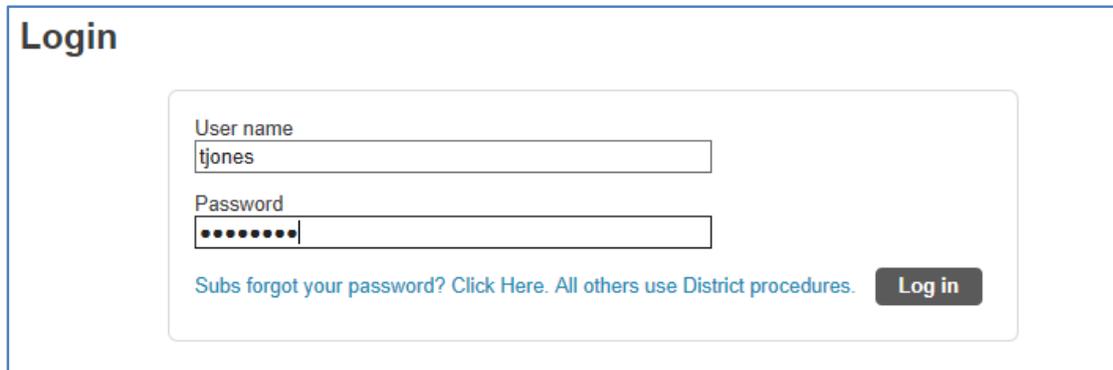


Employee Self Service (ESS) for Substitutes

How to Access Employee Self Service (ESS)

- The ESS website will be available through the District’s website (www.pasco.k12.fl.us) by selecting “Employees” in the ribbon on the Home page and then “Employee Self Service”.
- Supported browsers for ESS are Internet Explorer and Safari.
- The employee will be prompted to sign on as shown below. There may be slight differences in the appearance based on the browser used to access ESS.



Login

User name
tjones

Password
●●●●●●

[Subs forgot your password? Click Here. All others use District procedures.](#) **Log in**

How to sign on

User name: the full first and full last name, with no spaces, i.e. [thomasjones](#)

Password: the last four digits of your social security number

Please note, employees moving from substitute to regular positions will be required to use the directions for employees with a District assigned email address. Upon receiving notification of an email address assignment, please follow the directions at <http://mss.pasco.k12.fl.us/> to establish a new password. The password used as a substitute will no longer be active.

For assistance with password issues, please email techhelp@pasco.k12.fl.us.

Pay advices are also sent via email. The password to access emailed pay stubs is the last four digits of the employee or substitute’s social security number