**SAN RAFAEL ELEMENTARY AND HIGH SCHOOL DISTRICTS**
**EMPLOYEE SELF SERVICE PORTAL (ESS)**

The San Rafael Elementary and High School Districts have 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. This portal is a partnership project with the Marin County Office of Education.

The following information is available on the secure website:

- Personnel Information
  - Address, Phone Number, Hire Date
  - Credentials on file, including expiration date
- Your Leave Balances and Activity
- Your Payroll Information (in printable format)
  - PDF Pay Stubs
  - PDF W2 Forms (2011 to present)

**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.**

# SAN RAFAEL ELEMENTARY AND HIGH SCHOOL DISTRICTS
# EMPLOYEE SELF SERVICE PORTAL (ESS) LOGIN INSTRUCTIONS

1. You can find a link on the District homepage under Staff Links, "Employee Self Service Portal." Or, you can use the following link: https://ess.marinschooldistricts.org:29295

2. In the upper right hand corner click "District" and then select the district that pertains to you. **If you are a blended (ESD and HSD) employee please choose High School District**. *You must complete this step before clicking "Register."*
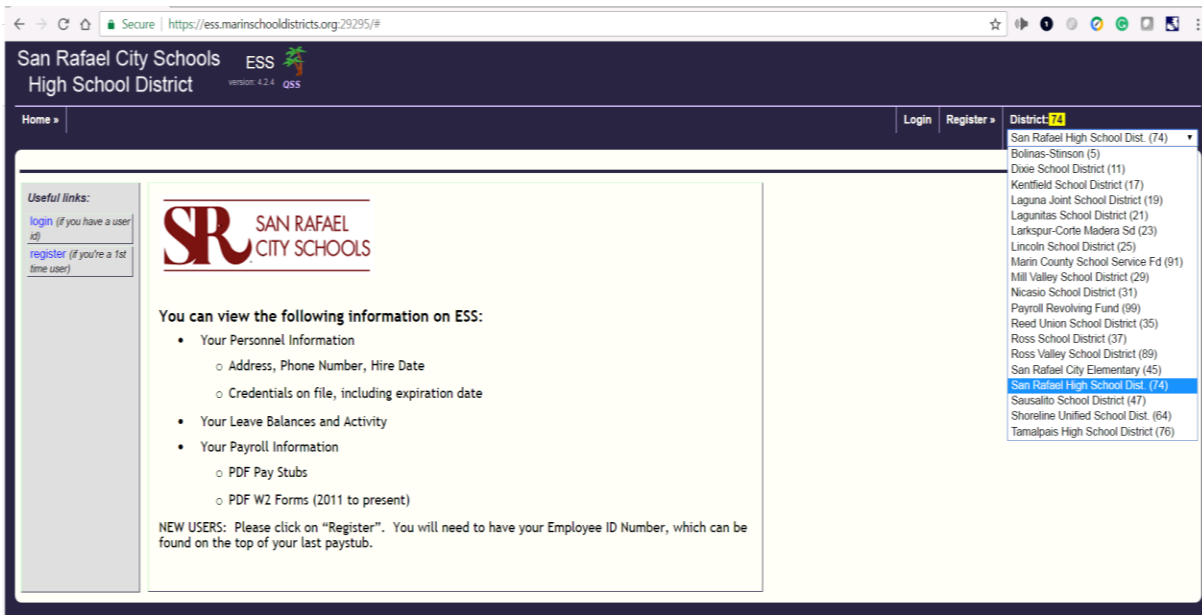


You will then be taken to the SRCS Welcome Screen.

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

You will be required to indicate specific information:
- Select either San Rafael City Elementary or San Rafael High School District (If you are a blended employee choose High School District) from the pull-down menu labeled "District."
- 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.
  - If you need assistance with your employee number, please contact Payroll and they will be happy to assist you. Esta: 415-492-3209, esuen@srcs.org; Jeffrey Chen:415-492-3258 jchen@srcs.org, or Jose: 415-492-3598, jrosales@srcs.org
- Complete the remaining questions.

## Staff Registration Form

*\* indicates required fields*

| District: | \* | --select a district-- ▼ | | |
|---|---|---|---|---|
| Last 4-digits of SSN: | \* | [       ] | Birth date: \* | January ▼  1 ▼  1970 ▼ |
| Employee number: | \* | [       ] | Work email: \* | [                    ] |

*Choose a login name and password:*

| Login name: | \* | choose a login/user-id name | *(4 - 30 characters)* | help → |
|---|---|---|---|---|
| Password: | \* | [                    ] | *(6 - 40 characters)* | help → |
| Confirm password: | \* | [                    ] | | |
| Challenge question: | \* | How many brothers and sisters do you have? ▼ | | |
| Your answer: | \* | [                    ] | | |

Register  Cancel

After you complete the registration screen, you will return to the Welcome Page.
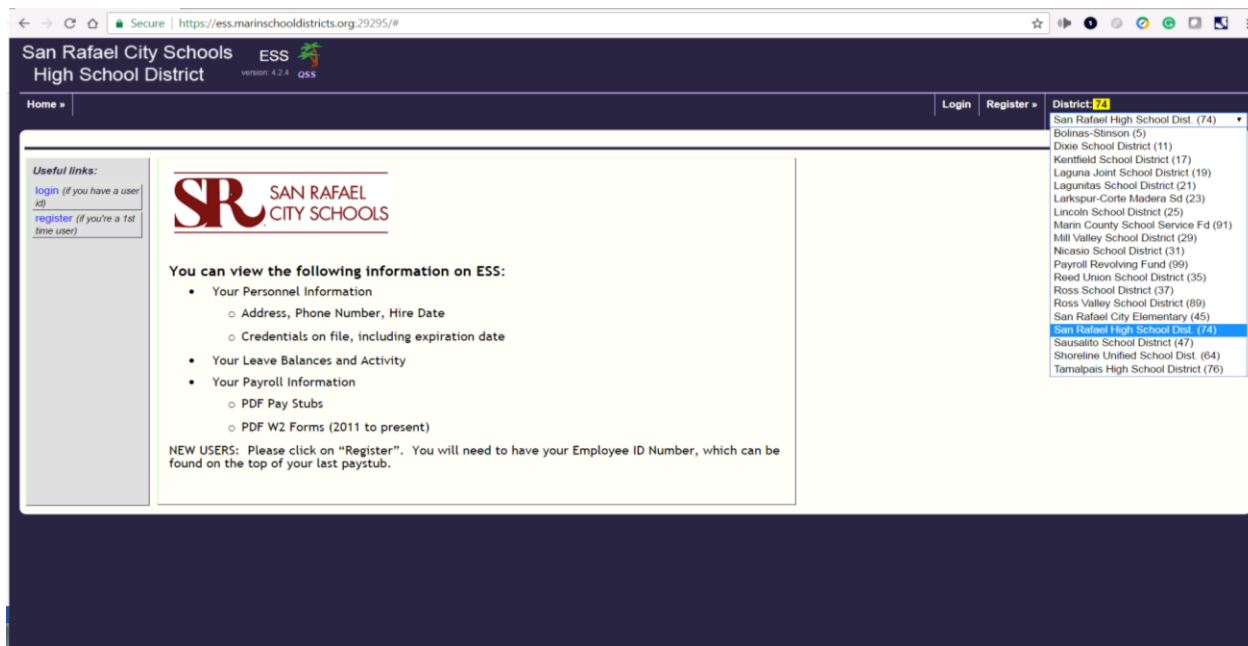
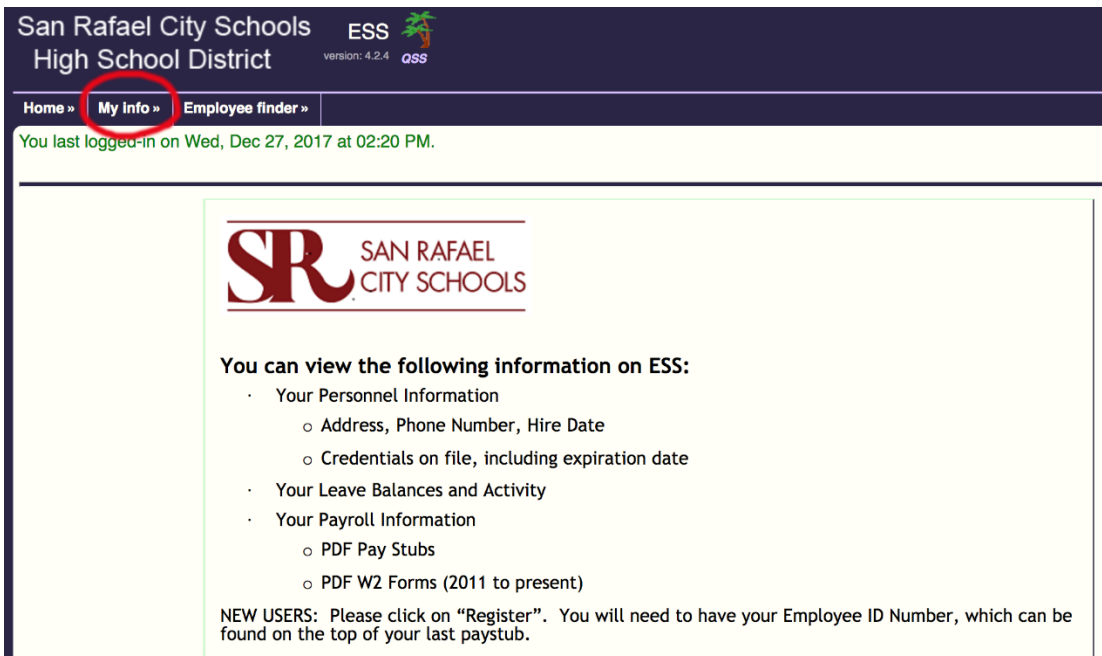4. In the upper left corner under "Useful links" (in the grey sidebar), click on "login." login *(if you have a user id)*
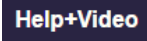
Enter the login information you just created.
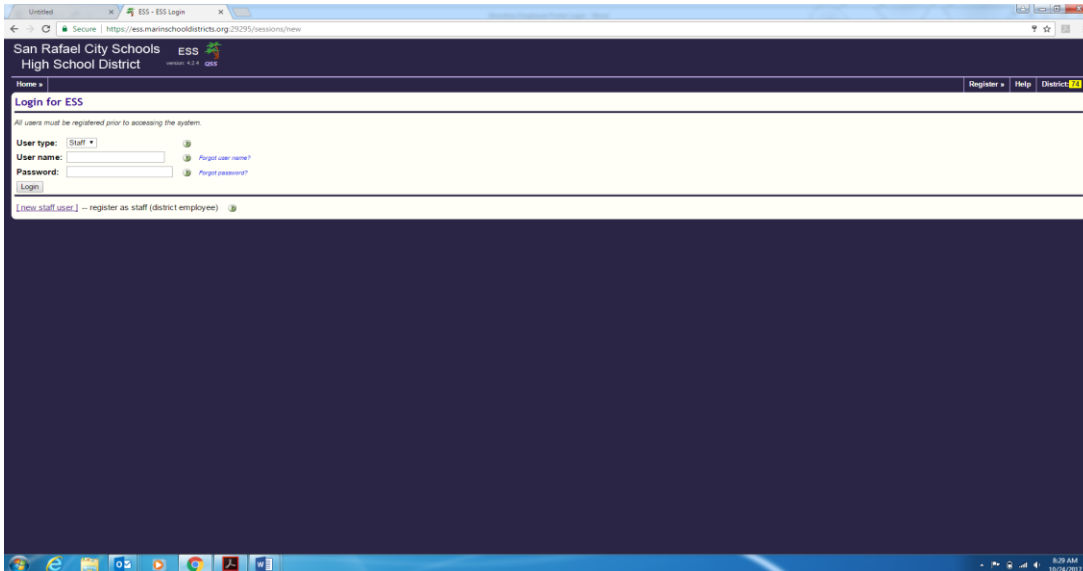


5. When you are logged in, you will see the Welcome Screen again, but now there is a My info » in the upper left corner. This is where you can access your various personal information.

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:

Human Resources (415-492-3531) pertaining to:
- Your Personnel Information
- Address, Phone Number, Hire Date
- Credentials on file, including expiration date

Payroll Department (415-492-3209) pertaining to:
- Your Leave Balances and Activity
- Your Payroll Information
- PDF Pay Stubs
- PDF W2 Forms (2011 to present)

San Rafael City Schools 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,


Doug Marquand                                                Amy Baer
Assistant Superintendent of Business Services                Assistant Superintendent of Human Resources