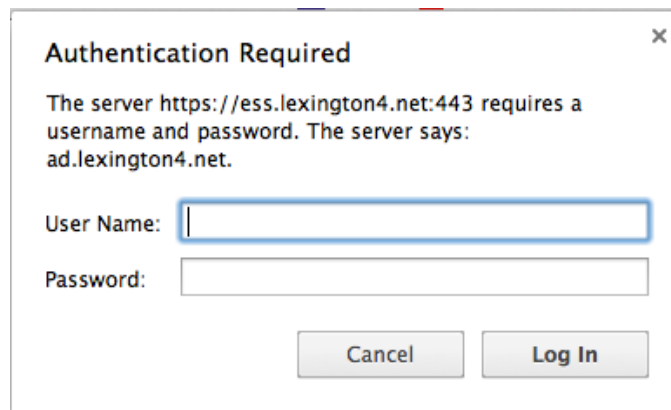


Employee Self-Service (ESS) - Date 1/9/2014

The ESS system allows employees to view their payroll and leave information on a secure website.

Logging on ESS for the First Time

1. Open a Internet Browser (IE, FireFox, or Chrome).
2. Enter the address <https://ess.lexington4.net>. The https prefix is required.
OR
Browse to the district home page at <http://www.lexington4.net>. Click on District Tools at the top and then click Employee Self-Service.
3. **A box will appear asking for username and password. Please enter your user name (i.e. syates) and password. Note – the box may look different than the one pictured below depending on your browser.**



Authentication Required

The server <https://ess.lexington4.net:443> requires a username and password. The server says:
ad.lexington4.net.

User Name:

Password:

Cancel Log In

4. The first time you logon, the system will request conformation of your identity by entering your CSI Unique ID and Social Security number. Your CSI Unique ID is available at the top of the district Online Tools page or from your supervisor. Note – your SSN must be entered in the following format: 123-45-6789. You will not be prompted for this information again.



Home

Employee Association

Congratulations! You are signed into ESS. Before you can continue, you must supply your accounting system ID, and your social security number. You will only be required to do this once.

Unique ID	<input type="text"/>
SSN	<input type="text"/>

Save

ESS v1.30.14.0



Accessing Your Information

Welcome Sandra Yates ▾

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Home

Tasks

Title	Assigned To	Created	Workflow Name
There are no items to show in this view of the "Tasks" list.			

ESS Requests

Title	Created	ESS Request Status
There are no items to show in this view of the "ESS Requests" list.		

Available Forms

- Check Inquiry
- Deductions Inquiry
- Demographic Inquiry
- Demographic Change Request
- Leave Balance Inquiry
- W2 Summarization
- W4 Inquiry

ESS v1.30.14.0

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Above is picture of the ESS main screen. From this page you may access

1. Prior payroll notifications (Check Inquiry).
2. Current deductions (Deductions Inquiry).
3. Leave balance as current entered into the system.
4. W2 and W4 information.

You may see Lex4\arhoden at the top of some detail pages. Please ignore.

Signing Out

To sign-out, click on your name in the upper right corner. A drop down will appear. Click sign-out.

****To complete sign-out, you must completely exit the browser.****

Failure to close the browser may allow others to view your information.

You may exit the browser by clicking on the red X in the upper right corner of your browser.

Welcome Sandra Yates ▾

My Settings
Update your user information, regional settings, and alerts.

Sign in as Different User
Login with a different account.

Request Access
Email the site administrator to request additional permissions.

Sign Out
Logout of this site.