



## IMPORTANT PAYROLL INFORMATION

The Cache County School District's payroll is calculated from **the 11th of the previous month to the 10th of the current month**. Earnings will be deposited into your bank account on the last business day of the month.

### HOW TO ACCESS EARNING STATEMENTS

*You must claim your account prior to accessing these services.  
For help claiming your account, visit [www.ccsdut.org/Onboarding](http://www.ccsdut.org/Onboarding).*

- **Email:** An earning statement will be emailed each month to your CCSD email. The subject of the email will be "**YOUR NAME, here is your Direct Deposit Notification,**" and the email will come from [CCSDNO-Reply@ccsdut.org](mailto:CCSDNO-Reply@ccsdut.org). The statement will be attached as a PDF, which is password protected. The password is the **last four digits of your social security number**.
- **Employee Self Services (ESS):** ESS is an online service which allows you to update your contact information, view earning statements, enroll in and make changes to benefits, view time off balances, access your W-2, and other payroll information.

### HOW TO ACCESS ESS

1. Go to the website <https://hr.ccsdut.org/mss/>, or scan the QR code.
2. Click the login button in the upper right corner.



Your **username** will be **(full) Last Name, First Initial, Middle Initial**.  
(e.g., if my name were Michael Theodore Mouse, my username would be mousemt)

Your **password** will be the **last four digits** of your social security number.  
When you log into ESS for the first time you will be prompted to create a **new, unique password**. The new password must be 12 characters long.

***If you need assistance logging into ESS, call the Help Desk (435) 792-7614.  
For payroll related questions, call the payroll department at the District Office (435) 752-3925.***