

## WCCUSD How To View Your Accruals

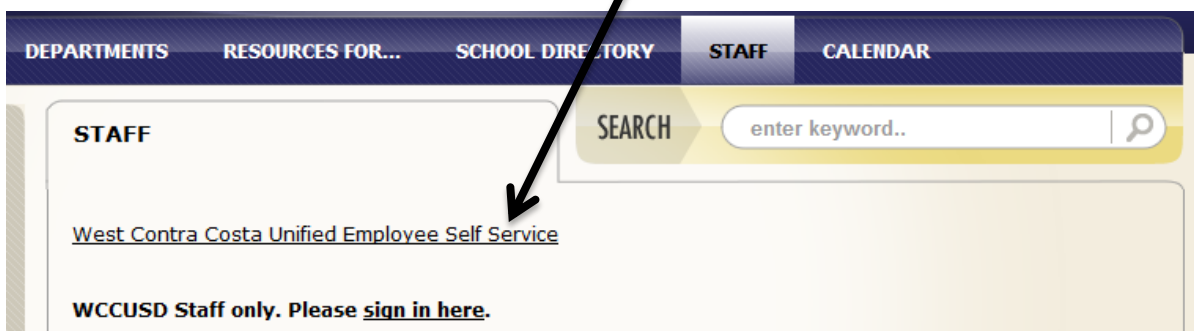
ESS can be used to view your accruals.

Employee Self Service is available on your Desktop computer, laptop, tablet or smartphone. You can access ESS Time Entry many different ways.

- By entering <https://wccweb1.wccusd.net/MSS> in your browser. Please read the note on the last page if you are using Internet Explorer.



- Click on the ESS icon from your desktop
- From a previously saved bookmark
- From the district website (wccusd.net)
  1. Click on Staff in the menu bar
  2. Click on the link for West Contra Costa Unified Employee Self Service.



Once you have opened Employee Self Service, you will enter

- User name (your 6 digit employee ID#)
- Password. For first time users, the password will be the last 4 digits of your SSN or in some cases, it will be the word **password**. You will be asked to change it after the first login.
  - The new password must:
    - contain at least 6 characters
    - contain at least one numeric character
    - contain at least one non-alphanumeric character
    - contain at least one uppercase character
    - contain one lowercase character.

Home

Employee Self Service

Once logged into ESS, click **Employee Self Service** on the right side men

You will immediately see your accruals under the **Time off** section

Welcome to Employee Self Serve (ESS) for all staff in West Contra Costa Unified. Check back often for new features rolling out allowing you access to manage your employee information more efficiently. As of today, you can update your personal information, add email, and review certifications.

#### Personal information

View profile

1511 SYCAMORE AVE #  
HERCULES, CA 94547

Phone  
HOME PHONE: . .

Email  
Email: .

#### Time off

Available time

Requested Taken

	Available	Total
VAC	149.25	149.25
SICK	482.25	482.25
COMP	7.25	7.25
FI	15.00	15.00
PN	52.50	52.50

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Benefits

Certifications

Expense Reports

Pay/Tax Information

Performance Evaluations

Personal Information

Position Transfer

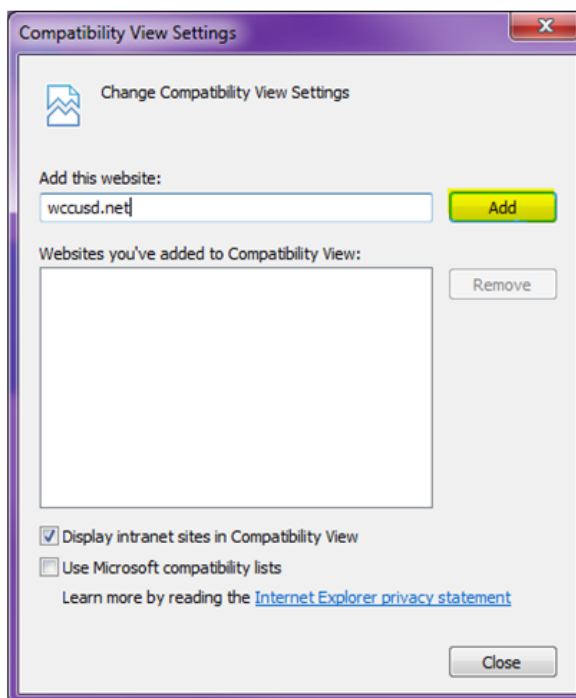
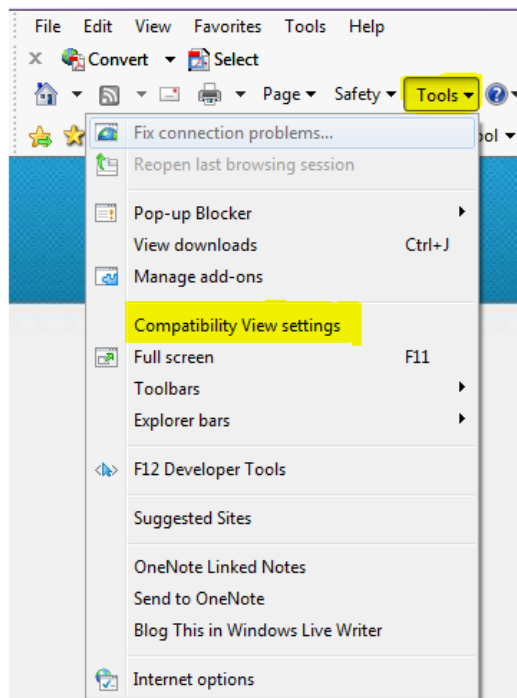
Time Off

Time Entry

Training Opportunities

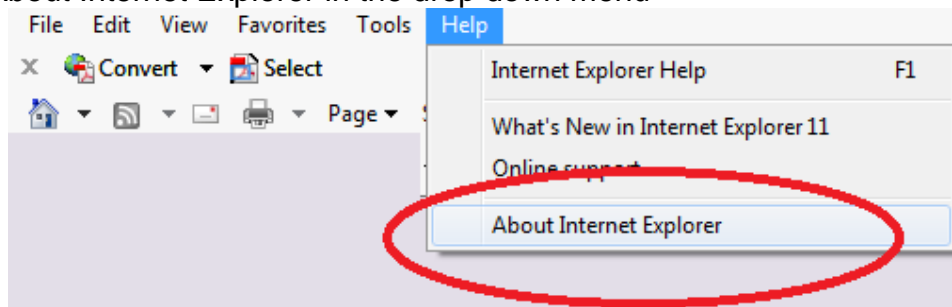
If you are using Internet Explorer version 11, you will need to take the following steps:

1. Click **Tools** in the toolbar
2. Click **Compatibility View Settings** from the drop down menu.
3. Click **Add** when you see wccusd.net in the box titled "Add this website:"
4. Click **Close**
5. Internet Explorer 11 will have full functionality for ESS



If you are unsure which version of Internet Explorer you are using, follow these instructions:

1. Click on Help in the menu
2. Click on About Internet Explorer in the drop down menu



3. A pop up box will appear with the version of Internet Explorer that you are using

