# Focus Employee Self Service (ESS) Guide

Focus Employee Self-Service includes:

- **My Information** - view your employee information
- **Employee Requests** – request to change information including your Legal Name, Address, Contact Information, Emergency Contacts, Direct Deposit, W4 information and Demographic Info
- **Leave History**
  - o If you notice a discrepancy in your leave balances, please notify Payroll.
- **View Pay History** – View/Print your paystubs
- **Employee Tax Forms** – View/Print prior year W-2s
- **Employee Agreements** – View and sign off on required yearly notices and training

## Log-In

- Focus Site Address: https://monroe.focusschoolsoftware.com/focus/
  - o Or, click the link on the MCSD website by clicking **Resources, For Staff and Focus Portal**.
- Your username is the same credentials that you use to log-in to your MCSD computer:
  - o Last name, first initial such as "doej"
  - o If you forget your password, please work with your IT representative

## Navigating to Employee Self-Service

- If you have more than one profile (Teachers) you will need to choose the "Admin" profile which is where users will find their ESS information.  In order to get back to the teacher profile, select the drop down that says "Admin" and go to the "Teacher" profile in order to access the student information:
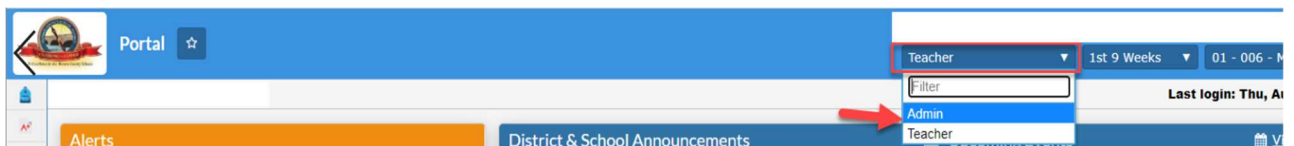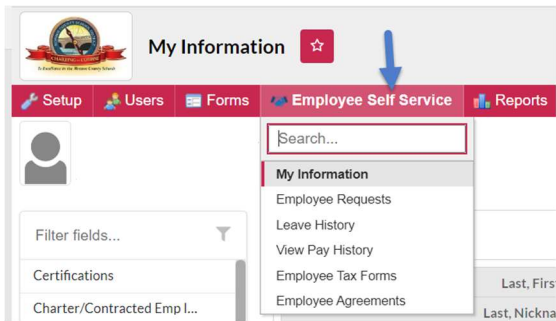


- You will also need to choose 1111- Employee Self Service from your school as a center:
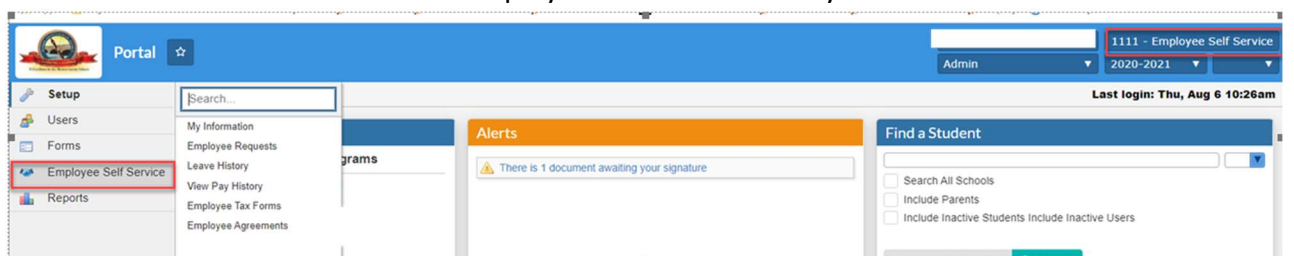
# Employee Self Service

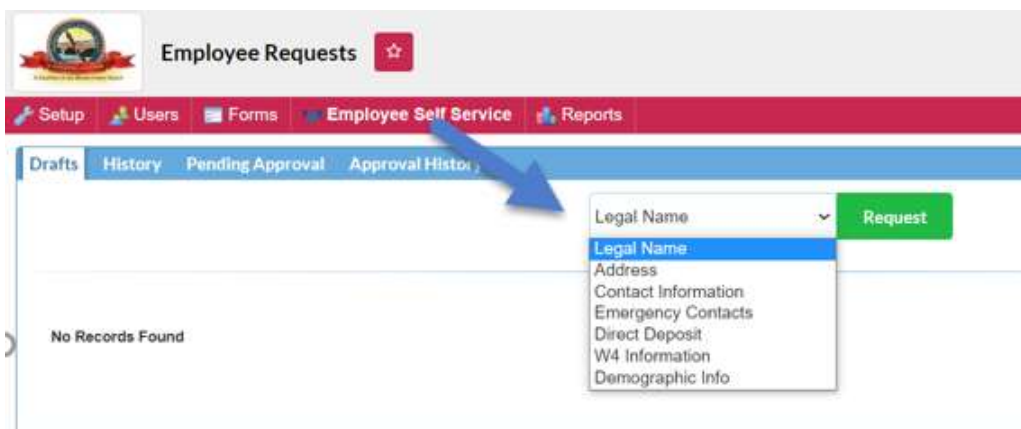Click on the **Employee Self Service** tab to view or edit your information:



Or if you have the sidebar view:



# Request Employee Information Change

Choose which option you would like to change:

To delete information, please click the red box. Add information in the blank boxes and hit enter to save. When you are finished with your updates, please click on the "Submit Request" button.



## View Leave History:

Use the tabs to view Balance, Earned, Pending, Adjusted, Owed, Unapproved and History:



*Note: Personal Leave comes out of the Sick Leave bucket. When you use Personal Leave, you will see the time deducted from both your Personal Leave and Sick Leave buckets in the History tab. If you do not use any Personal Leave, the time will remain in your Sick Leave bucket and roll to the next fiscal year.*

# View Pay History and Print Paystubs



- View and print your paystub



# Employee Tax Forms



- If you need a W-2 for a year prior to 2017, please contact Payroll

# Employee Agreements