



ENHANCED EMPLOYEE SELF SERVICE PORTAL (ESS)

now available for YCOE staff

ESS provides employees with an intuitive, easy-to-navigate, personnel information portal; available 24/7. All you need is a device with an internet connection!

Enhanced ESS Portal includes...

One Place – For employees to:

- View personnel information
- View & print payroll information (pay stubs, W2s/ACA, pay history, etc.)
- View your leave balances
- View your Credentials and Degree information
- View your name history
- View your assignments and education

Intuitive User Interface – You will easily find what you need by self-navigating through the ESS portal. No training needed!

Mobile Access – You will have on demand access to all your payroll and tax information. All you need is a browser with internet access. ESS works great on mobile devices (iOS or Android) as well as PC and Mac computers.

Benefits...

Simple – A single sign-on experience with easy real time access to your personnel and payroll information.

Secure – All data is encrypted between the browser and the server via HTTPS.

Better for the Environment – ESS can help reduce the costs of printing payroll direct deposit forms and W2 forms, providing a more paperless environment aimed at reducing our carbon footprint.

*To get started, visit:
<https://ess.ycoe.org:29295/>*

In order to register for an account in ESS, you will need the following items:



- Domain username & password (same username/password used for computer login)
- The last 4 digits of your Social Security Number
- Your date of birth
- Your employee ID number (if you don't know, contact payroll/HR to obtain this)
- Your YCOE email address (FirstName.LastName@ycoe.org)

Step 1: To begin registration, go to:

<https://ess.ycoe.org:29295/>

You can click on the link, or copy and paste the URL into any web browser. If this is your first time on the site, click "Register" to create an account.

Note: The next time you visit the site after registering, you will click "Login".

Step 2: In the next window you will create your account.

This step only needs to be completed once. Select "YCOE" as the district and enter the following information:

- ✓ Domain username and password
- ✓ Last four digits of your Social Security number
- ✓ Your employee ID number
- ✓ Your date of birth
- ✓ Your work email address

Click "Register" to complete this process.

Note: When you change your computer (domain) password, it will also be changed for your ESS account.

Step 3: If the information is entered correctly you will be directed to a login page (as shown in the screenshot to the right). Your username should automatically appear in the username field along with the "User Type". You can then enter your password and click on "Login". If everything is entered correctly, you will be directed to the ESS homepage.

Step 4: From the ESS home page, click on "My Info", in the upper left hand corner and select any tab to view. Each tab provides read-only access to your information. You can click on the blue links to open and print PDF copies of your W2s and paystubs.

, Welcome to Yolo's Employee Self Service.

Useful links:

- login (if you have a user id)
- register (if you're a 1st time user)

Welcome to Yolo County

NEW USERS: Please click "register" on the left
Contact HR for your Employee ID number

ALREADY REGISTERED? Click "login" on the left

Staff Registration Form

* indicates required fields

District: * Yolo County Off Of Education (17) ▼

Domain user: * Domain password: *

Last 4-digits of SSN: * Birth date: * January ▼ 1 ▼ 1970 ▼

Employee number: * Work email: *

Choose a login name and password:

Login name: * axell.kondoh (4 - 30 characters) [help](#) →

Password: * (8 - 40 characters) [help](#) →

Confirm password: *

Home »

Login for ESS

All users must be registered prior to accessing the system.

User type: Staff ▼

User name:

Password:

[new staff user] -- register as staff (district employee)

Notes:

- Any changes to personnel information must be made through HR/Payroll.
- Leave information may not reflect current month absences.

For questions about the information and records provided via the portal, please contact the HR department.
For technical support questions, please email dataservices@ycoe.org or call 530-668-3745.