

Instructions to Set Up Your Login for Employee Self Service (ESS)

1. On your web browser go to the address below:

<https://sheffieldcityal-ess.harrisschool.solutions/employeeselfservice>

★★ *You will want to save this site to your favorites since you will be using it frequently.*

2. Select to register. (*on the right side of the blue bar*)
3. Enter a user name and password.
Make sure you remember this. You will need it to look at your check stub, W2, and other information.
4. Fill out the rest of the information.
Please note:
 - a. You will need your employee number. In order to get it, please call or email Stephanie Mangino in payroll at (256) 383-0400 or smangino@scs.k12.al.us.
 - b. You may use your work or personal email address. This can be changed later.
5. Once you are logged in, you can make selections from the drop down on the blue bar.
Personal – View statements or Deductions
Leave – Balance or History