Elk Grove Unified School District











Elk Grove Unified School District (EGUSD) offers its current employees access to information on file with the District, such as personnel and payroll records, through Employee Self Service (ESS). ESS, a secure, web-based application enables employees to electronically review limited personnel and work-related information, update specific personal data such as address and phone and view and print paystubs and W2s.

CURRENT EMPLOYEES - Access to ESS is provided through the EGUSD Portal. Follow the steps below.

• From the EGUSD website (<u>www.egusd.net</u>), locate the "EGUSD Portal" at the top of the website.



- At the log in prompt, sign in using your district user name and password.
 Sign in with EGUSD account
- From the EGUSD Portal page, select the ESS icon. (Once selected, ESS should launch automatically. If it does not, you will be prompted to enter your user name and password again.)

