



Employee Self Service Information

The **Employee Self Service (ESS)** gives you access to your Payroll and Human Resources information, including your monthly pay stub. Employee Self-Service also offers you these great features:

- View and print your current or previous pay stubs
- View and print your current or previous W-2s
- View and change your Federal and State withholdings
- View your address & phone number information
- View your sick, vacation, and off time balances

Employee Self-Service Login Information

Employee Self-Service can be accessed multiple ways:

1. Follow this link: <https://tylselfservice.clovisusd.k12.ca.us/ess/>
2. ESS links are on the CUSD Website under Employee Quick Links or on the [Payroll's Department Page](#)

If you have never accessed ESS before:

Your ID and password for INITIAL access to the system is:

User name: **Your 6 digit Employee ID**

Password: **Last 4 digits of your social security number**

After the initial login, you will be required to immediately set a new password. The password or passphrase must meet the following requirements:

- At least 8 characters in length
- Includes uppercase and lowercase
- Includes at least 1 numeric character

If you have accessed ESS but have forgotten your password and/or need to reset your password:

- Click the "Forgot your password?" link found on the login page.
- Enter your username (Employee ID #) and click "Retrieve hint"
- Your password hint and reset password link will be emailed to your district email account.
- To reset your password, use the link provided and follow the on-screen instructions located in the Reset Password email.
 - A temporary password will be emailed to your district email account.
 - Login with your temporary password that was provided
 - You will be immediately prompted to change/create a new password and password hint.
- **Your password will not expire or change unless you change it.**

To view Pay/Tax Information:

- After logging in, select Pay/Tax Information from the menu.
- Select "Details" for the Check Date you wish to view.
- An itemized detail of payroll items are available to view.

Employee Self Service

Certifications

Credentials

Expense Reports

Pay/Tax Information

Personal Information

Time Off