

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

# OFFICE OF BUSINESS SERVICES PAYROLL DEPARTMENT

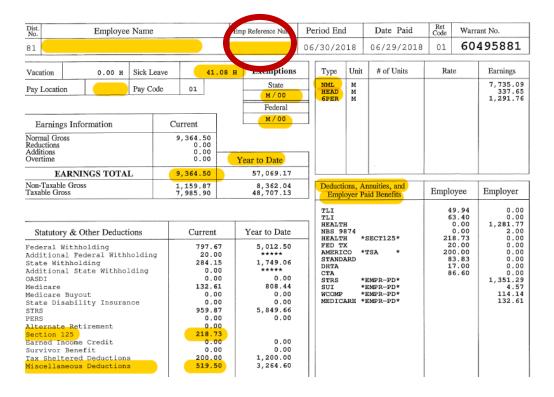
To: All District Staff

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.

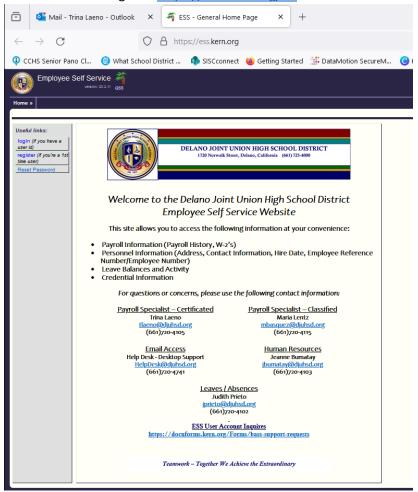




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#### **ESS Registration Steps:**

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



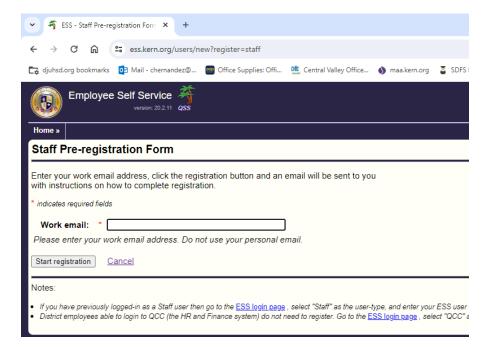
2. Click "Register" on the left-hand side of the ESS homepage



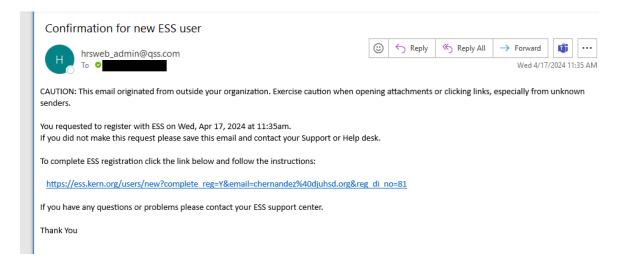


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3. Enter your work e-mail address and click "Start Registration"



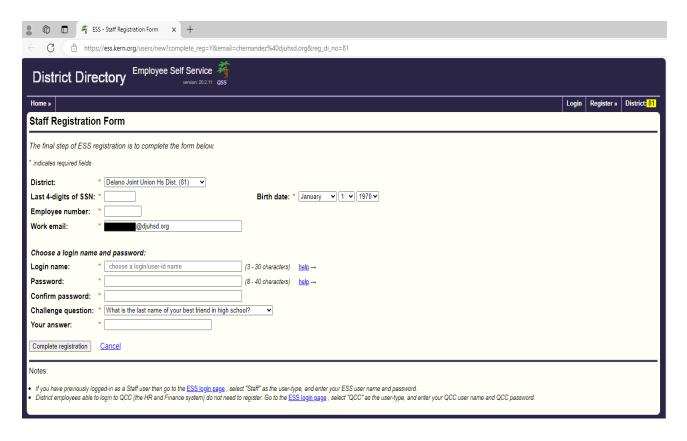
4. You will receive an email from <a href="mailto:hrsweb">hrsweb</a> admin@qss.com</a> which will provide you with instructions on completing your registration.





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



6. 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.