Description
View My Completed Requests		

[View My Completed Requests](#)

Click here if you wish to see a list of requests you have entered in the past. Once a request has been processed it will move from "My Requests" to the Completed Requests section.

Deduction Inquiry – **view** your current deductions, your cost, as well as Jasper County School District’s costs associated with each deduction.

W4 – **view** your current Federal and State selections – as well as **submit W4 change requests**

Leave – **view** your Leave Balances as well as your Leave History

When viewing Leave history – please note that the date column represent the payroll date associated with the absence.

Leave History

Start Date End Date

Date	Hrs/Days	Description	Used
03/25/2014	D	CUMULATIVE SICK LEAVE	0.25
01/24/2014	D	PERSONAL	1.00
03/25/2014	D	PERSONAL	1.00
06/30/2014	D	VACATION	3.75



Check Inquiry – View your most recent pay notification information, as well as your pay history.

My Checks

Start Date  End Date 

Check Date	Check Number	Pay Period Ending	Gross	Net
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Notice the date range area when viewing your pay notification information. Click on date – pay date you wish to view or print a full screen detailed notification.

Earnings Summary – View your current calendar year earnings – as well as prior years. This report represents the information that is used to produce your W2 at year-end (this is not to be used for a W2)

Forgot Password



User Name



OR

Employee Number



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