

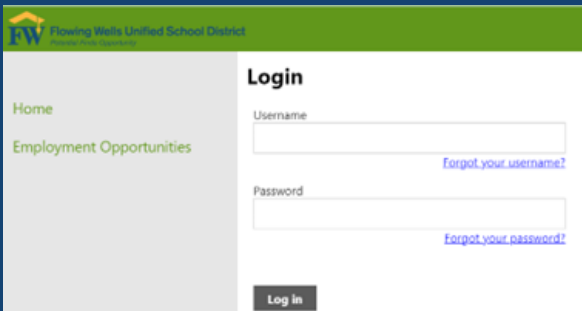
# Employee Self Service (ESS)



Employee Self Service is located under Quick Links on the Flowing Wells website.

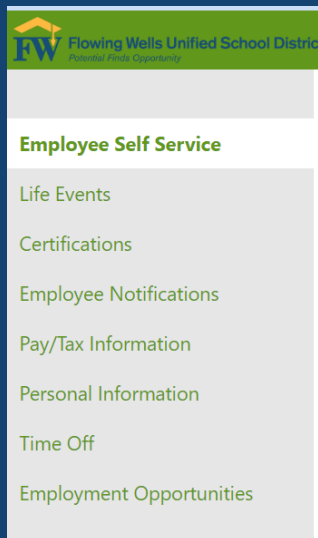


- \* Your login is usually your first initial and last name (example: wdisney) (contact your supervisor for verification)
- \* Your initial password is the last 4 digits of your social security number



## ESS is where you can:

- \* View and print copies of your paycheck and W-2 forms
- \* Request sick and personal leave
- \* Access forms
- \* Change your federal and state tax withholdings
- \* View and update your personal information including changing your address
- \* Find your employee ID number under Employee Profile



# Requesting Leave through ESS:

Please be sure to also directly contact your Principal or Supervisor when requesting time off.

1 Once logged in to ESS, go to Time Off in the menu on the left. Then Click on Request Time Off.



**Request Time Off**  
**Step 1 of 4: Select Dates**  
Click to select each date that you would like to take off. (Click again to deselect).  
<< [previous month](#) [next month](#) >>  
December 2022 January 2023 February 2023  
S M T W T F S S M T W T F S S M T W T F S  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
Continue

2 Select the day(s) you are requesting off.

**Request Time Off**  
**Step 2 of 4: Select Type**  
Select the type of time off you would like to take from which job  
Type  
 VACATION  
 SICK LEAVE  
 PERSONAL  
Back Continue

3 Choose which type of leave you are requesting. It will list how many hours you have available in each category.

**Request Time Off**  
**Step 3 of 4: Partial Day Requests**  
If you are requesting any partial days, edit time as necessary.  
You have selected the following dates ([Change Dates](#))  
12/27/2022: 8.00 Hours 12/28/2022: 4.00 Hours  
12/29/2022: 6.25 Hours  
Continue

4 Enter the number of hours in each of the days requested. Days must be school/work days. Hours must not exceed normal hours worked.

**Request Time Off**  
**Step 4 of 4: Additional Information**  
Verify the time you are taking and enter additional comments for this request.  
Job  
Request Type SICK LEAVE  
Days Requested 12/27  
Total Time Requested 8.00 Hour(s) | [change](#)  
Comment: (optional)  
Reason [optional]  
Make Request Cancel

5 Review the information you entered. Add additional comments if wanted. Choose an optional reason in the menu.

Your request will then be reviewed by your Principal or Supervisor. You will receive a notification if it is approved, denied, or more information is needed.