Natomas Unified School District
Connecting students to their future

FINANCIAL SERVICES DEPARTMENT
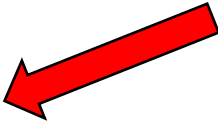
Employee Self Service (ESS)

Employee Self Service is a secure, web-based application provided to District employees through the Sacramento County Office of Education. With ESS, employees can review specific personal and work-related information.

ESS includes:
- Personal information such as address, telephone, hire/longevity dates, TB expiration, etc.
- Personnel information such as employee number, position, bargaining unit, salary placement, etc.
- Pay History including downloadable pdf of pay stub
- Leave history and balances
- W-2's
- Credential information
- And more

To access ESS, go to the District website and click on Staff tab. Under Employee Resources heading, find ESS. Or type in your browser https://selfservice.scoe.net/86.

Employee Resources

- Absence Management System (AESOP)
- Agreement for Contracted Services
- Associated Student Body (ASB)
- Bargaining Unit Agreement (CSEA)
- Bargaining Unit Agreement (NTA)
- Board Policies
- Buy-Out Request
- Certificated Move Across Form
- Change of Address Form
- Class Size Overage Forms
- Classified Employee Work Calendars
- District Closure FAQ
- Employee Absence Request Form
- Employee Assistance Program
- Employee Benefits – Certificated
- Employee Benefits – Classified, Confidential, Management and Charter
- Employee Directory
- Employee Handbook
- Employee Self Service (ESS)
- Gift Declaration Form and Instructions

You should see the heading below. If you do not see the NUSD logo, then go to the right hand corner, click on District drop down, and select Natomas Unified School District.
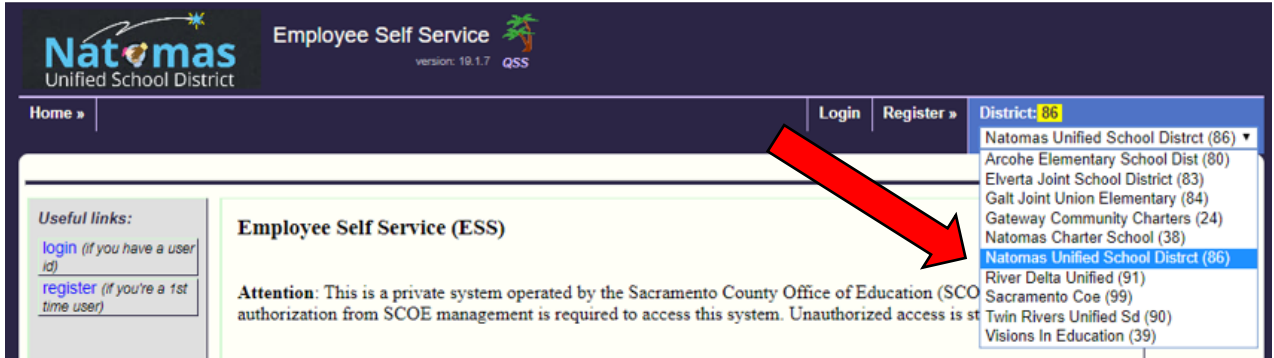
First Time Users

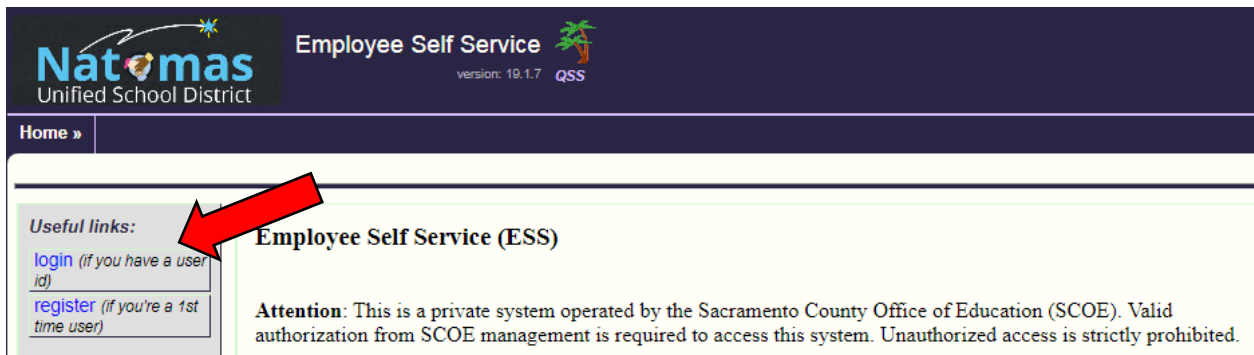If you are a first time user, click the Register button on the right hand side.
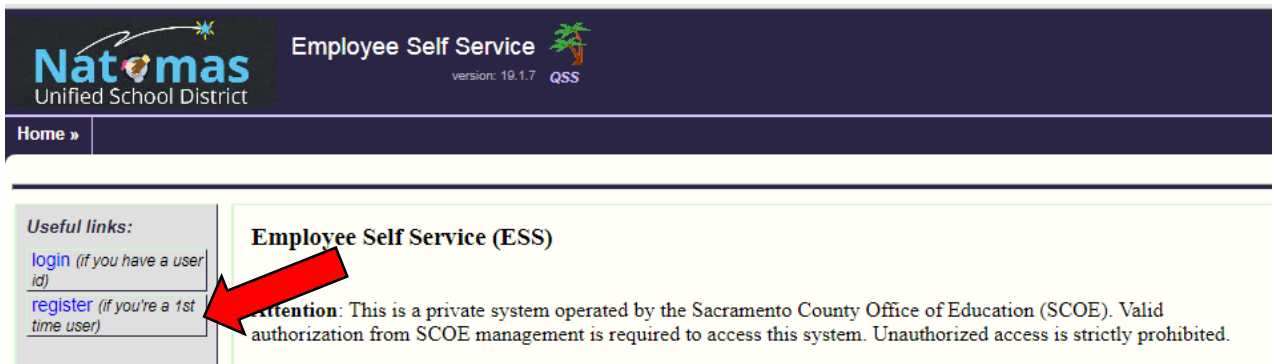
IMPORTANT NOTE: **If you have never logged in to ESS but are a current QSS user, you do NOT have to complete this registration step. QSS is the district's financial system used by staff managing budgets. Please proceed to Login section if you are a current QSS user.**

Complete all fields on this screen:
- Select Natomas Unified School District in the district drop down
- Enter last 4 digits of your social security number
- Enter you employee number. If you don't know this number, it can be found on your pay stub.
- Enter your birth date
- Enter a user name and password. Please note that passwords are case sensitive
- Click "Register" button when done

Login to ESS

Once you have registered a username and password, click the "login" button on the right hand side.

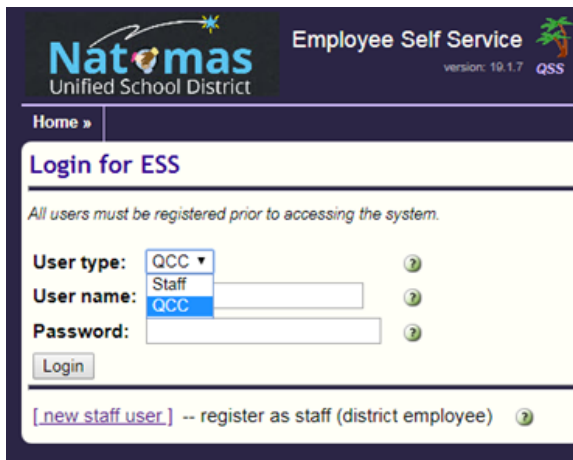If you are a QCC user, select QCC as user type and login using your QCC username and password.

All other users, select Staff as user type and login using the username and password from the registration step.
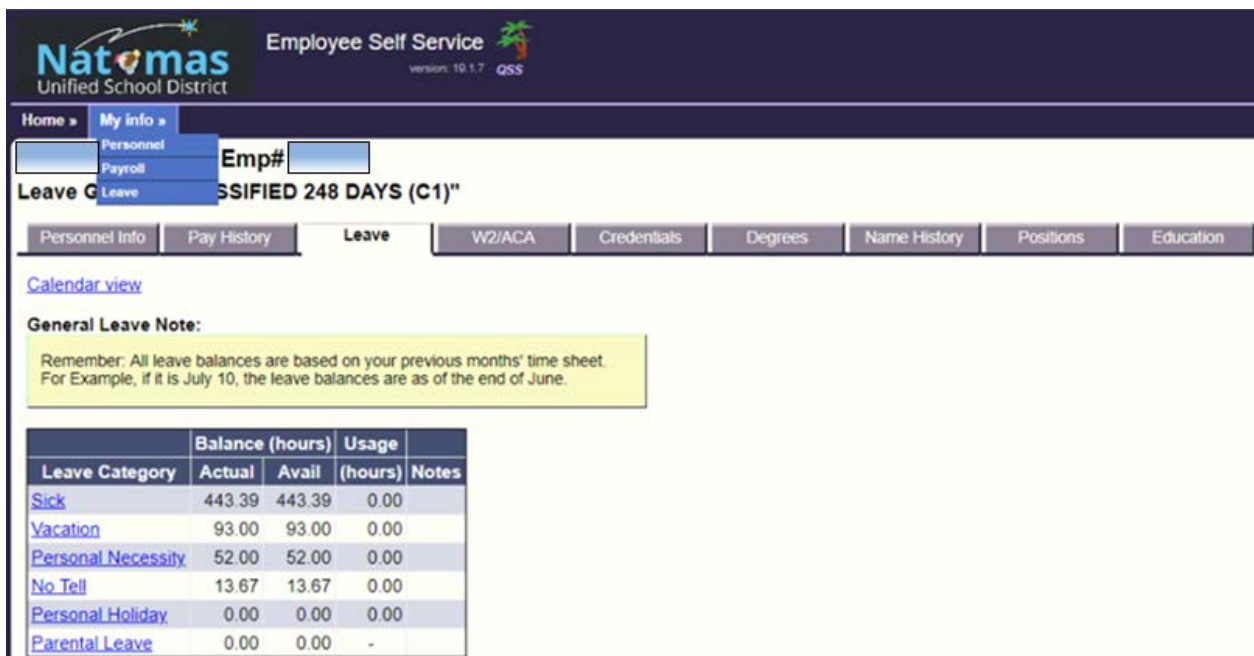
Once logged in, you will see all the tabs below to access your information

To see your downloadable pay stub, go to Pay History and click "Yes" for the check period you want to see.

Personnel Info	Pay History	Leave	W2/ACA	

Direct deposit is selected instead of paper checks.

Starting date paid: last fiscal year ▼

Check/DD#	Type	Date Paid	Net Pay	Image
02075753	M	06/28/2019		Yes
02065366	M	05/31/2019		Yes
02054394	M	04/30/2019		Yes
02043097	M	03/29/2019		Yes
02032785	M	02/28/2019		Yes
02022670	M	01/31/2019		Yes
02015490	M	01/01/2019		Yes
02001079	M	11/30/2018		Yes
01985960	M	10/31/2018		Yes
01976143	M	09/28/2018		Yes
01967307	M	08/31/2018		Yes
01959915	M	07/31/2018		Yes