

## **DIRECT DEPOSIT via Employee Self-Service**

- Use Employee Self-Service (ESS) to:
  - Update your current Mailing Address
  - Update your State and Federal Tax Withholdings
  - Set-up your payroll Direct Deposit
- **Direct Deposit is mandatory for all employees**
- Employee Self-Service is only available on a WCPSS computer
  - <http://www2.wcpss.net/ess/index.htm>
- Paper Payroll checks will be mailed via US Postal Service

www2.wcpss.net

- Calendars
  - Coming Events
  - Employee Calendars
  - School Calendars
  - Testing Calendars
  - Master Calendar

- Directories
  - Meeting/Training Rooms
  - School Directories
  - Staff Directory
  - Whom To Call

- WCPSS News Sources
  - Focus on Finance
  - School-Community News

- Resources
  - Board of Education
  - Communication Toolbox
  - Community
  - Employee Assistance Program
  - Employee Discounts
  - Employee Handbook
  - Employee Self-Service**
  - Expense Manual (PDF 4.2M)
  - Forms
  - Fraud Hotline
  - Information Security
  - Jobs
  - Microsoft Office
  - Program Downloads
  - Sample Purchase Orders
  - Student/Parent Handbook
  - Systems Maintenance

### National School Counseling Week - February 2-6

National School Counseling Week will be celebrated from Feb. 2-6, 2015, to focus attention on the unique contribution of professional school counselors. National School Counseling Week highlights the tremendous impact school counselors can have in helping students achieve school success and plan for a career. [more info](#)

### Second Annual Family Summit - February 21st

The WCPSS Parent Academy is hosting the Second Annual Family Summit on Saturday, February 21, 2015 from 8:30 a.m. to 1:00 p.m. in collaboration with the NC Alliance of Black School Educators. [more info](#)

### Assessment for Learning Workshop

In an effort to support the work of the Effective Teacher Community, a 5-day workshop designed to help participants explore research-based classroom assessment practices that improve student motivation and achievement is being offered. [more info](#)

### WCPSS Network Connectivity Issues

WCPSS has experienced int... stabilize the district's internet PowerSchool/PowerTeacher

### Employee Transfer Process

The Transfer Process will be school year. The online Tran

### PowerSchool and PowerTeacher Outage - February 6-8

PowerSchool and PowerTeacher will be unavailable from 5pm, Friday, February 6th until 6am, Monday, February 8th due to DPI system maintenance.

### Pre-Retirement Workshops Scheduled

Pre-retirement workshops have been scheduled for employees who plan to retire between March 1, 2015 and July 1, 2015. [more info](#)

### WAKE Up and Read Book Drive

Back by popular demand, it's time for the 2015 **WAKE Up and Read** Book Drive. The inaugural book drive was hugely successful so we have increased our goal this year to an ambitious 100,000 books in one month (February 1 - March 2). Collections bins can be found next week in Crossroads I, Crossroads II and Rock Quarry. Donations of new and gently-used books are welcome. [more info](#)

### NEW SERVICE: Direct Deposit via Employee Self-Service

Gone away are the days of waiting for your Direct Deposit banking information to process! Welcome to the New Year of a convenient and user friendly Employee Self-Service. In our efforts to work smarter by leveraging technology, teams have partnered and provided an easy way for employees to **enroll, edit, and view their direct deposit banking information.** (PDF - 149k)

Last Updated: February 2, 2015

[Previous News](#)

Employee Self-Service

to

2016

[top](#)



INTRANET  
Employee Self-Service Support

Monday, February 2, 115

Search:  Go

- Main
- Login**
- FAQs

### Overview

Employee Self-Service is a web based application that allows WCPSS employees to make changes to their own personal:

- > Address
- > Phone Number
- > State/Federal Tax Withholdings

### How do I Access Employee Self-Service?

If you **are** a current Oracle user:

- > Log in to Oracle using your current username/password and select the WCS Employee Self-Service function from your list of responsibilities within Oracle. You will not need to log in to Employee Self-Service separately.

If you are **not** a current Oracle user and were hired **before** 3/4/10:

- > Click the "Login" link (at left) and enter your username/password.
  - > Your username is your e-mail ID. **Ex:** jsmith
  - > Your initial password is your WCPSS employee number. If your employee number is less than six digits you will need to add leading zeros. **Ex:** If your employee number is 12345, your initial password is 012345.

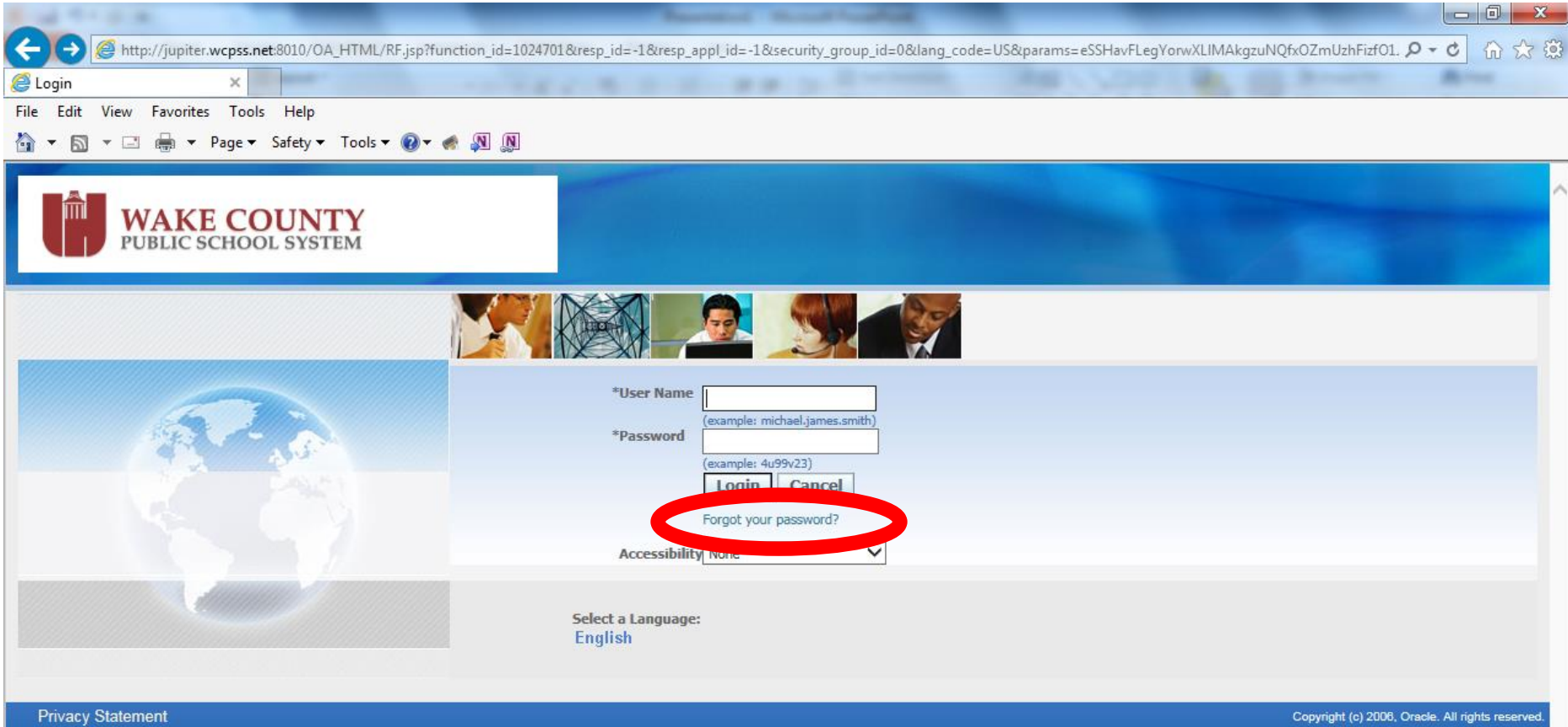
If you are a new employee and were hired **after** 3/4/10:

- > Your username and password will be sent to you via e-mail once your e-mail account has been created.



[top](#)

Last Updated: June 30, 2011



## User Name

- Emailed to you
- Same as email without @wcpss.net

## Password

- Emailed to you
- *Forgot Password* link
- HelpDesk at 664-5700



### E-Business Suite

Favorites Logout Preferences Help

Enterprise Search   Search Results Display Preference    
Logged In As JDOE

#### Oracle Applications Home Page

**Main Menu**

- WCS Employee Self-Service
  - Address Information
  - State Tax Information (NC-4)
  - Direct Deposit Information**

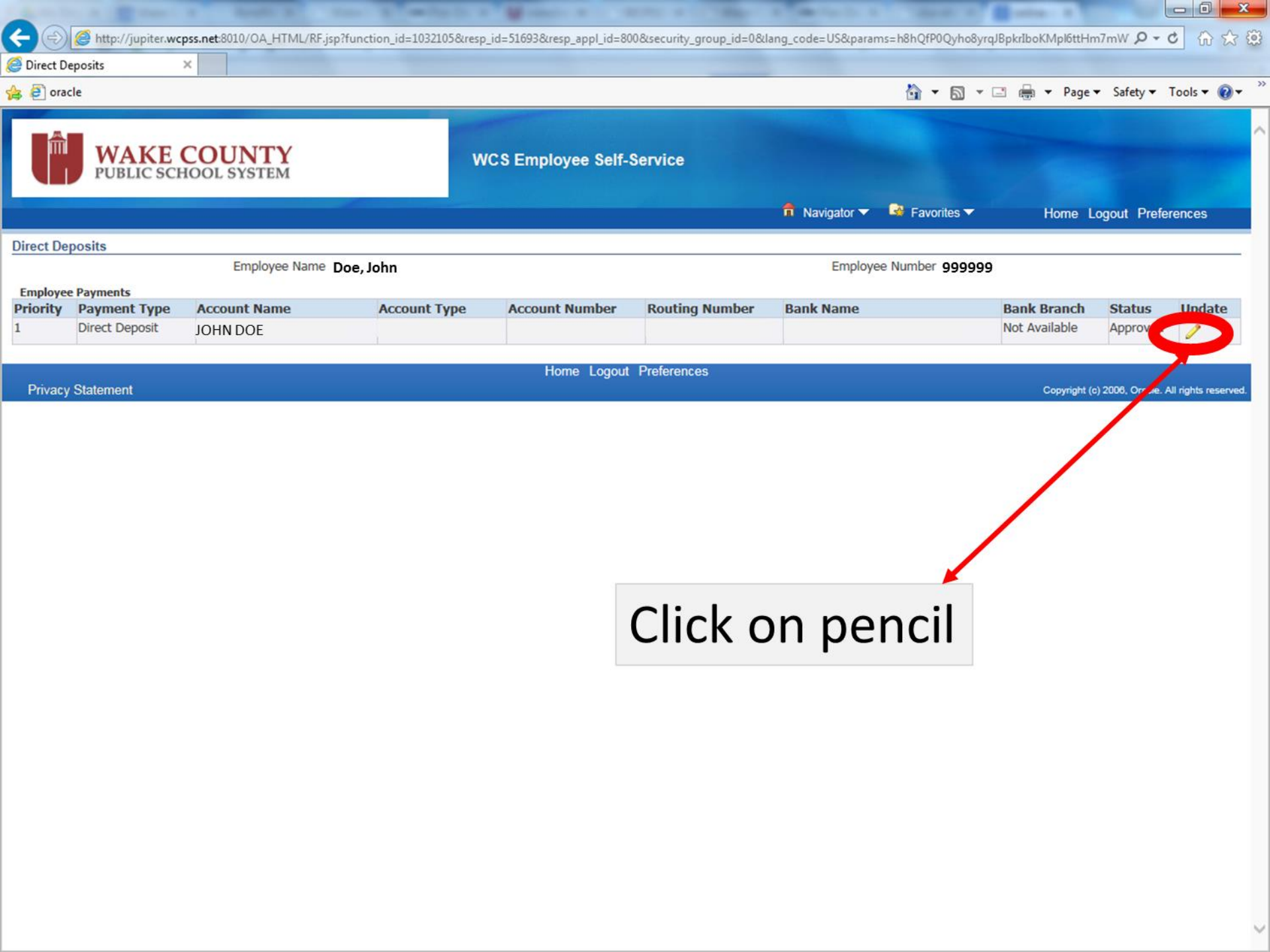
**Worklist**

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		



# Direct Deposit





WCS Employee Self-Service


Home Logout Preferences

Direct Deposits

Employee Name **Doe, John**

Employee Number **999999**

Employee Payments

Priority	Payment Type	Account Name	Account Type	Account Number	Routing Number	Bank Name	Bank Branch	Status	Update
1	Direct Deposit	JOHN DOE					Not Available	Approv	

Home Logout Preferences

Privacy Statement

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Click on pencil



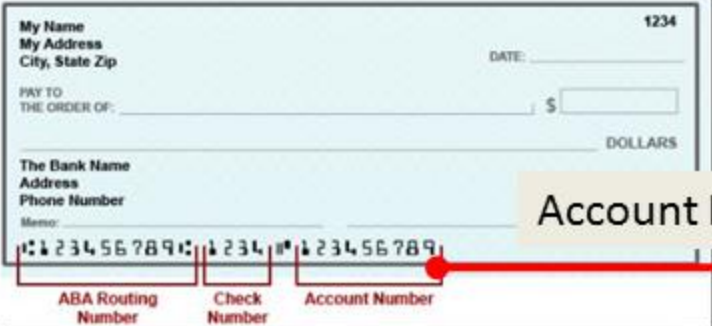
### WCS Employee Self-Service

#### Direct Deposits

Cancel Next

Employee Name **Doe, Mr. John**  
Payment Type **Direct Deposit**  
Priority **1**  
\* Account Name   
\* Account Type   
\* Bank Name

Employee Number  
\* Account Number   
\* Confirm Account Number   
\* Routing Number   
\* Confirm Routing Number



Account Number

Routing Number

**TO REMOVE OR STOP DIRECT DEPOSIT CONTACT:  
COMPENSATION SERVICES AT payroll@wcpss.net BEFORE THE 5th OF EACH MONTH.**

Cancel Next