

Employee Self Service Directions

Substitutes have access Prince William County Schools (PWCS) Employee Self Service (ESS) system. The system is generally available until 7pm in the evening. In this system, you can;

- Update your address (Under My Info: Address)
- View pay entries include the number of hours, dates, and work locations
- Update your emergency contact information (Under My Info: Emergency Contact)
- View tax withholding information (Under My Info: Tax Withholdings/Allowances. To change a Tax Withholding, you must complete a Tax form. Forms are available on the [PWCS Payroll Website](#).)

In order to access the system, ***you must use your PWCS computer network credentials.***

- Your **username** is your PWCS email prior to the @ symbol. (E.g. if your email was NameX1@pwcs.edu, you would enter "NameX1")

If you need assistance in logging in to your PWCS ESS account, and you know your PWCS password but it has since expired, you may reset it though <http://toolbox.pwcs.edu>. If you don't know your password, please contact your on-site TSSPEC, contact Tech Support via email at techsupport@pwcs.edu, or call 703-791-8826.

ESS may be accessed on the PWCS website, www.pwcs.edu from the "Staff" tab, select "Employee Self Service (ESS)." You can log in from your home or work location.



You will be taken to the ESS screen to log in. If you have login issues after using the instructions, please contact ESS administrator at ESSAdministrator@pwcs.edu between the hours of 8 am to 4 pm Monday through Friday.

AMS
Advantage ESS

User Name : pwcsnetworkid

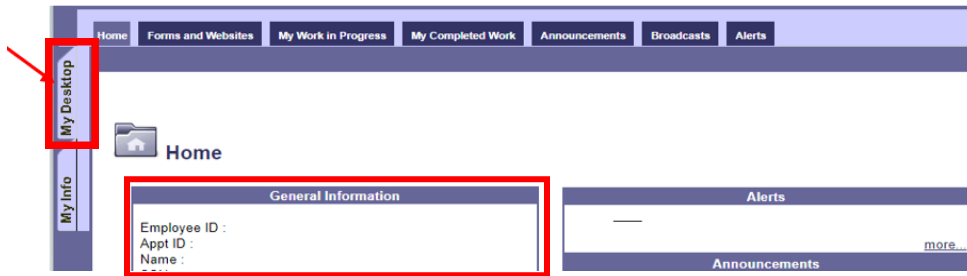
Password : ●●●●●●●●

Login Reset

[Add AMS Advantage ESS to your Favorites](#)
[Forgot Your Password?](#)

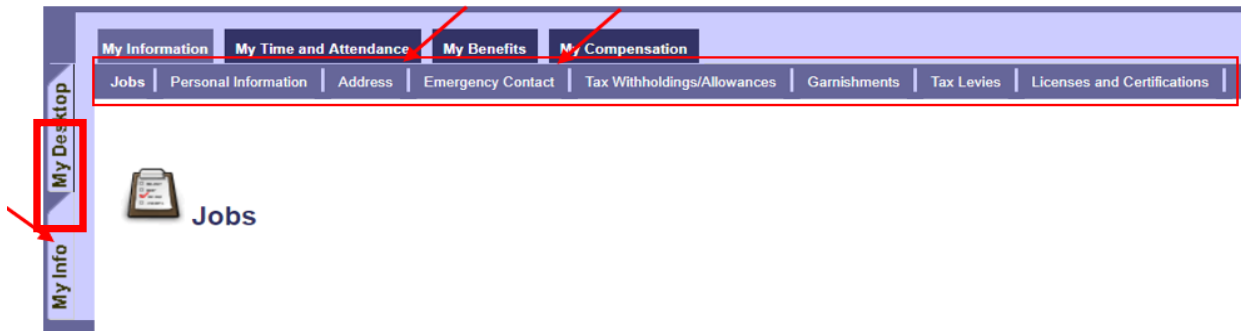
Enter your username which is your PWCS network ID (all lowercase). Enter your current PWCS network password, then click "login".

Once logged in, using the “**My Desktop**” tab on the left, you will see your home page with your name, address, last timesheet and latest pay info.



When you select the “**My Info**” tab on the left, you will see the following ribbon choices:

- **Jobs, Personal Info, Address, Emergency Contact, Tax/Withholdings, Garnishments, Tax Levies, Licenses and Certifications**



The “**Jobs**” tab will allow you to see your

- Name, hire date and job position title.

The “**Personal Information**” tab will show

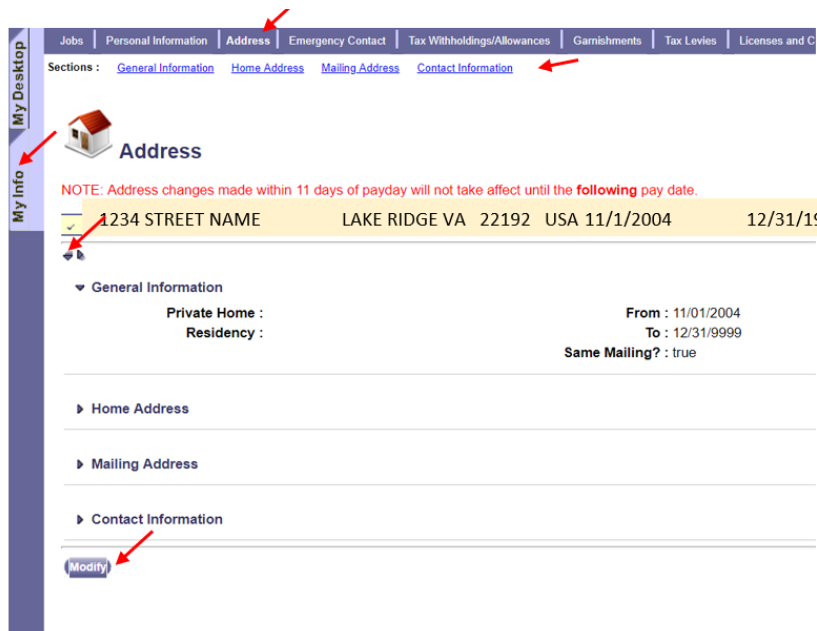
- Birthdate, social security and other personal identifiers.

Under the “**Address**” tab you will see your

- Home address, mailing address and contact info.

If you would like to update your address:

- Make sure you are in the “**My Info**” tab from the left tool bar.
- Then choose “**Address**” from the top tool bar.
- Click “**Modify**” at the bottom of the Address page.
- To update your address, click the down arrow under the address listed to expand the sections (e.g. Home Address, Mailing Address, Contact Information). You may use the blue headers to open these sections.



- Make the necessary “Home” address changes by filling in the blanks with the red star.

▼ Home Address

*Street 1 :

Street 2 :

*City :

State/Province :

*Zip/Postal Code :

*Country :

County :

▼ Mailing Address

Street 1 :

Street 2 :

City :

State/Province :

Zip/Postal Code :

Country :

County :

The “mailing address” section may be left blank if it is the same as your home address. It is assumed your home address and mailing address are the same.

- In the “Contact Information” section (at the very bottom)
 - Please do not update the left (red) side of the page
 - The contact name and email address should NOT be modified.
 - The email address must remain the PWCS email.
 - Only make phone number changes, as needed, to the right (green) side.

▼ Contact Information

Contact Name Prefix :

Contact First Name :

Contact Middle Name :

Contact Last Name :

Contact Name Suffix :

Contact Description :

E-Mail : EMAIL@PWCS.EDU

Home Phone : 703-791-7200

Home Phone Extension :

Work Phone : 703-791-8050

Work Phone Extension :

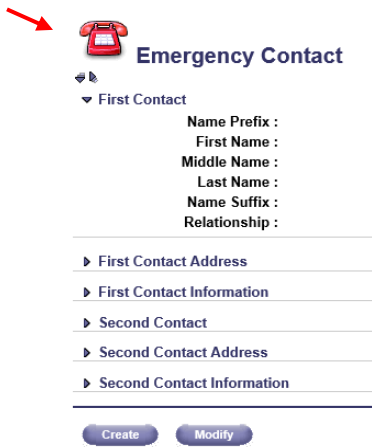
Mobile Phone : 571-241-1111

Mobile Phone Extension :

Fax :

Fax Extension :

- Press SUBMIT button when finished to save changes.



- The “Emergency Contact” tab allows you to create or modify emergency contact information.

Appt ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
✓ *	SINGLE	SINGLE	1	1		12/17/2013	12/31/9999
*	SINGLE	SINGLE	1	1		05/15/2012	12/16/2013

The “Tax Withholding” tab allows you to see your withholdings but not make changes. **You cannot make changes to your tax withholdings or direct deposit information in ESS. This must be done on an original copy form sent directly to the payroll office.**

The next three tabs “Garnishments”, “Tax Levies” and “Licenses” will list any information that applies.

Under the “My Time and Attendance” tab you can see your job info, and any leave balance, activity and accrual. Subs do not accrue leave in general.



Under the “My Benefits” tab you can see any benefits and enrollments. Subs typically do not receive any benefits.



Under the “My Compensation” tab you will find your “pay” and “deduction” summary tabs which give information annually and for each quarter.

If you want to see your breakdown of pay you would go to the **“Issued Checks/Advices”** tab. You can choose which pay by clicking on the appropriate pay date line, and you will see below the summary of that pay by day.

The screenshot shows a web interface with a navigation bar at the top containing 'My Information', 'My Time and Attendance', 'My Benefits', and 'My Compensation'. The 'My Compensation' tab is selected and highlighted with a red box and an arrow. Below the navigation bar, there are sub-sections: 'Jobs', 'Pay Summary', 'Deduction Summary', 'Issued Checks/Advices', and 'View Tax Forms (ex. W-2)'. The 'Issued Checks/Advices' section is active, displaying a table with columns: Appointment ID, Title, Check Date, Check Number, Net Pay Amount, Type of Check, Bank Account, Bank Account Description, Disposition, and Disposition Date. The first row is highlighted in yellow and has a checkmark in the Appointment ID column. Below the table are navigation buttons: 'First', 'Prev', 'Next', 'Last', and an 'Attachments' button.

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank Account	Bank Account Description	Disposition	Disposition Date
✓	DEG	06/28/2019	000002019151153	287.62	Regular	PR		Cleared Payment	06/20/2019
	DEG	06/14/2019	000002019137468	927.07	Regular	PR		Cleared Payment	06/06/2019
	DEG	05/31/2019	000002019123610	368.92	Regular	PR		Cleared Payment	05/20/2019
	DEG	05/15/2019	000002019109836	699.91	Regular	PR		Cleared Payment	05/07/2019
	DEG	04/30/2019	000002019096126	615.47	Regular	PR		Cleared Payment	04/22/2019
	DEG	04/15/2019	000002019082410	739.64	Regular	PR		Cleared Payment	04/05/2019
	DEG	03/29/2019	000002019068665	767.62	Regular	PR		Cleared Payment	03/21/2019
	DEG	03/15/2019	000002019055016	615.47	Regular	PR		Cleared Payment	03/07/2019
	DEG	02/28/2019	000002019041401	589.37	Regular	PR		Cleared Payment	02/20/2019
	DEG	02/15/2019	000002019027826	453.03	Regular	PR		Cleared Payment	02/07/2019

You will be able to see dates and amounts paid along with hours recorded and school number (listed under Document Dept). You can reconcile this information with what is listed in the SFE Sub Call System. If you find discrepancies, you need to contact the finance specialist at the school where you believe there is an error.

► **Payment Summary Information**

Pay Details

Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Document Code	Document Department	Document ID
✓	OTHER PAY	SUBSTITUTE	06/03/2019	7.00	105.00	TADJ	313	0613190000000090990
	OTHER PAY	SUBSTITUTE	06/05/2019	7.00	105.00	TADJ	376	0612190000000090251
	OTHER PAY	SUBSTITUTE	06/04/2019	7.00	105.00	TADJ	438	0618190000000093187

Under the **“Compensation”** tab you will also find the **“View Tax Forms”** tab where you can click on a tax year to select, then choose the **“Attachments”** button to view your W2.

 **View Tax Forms (ex. W-2)**

Tax Year	Tax Form	Federal Tax ID
✓ 2018	W2	546001533
2017	W2	546001533
2016	W2	546001533
2015	W2	546001533
2014	W2	546001533
2012	W2	546001533

You will have the option to download your form.

If you need further assistance please contact HRsub@pwcs.edu.