



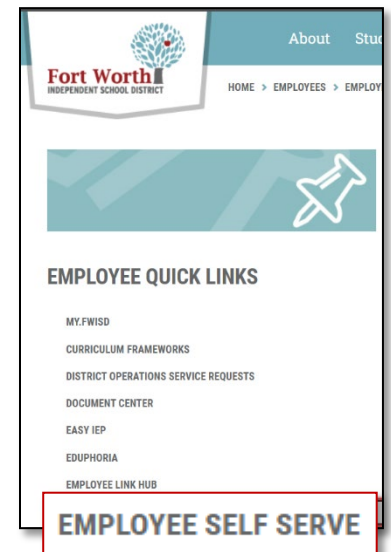
Employee Self -Service (ESS)

Employee Self Service (ESS) serves as a convenient and efficient hub for personnel to access essential information and manage their employment details. With features that include viewing paystubs and W2 forms, the platform provides employees with instant access to their salary records. Additionally, the ability to update contact information and W-4 data empowers employees to keep their personal and tax-related information accurate and up to date. This platform streamlines administrative processes, reducing the need for manual interventions and promoting a more independent and empowered workforce.

Once login credentials have been established using a District computer ESS can be accessed through the Employee Link Hub > Quick Link> Employee Self Service

or

Through the Employees [site](#) > Employee Quick Links > My ClassLink Portal once in the portal, locate and select the Self Service icon.



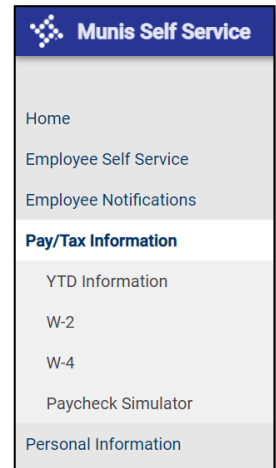
The first-time accessing Employee Self Service, a secondary email will be required for authentication. Once the email is setup in ESS, a security code will be emailed to that email account to provide a security code for login.

The ESS username is first.lastname without the @fwisd.org.

Enter the network password previously setup.

Advantages of Online Pay/Tax Information in Employee Self-Serve:

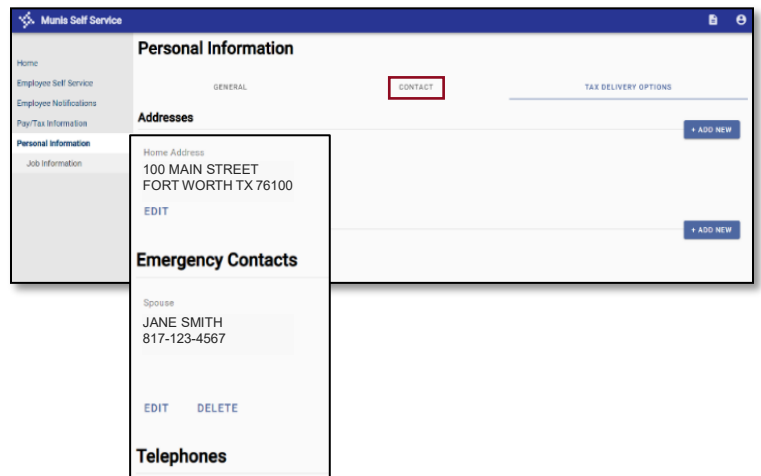
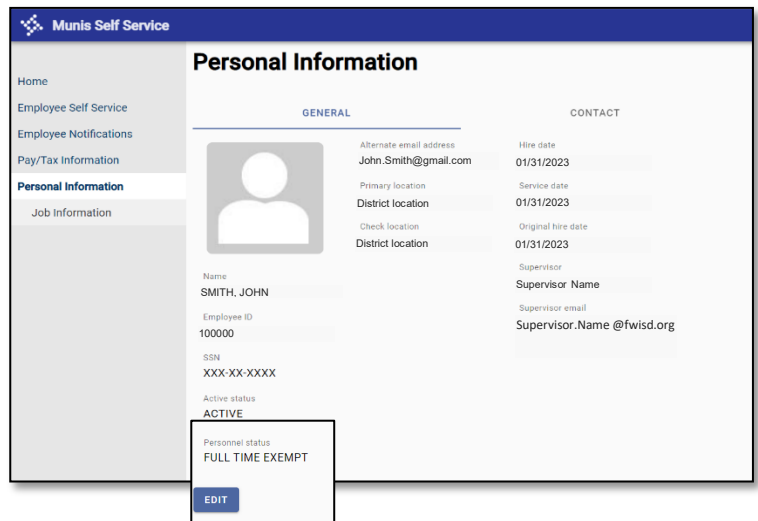
- View and print the current pay advice information from any computer, even at home.
- Review prior pay information including deductions.
- View and update W-4 information.
- Access and print W2 information.
- Use the paycheck simulator to estimate your pay.



*A copy of pay advice or W2 can be obtained by contacting the Payroll Department and submitting a \$15.00 fee per copy to the FWISD Cashier located in the District Service Center *

Advantages of Online Personal Information in Employee Self-Serve:

- Review personal information, including address, phone, and emergency contacts.
- Ensure the Contact information is current. If not, click Edit to update contact information. Include an Emergency Contact name and phone number.
- View Job Information, including job title, location, pay grade, and years of service.



Should ESS assistance be needed:

ESS Technical Help 817-814-2270
 Employee Records 817-814-2760
 Payroll 817-814-2180