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

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

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

How do I view my W-2?

From the ESS home page click on **My Compensation** tab and then **View Tax Forms (ex. W-2)** tab.

ESS Home Page

![Aldine ISD logo]

Aldine ISD

Employee Self Service

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

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

** 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.

Aldine ISD

Employee Self Service

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

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

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.