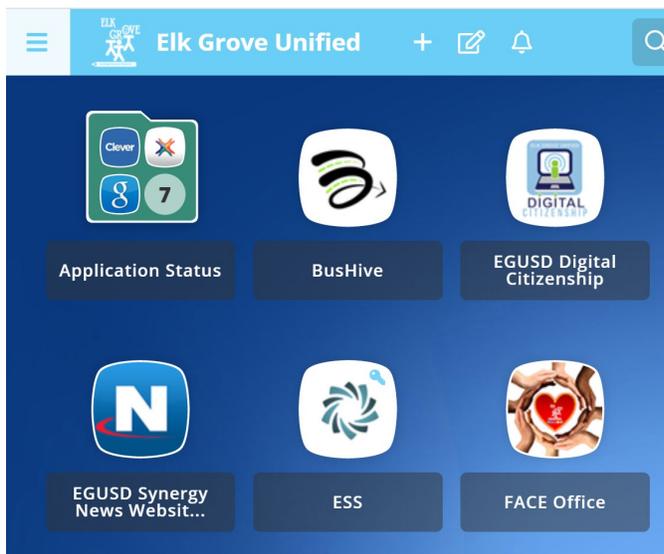


Employee Self Service (ESS) Address Change Request

Log into ClassLink Portal through the egusd.net website by clicking on the EGUSD Portal link.



Click on the ESS icon.



Your home page will open automatically. There will be no need to log in, however the user name and password are the same as logging on to your EGUSD computer.

ELK GROVE UNIFIED SCHOOL DISTRICT | **EGUSD** | **EMPLOYEE SELF SERVICE** | version: 20.2.10-alpha | QSS

User: tibelarmi »
Logout
No Messages

Home » My info » Requests »

You last logged-in on Fri, Dec 11, 2020 at 01:30 PM.

Employee Self Service (ESS)

Attention: This is a private system operated by the Elk Grove Unified School District (EGUSD). Valid authorization from EG management is required to access this system. Unauthorized access is strictly prohibited.

Employee Self Service is a secure, web-based application, available through the Elk Grove Unified School District. With Employee Self Service, employees* can review their specific personal and work-related information, such as pay history, balances, and W2 information. This allows employees to ensure that the system has current and accurate information.

Employee Self Service currently includes:

- Personal Information
- Credential Information
- Paystubs and Payroll History
- Make changes to your address, phone number and/or personal email address

Click on the “my info” tab to access specific information.

If you have any questions, please contact the following based on your need.

- Technical issues helpdesk@egusd.net
- Personal information 916-686-7795

If you have any messages, it would show here. They just click on the button to view.

In the Personnel Info, you will have the ability to request an update to your address and/or phone number. A name change will still require a visit to the HR office to provide a new Social Security card.

Home » My info » Requests »

Personnel
Payroll
Leave

Personnel Info
Credentials
Degrees
Name History
Positions

Useful links:
[Login Page](#)
[Help Docs](#)

Employee Self Service (ESS)

system operated by the Elk Grove management is required to access this system. Unauthorized

Employee Self Service is a secure, web-based application, ava

A view of your Personnel Info screen. To request a change to this screen, the click on the Change button.

John Doe (Emp# 147019)

- Personnel Info
 - Pay History
 - Credentials
 - Degrees
 - Name History
 - Positions
- Education**

Change

First name: John	Employee number: 147019
Preferred name:	District: Elk Grove Unified School Dist. (95)
Middle initial:	Primary work loc:
Last name: Doe	Work phone: (916)
Gender: Male	Work email: JDOE@EGUSD.NET
Street: 123 Happy Lane	Employee type: 03 - Probationary 1
City: Elk Grove	Leave group:
State: CA	Bargaining unit: 03 - Afscmc
Zip code: 95624	Report code: 02 - Classified
Home phone: (916) 555-5555	Hire date: 01-01-1998
Home email: hdokter@egusd.net	Re-hire date:
Birth date: 03-12-1967	Orig hire date:
Other phone: (916) 0000	Longevity base date:
- Emergency Information -	TB expire: 12-12-2022
Contact name:	Misc date:
Contact relation:	
Contact phone:	
Spouse name:	
Medication:	

A new window will open up showing what is on file. You will have the ability to make changes here.

Original

Personal Info Request ✕

Personal information changes requested by this form might not take effect immediately. Address changes for mailed pay warrants are due by the 10th of the month for that end of the months pay warrant. Example-Due by August 10th for August 31st pay warrant. Address changes for mailed variable pay warrants for both substitute pay or supplemental pay are due by the 10th of the previous month. Example-Due by August 10th for September 10th pay warrant.

Di / Emp #: 95 / 147019
Name: Doe, John
Request Status: New

Street:
City:
State: ▼
Zip code:
Home email:
Home phone: ()
Work phone: () Ext

By submitting this form, I authorize my employer to make the personal information changes I have entered above. I acknowledge that these changes might not take effect immediately.

Changes made by employee

Personal Info Request ✕

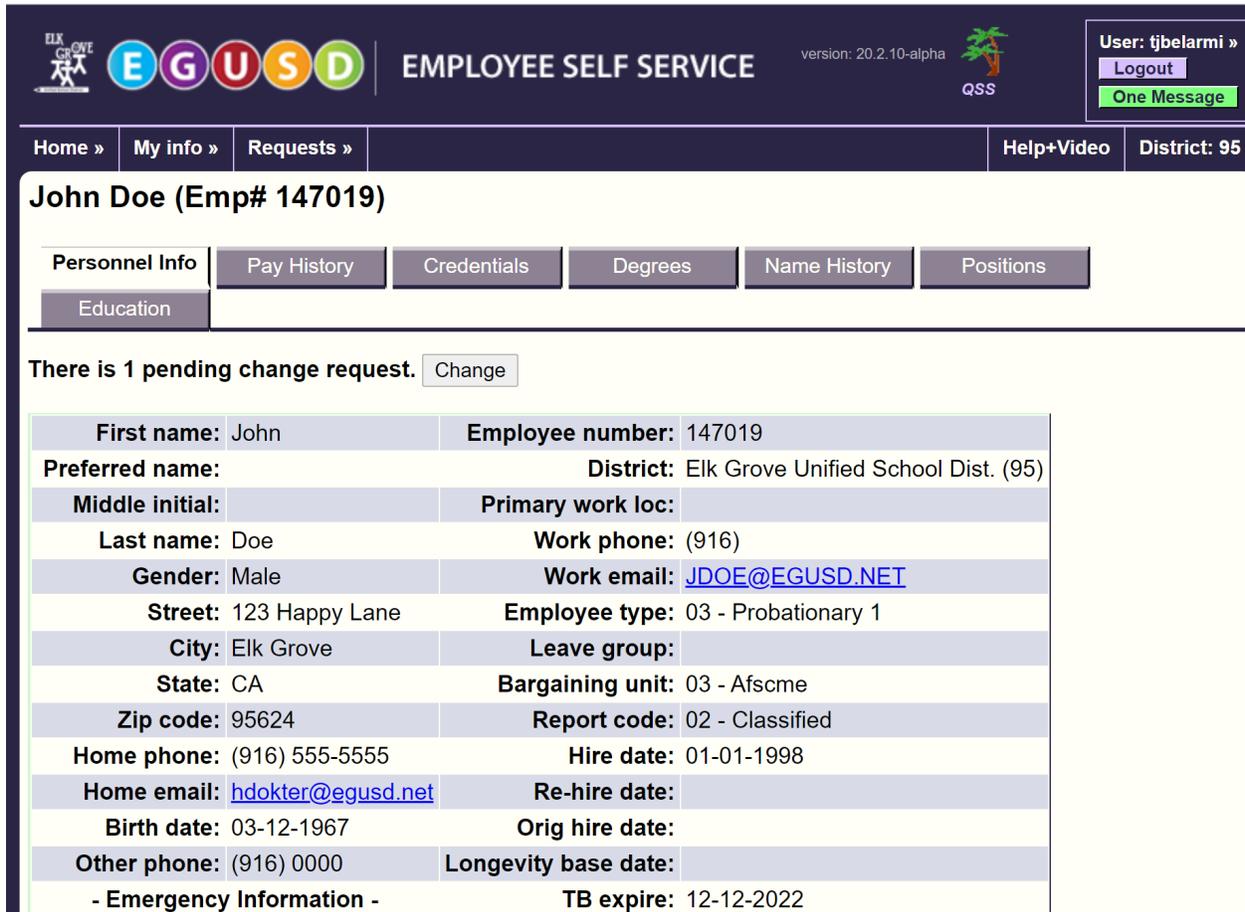
Personal information changes requested by this form might not take effect immediately. Address changes for mailed pay warrants are due by the 10th of the month for that end of the months pay warrant. Example-Due by August 10th for August 31st pay warrant. Address changes for mailed variable pay warrants for both substitute pay or supplemental pay are due by the 10th of the previous month. Example-Due by August 10th for September 10th pay warrant.

Di / Emp #: 95 / 147019
Name: Doe, John
Request Status: New

Street:
City:
State: ▼
Zip code:
Home email:
Home phone: ()
Work phone: () Ext

By submitting this form, I authorize my employer to make the personal information changes I have entered above. I acknowledge that these changes might not take effect immediately.

At this point, a request has been sent to Human Resources. When you return to your Personnel Info page, you can see there is 1 pending change request and one message.



The screenshot shows the 'EMPLOYEE SELF SERVICE' interface for user 'tjbelarmi'. The navigation menu includes 'Home', 'My info', 'Requests', 'Help+Video', and 'District: 95'. The user's profile for 'John Doe (Emp# 147019)' is displayed, with tabs for 'Personnel Info', 'Pay History', 'Credentials', 'Degrees', 'Name History', and 'Positions'. The 'Personnel Info' tab is active, showing a notification: 'There is 1 pending change request.' with a 'Change' button. Below the notification is a detailed table of employee information.

First name: John	Employee number: 147019
Preferred name:	District: Elk Grove Unified School Dist. (95)
Middle initial:	Primary work loc:
Last name: Doe	Work phone: (916)
Gender: Male	Work email: JDOE@EGUSD.NET
Street: 123 Happy Lane	Employee type: 03 - Probationary 1
City: Elk Grove	Leave group:
State: CA	Bargaining unit: 03 - Afsme
Zip code: 95624	Report code: 02 - Classified
Home phone: (916) 555-5555	Hire date: 01-01-1998
Home email: hdokter@egusd.net	Re-hire date:
Birth date: 03-12-1967	Orig hire date:
Other phone: (916) 0000	Longevity base date:
- Emergency Information -	TB expire: 12-12-2022

Click on your message button to view your message.



The screenshot shows the 'EMPLOYEE SELF SERVICE' interface for user 'tjbelarmi'. The navigation menu includes 'Home', 'My info', 'Requests', 'Help+Video', and 'District: 95'. The user's profile for 'John Doe (Emp# 147019)' is displayed, with tabs for 'Personnel Info', 'Pay History', 'Credentials', 'Degrees', 'Name History', and 'Positions'. The 'Personnel Info' tab is active, showing a notification: 'There is 1 pending change request.' with a 'Change' button. Below the notification is a detailed table of employee information.

Below the notification, there is a section for 'Pending notifications' with a '[back]' link. The notification table has columns for 'View', 'Dismiss', 'Title', and 'Updated'. A single notification is listed: 'PersonallInfo waiting for approval: 12-11-20 12-11-20 01:59PM'. Below the table is a button to 'dismiss all non-action notifications'.

Click on your messages and a new window will open indicating your request and is waiting approval.


EMPLOYEE SELF SERVICE
version: 20.2.10-alpha 
User: tbelarmi »
Logout
One Message

[Home »](#) [My info »](#) [Requests »](#) District: 95

Notification Display / Action [\[back \]](#)

Subject: PersonalInfo waiting for approval: 12-11-20

Your personal info request is waiting for approval:

District: Elk Grove Unified School Dist. (95)
Queue(s): Manual Approval Queue
Employee: Doe, John (147019)
Street: * 999 LILY LN APT. 3
City: ELK GROVE
State: CA
Zip code: * 95758
Home email: hdokter@egusd.net
Home phone: (916) 555-5555
Phone Type:
Work phone: (916)
Phone Type:

** indicates pending field changes at time of notification*

History:

When	What	Who	Comments
12-11-20 01:59PM	Submitted	Doe, John	

Once HR has taken action, you will receive another message and receive an EGUSD email with a confirmation of approved/rejected/denied. If rejected or denied, another submission is needed.

Your personal info request was approved:

District: Elk Grove Unified School Dist. (95)
Queue(s): Manual Approval Queue
Employee: Doe, John (147019)
Street: * 999 LILY LANE #3
City: ELK GROVE
State: CA
Zip code: * 95758
Home email: hdokter@egusd.net
Home phone: (916) 555-5555
Phone Type:
Work phone: (916)
Phone Type:

** indicates pending field changes at time of notification*

Your personal info request was denied:

District: Elk Grove Unified School Dist. (95)
Queue(s): Manual Approval Queue
Employee: Doe, John (147019)
Street: * 12345 OLD ROVER DRIVE
City: ELK GROVE
State: CA
Zip code: * 95624
Home email: hdokter@egusd.net
Home phone: * (916) 123-4567
Phone Type:
Work phone: (916)
Phone Type:

** indicates pending field changes at time of notification*

History:

When	What	Who	Comments
12-14-20 09:04AM	Submitted	Doe, John	
12-14-20 09:41AM	Denied	Dokter, Tami	Not a valid address