

Reviewing Substitute/Temporary Pay using Employee Self Service (ESS)

The ESS system may be accessed from the PWCS website, www.pwcs.edu. Select the “Staff” tab, then “Employee Self Service (ESS).” From the ESS website select the applicable link of how you are accessing the system, either “From a PWCS work location” or “From Home”. Enter your PWCS computer login (your username is your PWCS email address prior to the “@” sign), and password.

AMS Advantage ESS

User Name : pwcsnetworkid

Password :

Login Reset

Add AMS Advantage ESS to your Favorites
Forgot Your Password?

Enter your username which is your PWCS network ID (all lowercase). Enter your current PWCS network password, then click “login”.

Please contact the ESS Administrator at ESSADMINISTRATOR@PWCS.EDU with any log in issues.

To review the pay details, once you’re logged in, select:

- “My Info” (from the left tool bar),
- “My Compensation” (from the top tool bar)
 - Please wait about 20 seconds for a second tool bar across the top to appear.
- “Issued Checks/Advices” (from the 2nd top tool bar).
- A list of your paychecks will be displayed, click on the **pay date** you would like to review. (It should be highlighted in yellow.)

My Information My Time and Attendance My Benefits My Compensation

Jobs Pay Summary Deduction Summary Issued Checks/Advices View Tax Forms (ex. W-2)

Sections : Disposition Information Payment Summary Information

My Desktop

My Info

Issued Checks/Advices

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank Account	Bank Account Description	Disposition	Disposition Date
	DEG	08/29/2019		172.68	Regular	PR		Cleared Payment	08/21/2019
	DEG	08/28/2019		287.62	Regular	PR		Cleared Payment	08/20/2019
	DEG	06/14/2019		927.07	Regular	PR		Cleared Payment	06/06/2019

- The **Pay Details** section (towards the bottom of the screen) shows the:
 - **“Event Date”** (this is the **date worked**, or the date a supplement was entered)
 - **“Dollar Amount”** shows the total gross amount of pay received for **that day/entry**, and the
 - **“Document Department”** provides the **school/department number** that entered that pay entry.

In the first line of example below, the individual received \$62.50 for work performed on 8/7/19 from school 501 which is Colgan High School.

▶ Payment Summary Information								
Pay Details								
Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Document Code	Document Department	Doc
✓	TEMPORARY	TEMP 10.00	08/07/2019	62.25	62.50	TADJ	501	0813190
	TEMPORARY	TEMP 10.00	08/06/2019	62.25	62.50	TADJ	501	0813190
	TEMPORARY	TEMP 10.00	08/05/2019	62.25	62.50	TADJ	501	0813190

A list of the school names and numbers are available on the HR website, www.pwcs.edu/employment. Select “Substitute/Temporary,” “Tools/Forms,” then [School Locations and Bell Times](#).

If you find any discrepancies with the pay entered, please contact the bookkeeper at the applicable school.