

Employee Self Service (ESS)

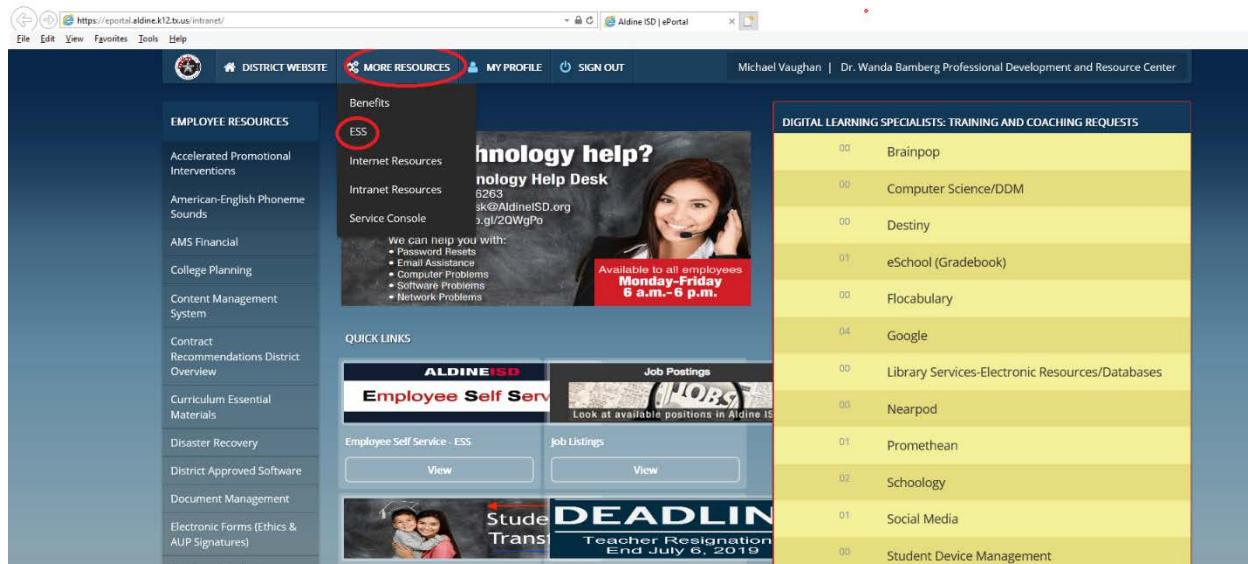
The following instructions will instruct you on how to change your direct deposit banking information.

1. Logon to Employee Self Service

Use **Internet Explorer** and navigate to ePortal: <https://eportal.aldine.k12.tx.us/intranet/>.

You will need to logon to ePortal and then will be directed to the page below.

Select “MORE RESOURCES” then “ESS”

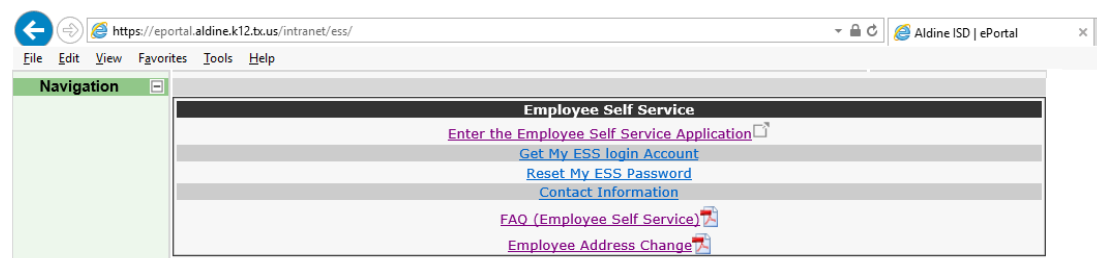


You should now be on the ESS page below.

If you do not know your ESS Login Account, click “Get My ESS login Account” and it will display.

If you do not know your ESS password or need it reset, then click “Reset My ESS Password” and a new password will be emailed to you in about 5 minutes.

2. Click “Enter the Employee Self Service Application” to be directed to the ESS login page.



3. Below is the ESS login page. Enter your Login Account (User Name) and password and click “Login”.



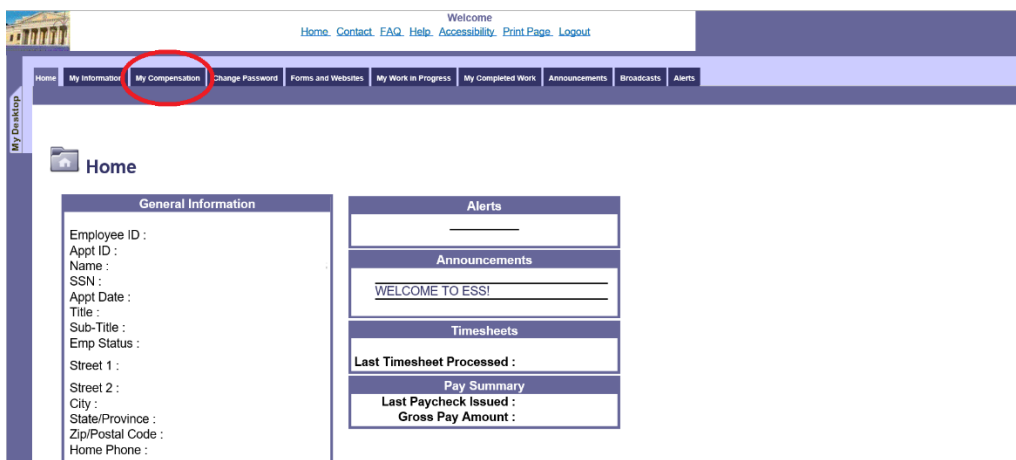
Aldine Independent School District
Employee Self Service

User Name :
Password :

[Add AMS Advantage ESS to your Favorites](#)

4. Once you successfully logged into ESS you should see the ESS home page similar to below.

Click on “My Compensation”



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My Desktop

Home

General Information

Employee ID :
Appt ID :
Name :
SSN :
Appt Date :
Title :
Sub-Title :
Emp Status :
Street 1 :
Street 2 :
City :
State/Province :
Zip/Postal Code :
Home Phone :
Personal Email :

Alerts

Announcements

WELCOME TO ESS!

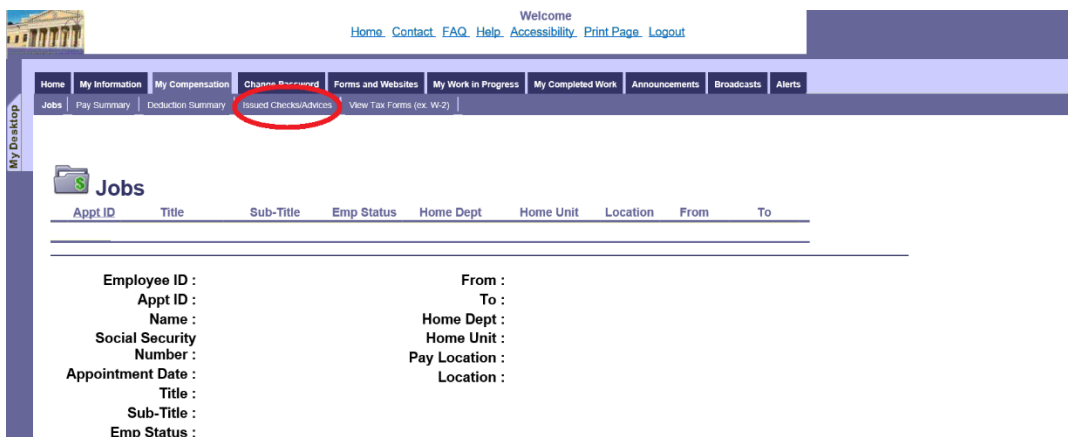
Timesheets

Last Timesheet Processed :

Pay Summary

Last Paycheck Issued :
Gross Pay Amount :

5. Then click on “Issued Checks/Advices”



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Jobs | Pay Summary | Deduction Summary | **Issued Checks/Advices** | View Tax Forms (ex. W-2)

My Desktop

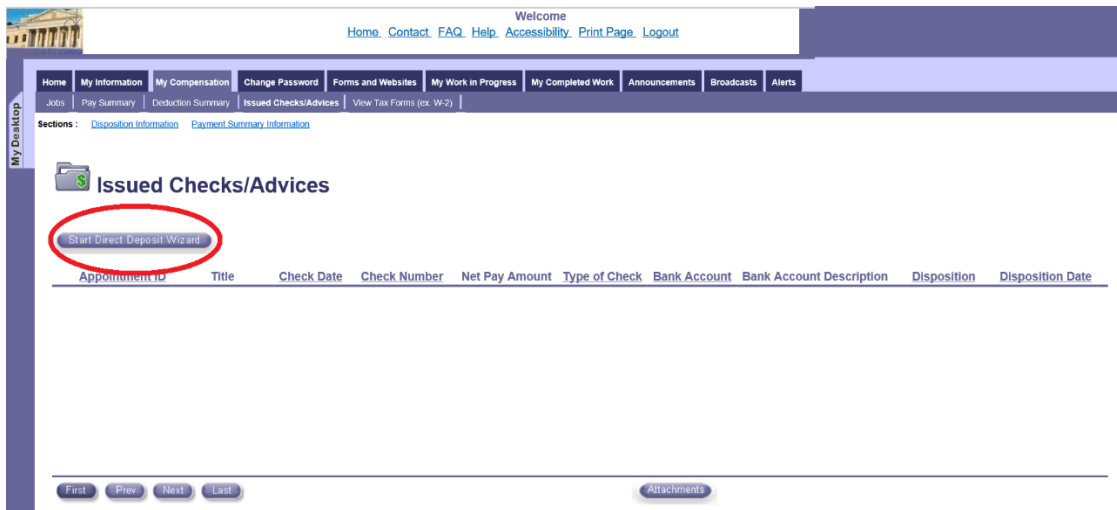
Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
---------	-------	-----------	------------	-----------	-----------	----------	------	----

Employee ID :
Appt ID :
Name :
Social Security Number :
Appointment Date :
Title :
Sub-Title :
Emp Status :

From :
To :
Home Dept :
Home Unit :
Pay Location :
Location :

6. On the Issued Checks/Advices page click on “Start Direct Deposit Wizard”



7. The Direct Deposit Wizard page will appear.

Select Account Type: Checking or Savings

Enter the ABA Routing Number of your Bank. It must be a nine-digit number with no other characters or spacing. If you are not sure of the routing number, then contact your bank.

Enter your Account number without any spaces or special characters.

Enter a Nickname. This can be anything you wish to call it.

Select Check/Paystub Routing: You must select “Direct Dep to Email”.

All five items must be entered or selected.

A screenshot of the 'Direct Deposit Wizard' page. The title is 'Direct Deposit Wizard' and the subtitle is 'Primary Account'. Below the subtitle is the text 'Direct Deposit Wizard- Primary Account'. There are buttons for First, Prev, Next, Last, and Attachments. The form contains the following fields: 'Account Type' with a dropdown menu showing 'Not Applicable'; 'ABA Routing Number' with a text input field; 'Account Number' with a text input field; 'Nickname' with a text input field; and 'Check/Paystub Routing' with a dropdown menu. At the bottom, there are buttons for Cancel, Next, and Confirm Accounts. A disclaimer at the bottom states: 'The information displayed and updated via the Employee Self Service (ESS) web site is a subset of data from the AMS ADVANTAGE® Human Resource Management operational system. This information is intended the sole use of the individual employee. All information entered/submitted into ESS may require additional HR department approval before taking effect. Please contact your HR department if you have additional questions. Unauthorized access of an employee's information is prohibited.'

DOUBLE CHECK THE ROUTING AND ACCOUNT NUMBER!!!

If the routing or bank account information is not correct, then you may be delayed in being paid.

8. Make sure you select Direct Dep to Email.

Then click on “Confirm Accounts”.

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Direct Deposit Wizard

Primary Account

Direct Deposit Wizard- Primary Account

Attachments

Account Type :

ABA Routing Number :

Account Number :

*Nickname :

Check/Paystub Routing :

Cancel Next Confirm Accounts

The information displayed and updated via the Employee Self Service (ESS) web site is a subset of data from the AMS ADVANTAGE® Human Resource Management operational system. This information is intended for the sole use of the individual employee. All information entered/submitted into ESS may require additional HR department approval before taking effect. Please contact your HR department if you have additional questions. Unauthorized access of an employee's information is prohibited.

9. If the ABA Routing Number and Account Number are correct, then click on “Submit”. If the data is not correct, then click “Prev” to go back and make the corrections.

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Direct Deposit Wizard

Confirmation

Direct Deposit Wizard- Confirmation

Nickname	ABA Routing Number	Account Number	Priority Order	Deduction Frequency Desc	Distribution Percent	Distribution Amount	Account Deleted
✓ MY ACCOUNT	123456789	3476899	0	N/A	N/A	No	

Cancel Prev Submit

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If you see the document is submitted then you have successfully changed your direct deposit.

The screenshot shows the MYPD Employee Self Service (ESS) website. At the top, there is a navigation bar with links: Home, Contact, FAQ, Help, Accessibility, Print Page, and Logout. Below this is a secondary navigation bar with tabs: Home, My Information, My Compensation, Change Password, Forms and Websites, My Work in Progress, My Completed Work, Announcements, Broadcasts, and Alerts. A yellow banner at the top of the main content area reads: "1 of 2 | View All MYPD document with Document ID of 1206190000000000160 is submitted." Below the banner, the page title is "Direct Deposit Wizard Confirmation". Underneath the title, it says "Direct Deposit Wizard- Confirmation". A table displays the confirmation details:

Nickname	ABA Routing Number	Account Number	Priority Order	Deduction Frequency Desc	Distribution Percent	Distribution Amount	Account Deleted
✓ MY ACCOUNT	123456789	3476699	0		N/A	N/A	No

Below the table, there is a "Exit" button. At the bottom of the page, a disclaimer states: "The information displayed and updated via the Employee Self Service (ESS) web site is a subset of data from the AMS ADVANTAGE® Human Resource Management operational system. This information is intended for the sole use of the individual employee. All information entered/submitted into ESS may require additional HR department approval before taking effect. Please contact your HR department if you have additional questions. Unauthorized access of an employee's information is prohibited."

You will receive a conformation email to your Aldine ISD email account in the next couple of hours. The email will not contain any banking information. The email is to inform you there was a change in your Direct Deposit information.