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.

![ESS Login Screen]

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.)

![Employee Self Service Screen]

![Issued Checks/Advices]

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](image)

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

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