

Employee Self Service



Northwest Ohio Area
Computer Services Cooperative



District ESS Links

The screenshot shows a website navigation menu with the following structure:

- Home ▾
- Services ▾** (highlighted in yellow)
- Training & Events
- Support

The 'Services' dropdown menu is open, showing the following categories:

- STUDENT SERVICES
- EMIS SERVICES
- FISCAL SERVICES ▸** (highlighted in yellow)
- NETWORK SERVICES
- LIBRARY SERVICES

The 'FISCAL SERVICES' sub-menu is expanded, listing the following links:

- // FISCAL LINKS (highlighted in yellow)
- FISCAL AND EMIS DOCUMENTATION
- EMPLOYEE SELF SERVICE
- KIOSK
- NOACSC EMPLOYEE FORMS
- REDESIGN
- VWASIG

On the left side of the menu, there is a 'Student Services' section with a graduation cap icon and a brief description: 'The Student Services team provides support and professional development opportunities for ProgressBook and PowerSchool Student'.

NOACSC Links

- [Authorization Access Form](#)
- [Data Collector](#)
- [District Redesign Sites](#)
- **[Employee Self Service Sites](#)**
- [EMISFFE \(Flat File Editor\)](#)
- [Fiscal Archive \(Classic Archived Reports\)](#)
- [MCOECN Employee Kiosk](#)
- [State Auditors Web GAAP](#)
- [Report Repository](#)
- [Requisition System](#)



Login/Forgot Password



Log in

Username •

brenda@noacsc.lan

Password •

.....



Log in

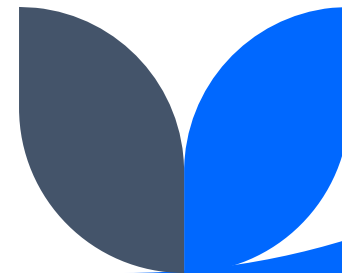
Forgot password

Forgot username

Register User



Employees logging in for the first time will click Forgot password. They will use their username and be prompted to change their password.



Register User



Log in

Username •

brenda@noacsc.ian

Password •

.....



Log in

[Forgot password](#)

[Forgot username](#)

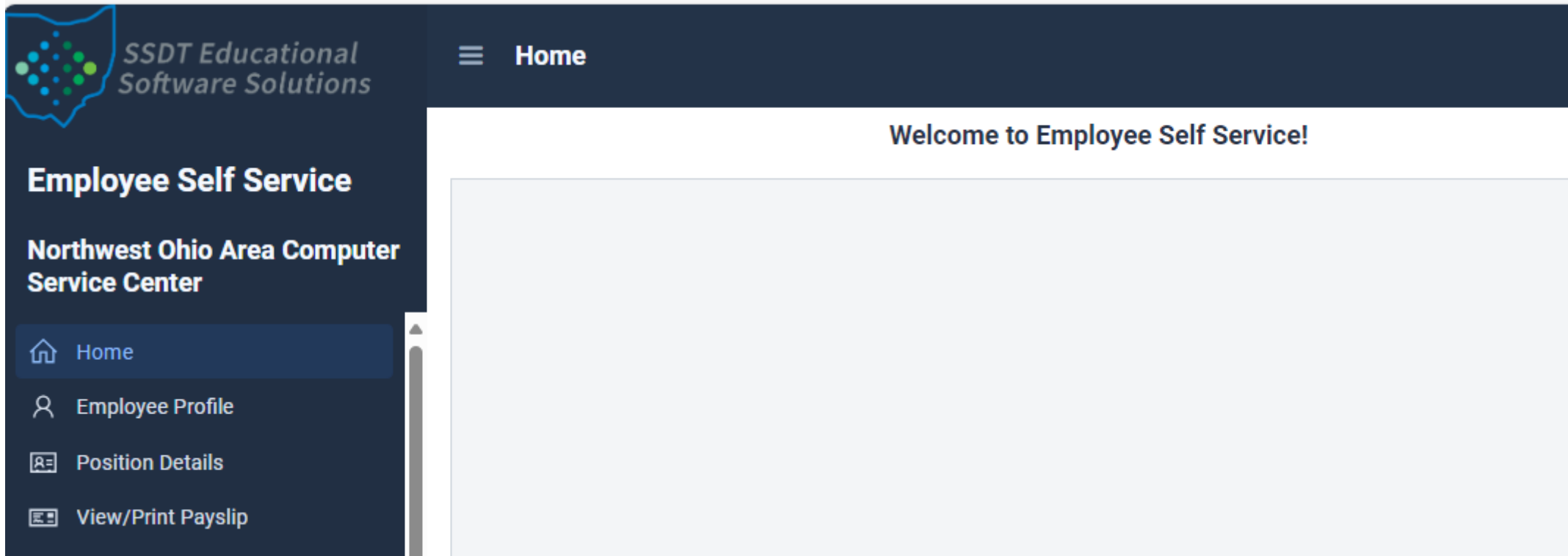
Register User




New employees may create their username and password themselves by clicking on Register User. They will need their username, employee number, and email address.



Employee Self Service - Home



 *SSDT Educational Software Solutions*

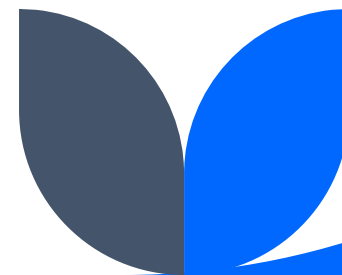
☰ Home

Welcome to Employee Self Service!

Employee Self Service

Northwest Ohio Area Computer Service Center

- 🏠 Home
- 👤 Employee Profile
- 📄 Position Details
- 📄 View/Print Payslip



Employee Profile



Create New Data Change Request

Identification Information

Employee Number

ANON1616

State Certification ID

OH6746207

Name

First Name

Ronald

Middle Name

John

Last Name

Burch

Suffix

Legal First Name

Ronald

Legal Middle Name

John

Legal Last Name

Burch

Legal Suffix

Other Information

Gender

Male

Marital Status

Single

Spouse First Name

Melody

Date of Birth

8/26/1950

Ethnicity

Information has not been recollected


OSDI District Code

2606

Sub Days



Position Details

☰ Position Details 

> 1 - Secretary

> 2 - Driver

▼ 1 - Secretary

Building Code: 301 - 301

Department Code: 650 - 650

Supervisor Name: Nicole Joyce

Supervisor Email: joyce@example.org

Position Hire Date: 02/22/1987

Position Start Date: 08/20/2012

Leave Eligibility: Sick Personal Vacation

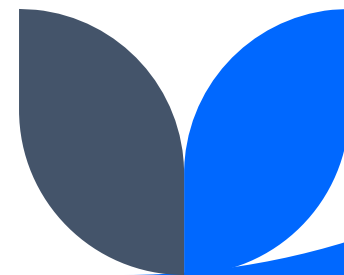
Status	Type	Pay Per Period	Contract Amo...	Work Days	Pay Unit	Pay Rate	Retire Hours	Hours in Day	Start Date	Stop Date
Active	LEGACY	1819.08	47296.00	183	DAILY	258.45	0.00	7.00	2020-08-17	

View/Print Payslip

☰ Payslip



		Pay Date ▾	Check Number ⚡
		<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
		2021-12-24	1001195
		2021-12-10	1001066
		2021-11-26	1000969
		2021-11-12	1000803



View/Print W2

☰ View/Print W2
🔍

		Year	Control Number
📄	🔗	2021	233

Copy C for EMPLOYEE'S RECORDS (See Notes to Employer on back of Copy B)				2021	OMB No. 1545-0048	Copy B To Be Filed With Employer's FEDERAL Tax Return				2021	OMB No. 1545-0048
a Employer's tax. no. no.		1 Wages, tips, other comp.		2 Federal income tax withheld		a Employer's tax. no. no.		1 Wages, tips, other comp.		2 Federal income tax withheld	
000-00-0000		42569.49		2214.95		000-00-0000		42569.49		2214.95	
b Employer ID number (EIN)		3 Social Security wages		4 Social Security tax withheld		b Employer ID number (EIN)		3 Social Security wages		4 Social Security tax withheld	
31-1667973		49349.62		715.64		31-1667973		49349.62		715.64	
c Employer's name, address, and ZIP code						c Employer's name, address, and ZIP code					
TUCKER (DEMO) SCHOOLS 1795 RAINS PARK PATTERSON OHIO 45084						TUCKER (DEMO) SCHOOLS 1795 RAINS PARK PATTERSON OHIO 45084					
d Control number						d Control number					
0000233						0000233					
e Employee's name, address, and ZIP code						e Employee's name, address, and ZIP code					
BRENT C HURST 740 MARK COURT MORGAN OH 42553						BRENT C HURST 740 MARK COURT MORGAN OH 42553					
7 Social security tips		8 Allocated tips		9		7 Social security tips		8 Allocated tips		9	
10 Dependent care benefits		11 Nonqualified plans		12a Code		10 Dependent care benefits		11 Nonqualified plans		12a Code	
13 Statutory employee		14 Other		12b Code		13 Statutory employee		14 Other		12b Code	
Retirement plan		12c Code		12c Code		Retirement plan		12c Code		12c Code	
X						X					
Third-party sick pay		12d Code		12d Code		Third-party sick pay		12d Code		12d Code	
OH 47-0914600		42569.49		988.50		OH 47-0914600		42569.49		988.50	
15 State Employer's state ID #		16 State wages, tips, etc.		17 State income tax		15 State Employer's state ID #		16 State wages, tips, etc.		17 State income tax	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	



Adding Users

Select Users

Click Create once on the grid

User

Select Employee
Allison, Angela Stacy - ANON2129

First Name • Angela
Middle Name

Last Name • Allison
Suffix Name

Title

Username • AAllison

Email • allison@example.com
 Enabled
 Locked
 External Authentication
 Two Factor Authentication

Account Expiration
Created 5/2/2024 10:18 AM

Last Login

Roles • User x

Cancel Create



User Profile

A screenshot of the user profile settings form in a dark theme. The form includes a text input for 'Default Leave Request Phone Number', a checked checkbox for 'Dark Mode', and unchecked checkboxes for 'Opt Out of Leave Request Emails?' and 'Opt Out of Timesheet Emails?'. There are two time selection sections: 'Set Default Leave Start Time' with dropdowns for '08', '00', and 'AM', and 'Set Default Leave Stop Time' with dropdowns for '04', '00', and 'PM'. Below these are sections for 'Roles' (User, Admin) and buttons for 'Save' and 'Reset Password'.

- Option to set default start and stop time
- Option to set to dark mode
- Option to put in default phone number



Groups/Group Chains (Workflows)

Group – Groups are made up of users within the ESS System who are responsible for approving and/or receiving notification of a leave request or Timesheet. Once a group is created, it can be added to a Group Chain

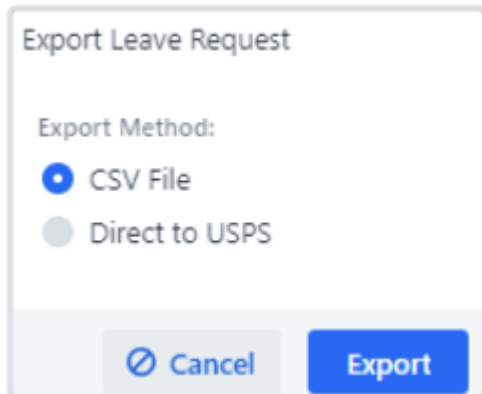
Group Chain – A group chain defines the leave or timesheet approval workflow by linking selected (approver)

Groups with specified employees, groups, departments, etc. that are included in the workflow.



Export to USPS

Leave Requests > Export Leave Requests
Select Start/End Dates
Click Export Leave Requests



Export Leave Request

Export Method:

CSV File

Direct to USPS

Two Options to export

- CSV-File you will load into USPS (Same process as Kiosk)
- OR**
- Direct to USPS – This sends it automatically to USPS and you will not need to import absence days





Thank you

Email: fiscal.support@noacsc.org

419-228-7417