



PANAMA-BUENA VISTA  
UNION SCHOOL DISTRICT

## PBVUSD Employee Self-Service (ESS) Website User Guide

### Overview

#### **What is the Employee Self-Service (ESS) website?**

A secure website that provides you instant access to your personal HR data

### Frequently Asked Questions

#### **How do I access the ESS website?**

1. Go to: district website click on “Staff” and then “Employee Self Service” on the District home page.
2. Log in using your Employee ID number and the initial password (last four of your SSN)
3. System will prompt you to provide an updated and personal password.

#### **What can I do on the ESS website?**

- PERSONAL INFORMATION
  - [Change Address](#), [Phone Number](#), [Alt Email](#), and [Emergency Contact](#) – View and update your personal address, telephone number, Alternate Email and Emergency Contact.
  - *Note* – Personal Information changes take effect on the next business day.
- PAY AREA
  - Monthly Check Details
  - Year to Date Information
  - Previous year’s W-2
- **Is my information safe?**

PBVUSD takes every precaution to protect your personal information. Your social security number is not displayed anywhere on the ESS website.
- **When can I access the ESS Website?**

The ESS website is available 24/7. Please note that brief maintenance windows may occur.
- **What if I have trouble logging in?**

Please contact IT Help Desk at [support@pbvusd.k12.ca.us](mailto:support@pbvusd.k12.ca.us) or use the ITSA Ticket System.

## Change Personal Information

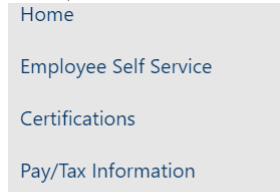
### 1. Change Address

- a. Select Personal Information on the right side of the screen Menu



#### Personal Information

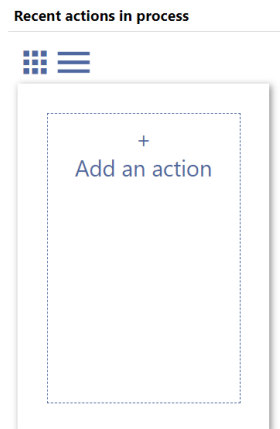
- b. Next, select Add/View changes



#### Personal Information

Add/View Changes

- c. Under the Profile Changes screen select Add an action  
**Profile Changes**



d. Click OTHER in Choose a category

**Profile Changes**

Recent actions in process



Back

Choose a category



e. Select Employee Home Address Change in Choose an action

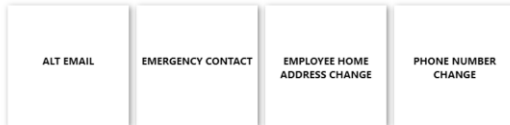
**Profile Changes**

Recent actions in process



Back

Choose an action



f. Click NEW ADDRESS in Choose a reason

**Profile Changes**

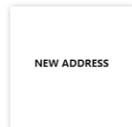
Recent actions in process



Back

Choose a reason



EMPLOYEE HOME ADDRESS CHANGE



- g. Enter a new/change address in Submit action. Once a new/change address is enter - review new/change address and click Submit.

**Profile Changes**

Recent actions in process

**Back** **Submit action**

**EMPLOYEE HOME ADDRESS CHANGE (NEW ADDRESS)**

Enter Address Change and Submit for Processing

Line 1\*

Line 2

City\*

State\*

ZIP\*

Reason/Comment

## 2. Change Phone Number

- a. Select Personal Information on the right side of the screen Menu

Home

Employee Self Service

Certifications

Pay/Tax Information

**Personal Information**

- b. Next, select Add/View changes

Home

Employee Self Service

Certifications

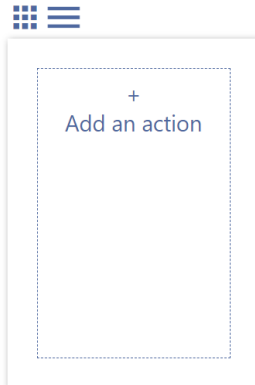
Pay/Tax Information

**Personal Information**

Add/View Changes

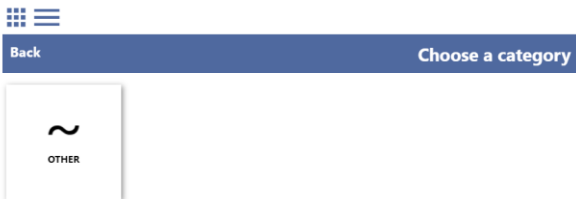
- c. Under the Profile Changes screen select Add an action  
**Profile Changes**

Recent actions in process



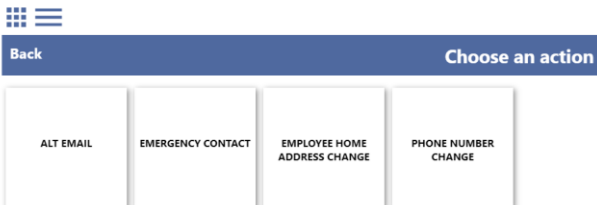
- d. Click OTHER in Choose a category  
**Profile Changes**

Recent actions in process



- e. Select Phone Number Change in Choose an action  
**Profile Changes**

Recent actions in process



f. Click NEW PHONE NUMBER in Choose a reason

Profile Changes

Recent actions in process



Back

Choose a reason

PHONE NUMBER CHANGE



- g. Select the Phone Type you want to update from the Phone Type drop down list (Home Phone or Cell Phone). Once you have selected and change the Phone Type – make sure to mark (check box) which Phone Type is the primary phone. Review the Phone Type changes and click submit.

Recent actions in process



Back

Submit action

PHONE NUMBER CHANGE (NEW PHONE NUMBER)

Employee Phone Number and Type

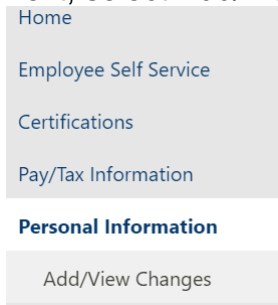
Phone Type*	+ Add another telephone number
HOME PHONE	
Phone Number*	
6611234567 <small>required format: 9999999999</small>	
Employee Telephone Primary Phone	
<input checked="" type="checkbox"/>	
Submit	

3. Change Alt Email

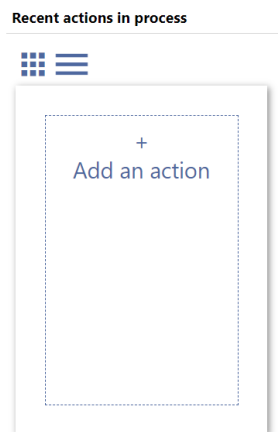
- a. Select Personal Information on the right side of the screen Menu



b. Next, select Add/View changes



c. Under the Profile Changes screen select Add an action  
**Profile Changes**



d. Click OTHER in Choose a category  
**Profile Changes**



e. Select Alt Email in Choose an action

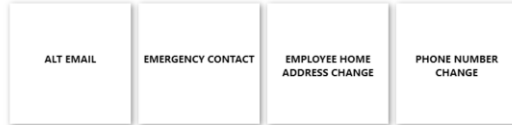
Profile Changes

Recent actions in process



Back

Choose an action



f. Click New Alternate Email in Choose a reason

Profile Changes

Recent actions in process



Back

Choose a reason

ALT EMAIL



g. Enter a new or update an Alt Email. Review the Alt Email changes/updates and click submit.

Profile Changes

Recent actions in process



Back

Submit action

ALT EMAIL (NEW ALTERNATE EMAIL)

Please Change or Enter a Alt Email

Alt Email

Submit

4. Change Emergency Contact

a. Select Personal Information on the right side of the screen Menu

Home

Employee Self Service

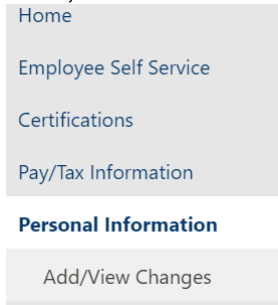
Certifications

Pay/Tax Information

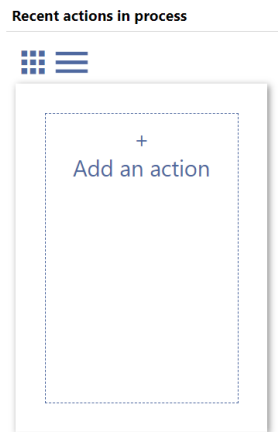
**Personal Information**



b. Next, select Add/View changes



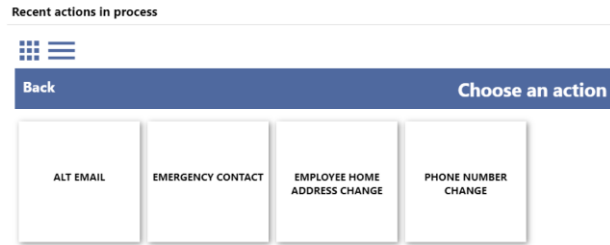
c. Under the Profile Changes screen select Add an action  
**Profile Changes**



d. Click OTHER in Choose a category  
**Profile Changes**



e. Select Emergency Contact in Choose an action  
Profile Changes



f. Click New Emergency Contact Information in Choose a reason  
Profile Changes



g. Enter a new or update an Emergency Contact. Review the Emergency Contact changes/updates and click submit.  
Profile Changes

