



Aldine ISD Employee Self Service

How do I access Employee Self Service (ESS)?

Use internet explorer browser and navigate to:

<https://www.aldine.k12.tx.us/eportal/ess/>

ESS can also be accessed through ePortal account. Select **Employee Self Service** from the “Employee Resources” box.

At the Employee Self Service ePortal menu select: **Enter the Employee Self Service Application.**

Employee Self Service Menu

The screenshot shows a Windows Internet Explorer browser window displaying the Aldine ISD ePortal. The address bar shows the URL <https://www.aldine.k12.tx.us/eportal/ess/>. The page header includes the Aldine ISD logo and the text "Aldine Independent School District ePortal Producing the Nation's Best". Below the header, there is a navigation menu with the following items:

- Welcome: | M. B. Donaldson Administrative Annex | Suggestion? | Logout
- Employee Self Service**
 - [Enter the Employee Self Service Application](#)
 - [Get My ESS login Account](#)
 - [Reset My ESS Password](#)
 - [Contact Information](#)
- suggestion-

At the bottom of the page, there is a disclaimer: "Aldine Independent School District does not discriminate against persons because of race, creed, national origin, age, sex, disabilities, economic status or language disability in employment, promotion or educational programming. Any complaints or grievances which cannot be solved at campus level through the principal may be submitted in writing to Dr. Archie Blanson, Deputy Superintendent, 14910 Aldine Westfield Rd., Houston, TX 77032."

For security reasons, access to ESS is only available within the Aldine computer network.

All Aldine ISD employees have an account in ESS until they are no longer employed.



Aldine ISD Employee Self Service

What's my User ID for Employee Self Service (ESS)?

To retrieve your User ID click on **Get My ESS Login Account** from the “Employee Self Service” menu. This option will display your user id.

*Remember to include the leading zeros for the user id when logging in to ESS.

For example: Correct User id: 0012345 Incorrect User id:12345

The screenshot shows a Windows Internet Explorer browser window displaying the Aldine ISD ePortal. The address bar shows the URL <https://www.aldine.k12.tx.us/eportal/ess/#>. The page header includes the Aldine ISD logo and the text "Aldine Independent School District ePortal Producing the Best". The main content area shows a navigation menu with the following items:

- Employee Self Service
- Employee Self Service Application
- Get My ESS login Account
- Reset My ESS Password
- Contact Information

A black arrow points to the "Get My ESS login Account" link. A pop-up window is overlaid on the right side of the page, displaying the text "Your ESS login ID is: 0012345".

How do I get my password?

To retrieve your password click on **Reset My ESS Password** from the “Employee Self Service” menu. Your password will be emailed to your Aldine email address.

Please allow up to 5 minutes for the system to send the email. When you log in to ESS, you will be required to change your password. The new password must be at least 6 characters long. Password is case sensitive.



Aldine ISD Employee Self Service

Next, select the Tax Year, and click the **Attachments** button.

Tax Year	Tax Form	Federal Tax ID
✓ 2009	W2	

Attachments

Tax Year : 2009
Tax Form : 1
Federal Tax ID :

To view the W2 pdf file, click on **Download**, then **Open**.

File Name	Type	Date	User ID
✓	Standard	4/1/10	mwvaughan

First Prev Next Last

Download

File Name :
Type : 1
Date : 4/1/10
User ID : mwvaughan

[Return to MYCOMP - Employee Tax Forms](#)
[View Attachment History](#)

File Download

Do you want to open or save this file?

Name: 0000039251_746001110_2009.pdf
Type: Adobe Acrobat Document
From: hrmpm

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



Aldine ISD Employee Self Service

**** Note ****

You must click on **Return to MYCOMP - Employee tax Forms** when done otherwise the tabs in the navigation bar will not work. The screen will freeze and the message "Please wait while the request is processed..." will appear at the bottom. If you see this message click on Return to MYCOMP - Employee tax Forms to unfreeze the session.

In other words, every time *.pdf file is open you must click on Return to MYCOMP - Employee tax Forms to continue.



Aldine ISD

Employee Self Service

How do I view Checks/Advices Issued to me?

To view your information regarding Check/Advices, first specify the appropriate appointment from the **My Compensation** activity folder. If your profile contains a single appointment, the system will default to said appointment. Next, click on **Issued Check/Advices**. To view detailed information about a specific check, select a check from the grid by using your mouse. The lower portion of the page displays the detail information about a specified check.

My Desktop

Home | **My Information** | **My Compensation** | Change Password | Downloadable Forms | My Work in Progress | My Complete

Jobs | Pay Summary | Deduction Summary | **Issued Checks/Advices** | View Tax Forms (ex. W-2)

Sections : [Disposition Information](#) | [Payment Summary Information](#)

Issued Checks/Advices

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank Account	Bank Account
	COMPUTER OPR	01/20/2011	000020002			11	
	COMPUTER OPR	01/05/2011	000020002			11	
	COMPUTER OPR	12/17/2010	000020002			11	
	COMPUTER OPR	12/03/2010	000020002			11	
	COMPUTER OPR	11/19/2010	000020002			11	
	COMPUTER OPR	11/05/2010	000020002			11	
	COMPUTER OPR	10/20/2010	000020002			11	
✓	COMPUTER OPR	10/05/2010	000020002			11	
	COMPUTER OPR	09/20/2010	000020002			11	
	COMPUTER OPR	09/03/2010	000020002			11	

First | Prev | Next | Last | Attachments

▼ Disposition Information

Appointment ID :
 Check Date : 10/05/2010
 Bank Account : 11
 Bank Name : JPMorgan Chase
 Check Number :

Type of Check : Regular
 Combined Check : 0
 Disposition : Cleared Payment
 Disposition Date : 09/24/2010

▼ Payment Summary Information

Payroll Number :
 Title :

Gross Pay Amount :
 Total Deductions Amount :
 Net Pay Amount :
 FICA Wage :
 Fringe Benefits :

Pay Details

Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Document Code	Document Depar
✓	REGLR	LNGPY	09/16/2010	88:00	10.48		
	REGLR	REGLR	09/16/2010	88:00			
	REGLR	REGAC	09/16/2010	00:00			

Deduction Details

Appointment ID	Ded Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Document Code	Document Depar
✓	FSA	FLEX SPEND	FLEX SPEND	10/05/2010	28.87		
	D125	DENTAL DHMO	DENTAL DHMO	10/05/2010			
	HCL20	YMCA	HEALTH CLUB	10/05/2010			



Aldine ISD Employee Self Service

Next, click on the **Attachments** button.

Home | My Information | My Compensation | Change Password | Downloadable Forms | My Work in Progress | My Complete

Jobs | Pay Summary | Deduction Summary | Issued Checks/Advices | View Tax Forms (ex. W-2)

Sections : [Disposition Information](#) | [Payment Summary Information](#)

Issued Checks/Advices

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank Account	Bank Account
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	COMPUTER OPR	12/17/2010	000020002			11	
	COMPUTER OPR	12/03/2010	000020002			11	
	COMPUTER OPR	11/19/2010	000020002			11	
	COMPUTER OPR	11/05/2010	000020002			11	
	COMPUTER OPR	10/20/2010	000020002			11	
✓	COMPUTER OPR	10/05/2010	000020002			11	
	COMPUTER OPR	09/20/2010	000020002			11	
	COMPUTER OPR	09/03/2010	000020002			11	

First Prev Next Last **Attachments**

To view the pdf file, click on **Download**, then Open.

Home | My Information | My Compensation | Change Password | Downloadable Forms | My Work

Jobs | Pay Summary | Deduction Summary | Issued Checks/Advices | View Tax Forms (ex. W-2)

Sections : [Disposition Information](#) | [Payment Summary Information](#)

Reference Table Attachments

File Name	Type	Date	User ID
✓ 33668000_7824611.PDF	Standard	9/25/10	BATCHJOB

First Prev Next Last **Download**

File Name :
Type : 1
Date : 9/25/10
User ID : BATCHJOB

Return to MYCOMP - Issued Checks / Advices
[View Attachment History](#)



Aldine ISD
Employee Self Service

**** Note ****

You must click on **Return to MYCOMP - Issued Checks/ Advices** when done or tabs will not function.

Why I can't view/download the image of my direct deposit from previous years?

The process to store direct deposit images started approximately November 2010.

Only the direct deposit paystubs emailed to you will have stored images.