



# DELANO JOINT UNION HIGH SCHOOL DISTRICT

1720 Norwalk Street, Delano, California (661) 725-4000

## OFFICE OF BUSINESS SERVICES

### PAYROLL DEPARTMENT

To: All District Staff

From: Business Services – Payroll Department

Subject: Employee Self Service (ESS)

We are pleased to announce the launch of Employee Self Service (ESS), a web-based program that provides employees with access to view their own payroll information. In addition, ESS offers the ability to print copies of past W2/ACA forms used for tax filing purposes.

A work e-mail address is required in order to register and access ESS, along with your District Employee Reference Number. If you are a current employee of the district, please review your most current physical check stub. The Employee Reference Number is located on the top, middle section of the check stub.

Dist. No.	Employee Name		Emp Reference Num	Period End	Date Paid	Ret Code	Warrant No.
81				06/30/2018	06/29/2018	01	60495881

  

Vacation	0.00 H	Sick Leave	41.08 H	Exemptions	Type	Unit	# of Units	Rate	Earnings
Pay Location		Pay Code	01	State	NML	M			7,735.09
				M / 00	HEAD	M			337.65
				Federal	6PER	M			1,291.76
				M / 00					

  

Earnings Information		Current	Year to Date
Normal Gross		9,364.50	
Reductions		0.00	
Additions		0.00	
Overtime		0.00	
<b>EARNINGS TOTAL</b>		<b>9,364.50</b>	<b>57,069.17</b>
Non-Taxable Gross		1,159.87	8,362.04
Taxable Gross		7,985.90	48,707.13

  

Statutory & Other Deductions	Current	Year to Date
Federal Withholding	797.67	5,012.50
Additional Federal Withholding	20.00	*****
State Withholding	284.15	1,749.06
Additional State Withholding	0.00	*****
OASDI	0.00	0.00
Medicare	132.61	808.44
Medicare Buyout	0.00	0.00
State Disability Insurance	0.00	0.00
STRS	959.87	5,849.66
PERS	0.00	0.00
Alternate Retirement	0.00	0.00
Section 125	218.73	
Earned Income Credit	0.00	0.00
Survivor Benefit	0.00	0.00
Tax Sheltered Deductions	200.00	1,200.00
Miscellaneous Deductions	519.50	3,264.60

  

Deductions, Annuities, and Employer Paid Benefits	Employee	Employer
TLI	49.94	0.00
TLI	63.40	0.00
HEALTH	0.00	1,281.77
NBS 9874	0.00	2.00
HEALTH *SECT125*	218.73	0.00
FED TX	20.00	0.00
AMERICO *TSA *	200.00	0.00
STANDARD	83.83	0.00
DHTA	17.00	0.00
CTA	86.60	0.00
STRS *EMPR-PD*		1,351.29
SUI *EMPR-PD*		4.57
WCMP *EMPR-PD*		114.14
MEDICARE *EMPR-PD*		132.61



# DELANO JOINT UNION HIGH SCHOOL DISTRICT

1720 Norwalk Street, Delano, California (661) 725-4000

## ESS Registration Steps:

1. Access the following link: <https://ess.kern.org/81>

Useful links:

- [login \(if you have a user id\)](#)
- [register \(if you're a 1st time user\)](#)
- [Reset Password](#)

**DELANO JOINT UNION HIGH SCHOOL DISTRICT**  
1720 Norwalk Street, Delano, California (661) 725-4000

Welcome to the Delano Joint Union High School District  
Employee Self Service Website

This site allows you to access the following information at your convenience:

- Payroll Information (Payroll History, W-2's)
- Personnel Information (Address, Contact Information, Hire Date, Employee Reference Number/Employee Number)
- Leave Balances and Activity
- Credential Information

For questions or concerns, please use the following contact information:

<b>Payroll Specialist – Certificated</b> Trina Laeno <a href="mailto:tlacno@djuhsd.org">tlacno@djuhsd.org</a> (661)720-4105	<b>Payroll Specialist – Classified</b> Maria Lentz <a href="mailto:mbasquez@djuhsd.org">mbasquez@djuhsd.org</a> (661)720-4115
<b>Email Access</b> Help Desk - Desktop Support <a href="mailto:HelpDesk@djuhsd.org">HelpDesk@djuhsd.org</a> (661)720-4741	<b>Human Resources</b> Jeanne Bumalay <a href="mailto:jbumalay@djuhsd.org">jbumalay@djuhsd.org</a> (661)720-4103
<b>Leaves / Absences</b> Judith Prieto <a href="mailto:jprieto@djuhsd.org">jprieto@djuhsd.org</a> (661)720-4102	
<b>ESS User Account Inquiries</b> <a href="https://docs.kern.org/Forms/bass-support-requests">https://docs.kern.org/Forms/bass-support-requests</a>	

Teamwork – Together We Achieve the Extraordinary

2. Click “Register” on the left-hand side of the ESS homepage

Useful links:

- [login \(if you have a user id\)](#)
- [register \(if you're a 1st time user\)](#)
- [Reset Password](#)



# DELANO JOINT UNION HIGH SCHOOL DISTRICT

1720 Norwalk Street, Delano, California (661) 725-4000

### 3. Enter your work e-mail address and click "Start Registration"

### 4. You will receive an email from [hrrweb\\_admin@qss.com](mailto:hrrweb_admin@qss.com) which will provide you with instructions on completing your registration.



# DELANO JOINT UNION HIGH SCHOOL DISTRICT

1720 Norwalk Street, Delano, California (661) 725-4000

- You will need the last 4 digits of your Social Security Number as well as your Employee Reference Number to complete your registration.

ESS - Staff Registration Form x +

https://ess.kern.org/users/new?complete\_reg=Y&email=chernandez%40djuhsd.org&reg\_di\_no=81

**District Directory** Employee Self Service  
version: 20.2.11 QSS

Home » Login Register » District: **81**

### Staff Registration Form

The final step of ESS registration is to complete the form below.

\* indicates required fields

District: \* Delano Joint Union Hs Dist. (81)

Last 4-digits of SSN: \*  Birth date: \* January 1 1970

Employee number: \*

Work email: \* @djuhsd.org

Choose a login name and password:

Login name: \*  (3 - 30 characters) [help](#) →

Password: \*  (8 - 40 characters) [help](#) →

Confirm password: \*

Challenge question: \* What is the last name of your best friend in high school?

Your answer: \*

[Cancel](#)

Notes:

- If you have previously logged-in as a Staff user then go to the [ESS login page](#), select "Staff" as the user-type, and enter your ESS user name and password.
- District employees able to login to QCC (the HR and Finance system) do not need to register. Go to the [ESS login page](#), select "QCC" as the user-type, and enter your QCC user name and QCC password.

- Once you have completed the registration process, you will be able to access your payroll information. If you have any questions regarding any of the information displayed, please refer to the contact information provided on the ESS welcome homepage.