

## ESS (Employee Self-Service) Information

ESS is available from any computer within Broward County Public Schools and from home by typing in [www.browardschools.com/ESS](http://www.browardschools.com/ESS)

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## ESS Training and Resources

Simulations (video demonstrations) are available on the BRITE website at: [www.broward.k12.fl.us/ERP](http://www.broward.k12.fl.us/ERP)

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## ACCESS YOUR ESS INFORMATION VIDEOS

ACCESS YOUR ESS  
INFORMATION VIDEOS

[ESS System Requirements](#)  
[ESS Logging In and Appraisals](#)  
[ESS Inservice and Resources](#)



**Click on the links below:**

### **ESS System Requirement**

[www.broward.k12.fl.us/erp/brite/HR/ess/essvids/ESS%20System%20Requirements/ESS%20System%20Requirements.htm](http://www.broward.k12.fl.us/erp/brite/HR/ess/essvids/ESS%20System%20Requirements/ESS%20System%20Requirements.htm)

### **ESS Logging In and Appraisals**

[www.broward.k12.fl.us/erp/brite/HR/ess/essvids/ESS%20Logging%20In%20and%20Appraisals2/ESS%20Logging%20In%20and%20Appraisals2.htm](http://www.broward.k12.fl.us/erp/brite/HR/ess/essvids/ESS%20Logging%20In%20and%20Appraisals2/ESS%20Logging%20In%20and%20Appraisals2.htm)

### **ESS Inservice Records and Resources**

[www.broward.k12.fl.us/erp/brite/HR/ess/ess-vids/ESS%20Inservice%20and%20Resources2/ESS%20Inservice%20and%20Resources2.htm](http://www.broward.k12.fl.us/erp/brite/HR/ess/ess-vids/ESS%20Inservice%20and%20Resources2/ESS%20Inservice%20and%20Resources2.htm)

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## Are you trying to find your ESOL Inservice Points?



Inservice points will be posted to inservice records once the course is closed. After it has been closed, the course title will no longer be listed under “My Training Activities” in your Professional Development in ESS.

### **To find your inservice points:**

- Log in to ESS (Employee Self-Service)
- Click on Professional Development
- Click on In-service Report on the left
- Click on the ‘Search’ button only. **Do not enter any dates.**

# Employee Self Service (ESS)



## Updating your E-mail and location information in ESS

The e-mail stored in SAP is used to send employee's information related to their employment actions (i.e. when a supplement is eliminated, hired or separate employment) the employee will receive an e-mail.) If you don't have an E-mail address, please see your site CAB Administrator.

Log on to SAP

1. Select Employee Self Service
2. Select **Contact Information**
3. A new window will open, **Select Change Own Data**

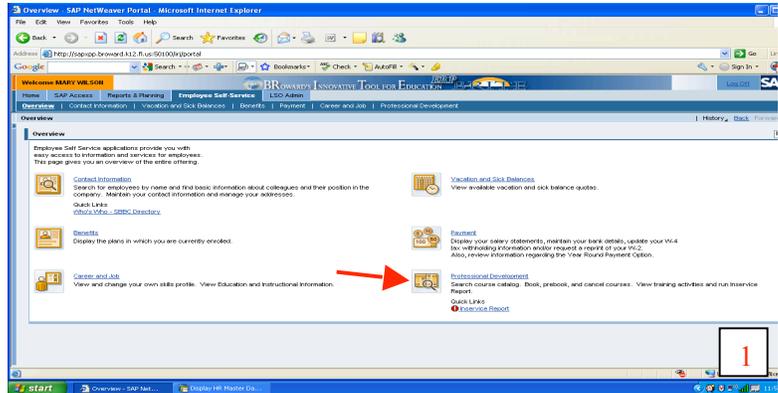
The screenshot shows the SAP Employee Self-Service interface. The top navigation bar includes 'Home', 'SAP Access', 'Reports & Planning', 'Employee Self-Service', and 'Search'. The 'Employee Self-Service' menu is highlighted with a red box and a blue arrow labeled '1'. Below the navigation bar, the 'Contact Information' link is highlighted with a red box and a blue arrow labeled '2'. A separate window titled 'Contact Information' is shown to the right, with the 'Change Own Data' link highlighted by a red box and a blue arrow labeled '3'.

4. Enter information for any or all of the fields.
5. Choose **Review**
6. Choose **Save**

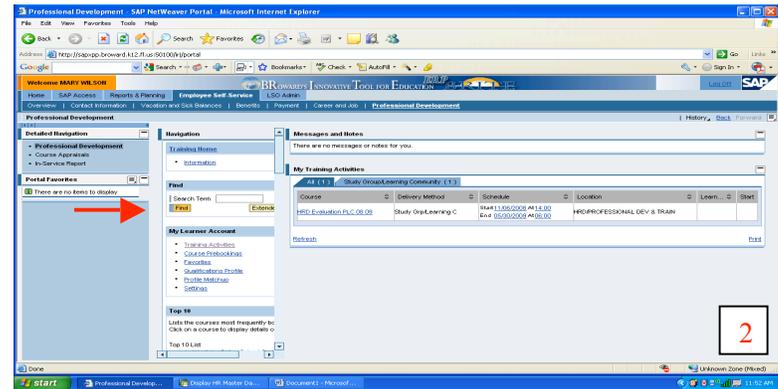
The screenshot shows the 'Change Own Data' form in SAP. The form is divided into sections: 'Communication', 'Department', and 'Miscellaneous'. The 'Communication' section includes fields for 'Area Code + Office Phone Number' (754-321-8120), 'Extension' (2428), and 'E-mail' (SROCKELMAN@BROWAF). The 'Department' section includes 'Building' (SAWGRASS) and 'Room' (244). The 'Miscellaneous' section includes 'License Plate Number'. A progress bar at the top shows four steps: 1 (Overview), 2 (Edit), 3 (Review and Save), and 4 (Completed). A blue '@' icon is positioned to the right of the form. At the bottom, the 'Review to Save' button is highlighted with a red box and a blue arrow labeled '5', and the 'Save' button is highlighted with a red box and a blue arrow labeled '6'.

# SEARCH AND BOOK IN ESS

In ESS, click on Professional Development.



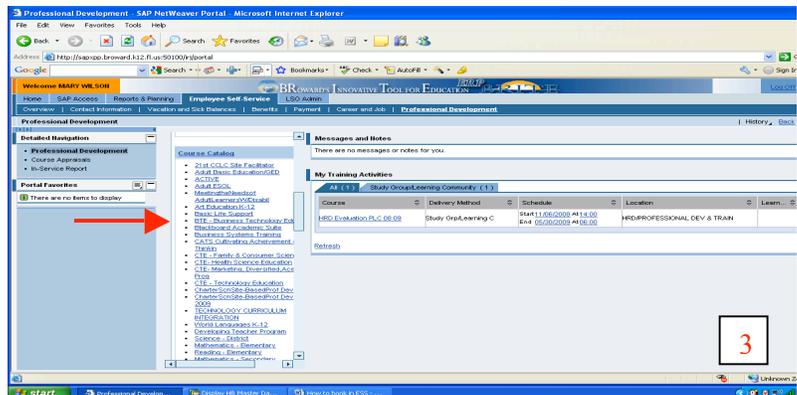
There are 2 ways to search for a course.  
 1 – Enter the name of the course in the Search Term field under the Navigation column (center column). Search by the name of the course, not the number. Click on Find. (Go to screen shot #5)  
 or  
 2 - Use the Course Catalog in the Navigation column. Scroll down until you see the heading “Course Catalog.”



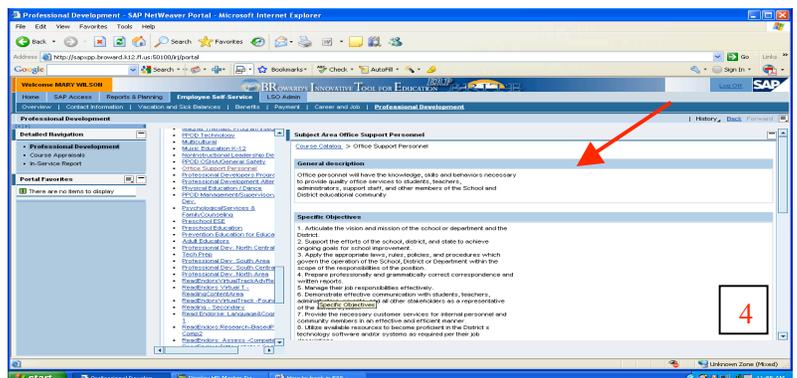
The Course Catalog contains the names of all of the District professional development programs in alpha order. When you open a program you will see the listings of all courses that belong to that program. If you know the program you are looking for scroll down until you find the name. Non-Instructional employees can find most courses in these three programs:

- Office Support Personnel
- Non-Instructional Leadership
- Software Application

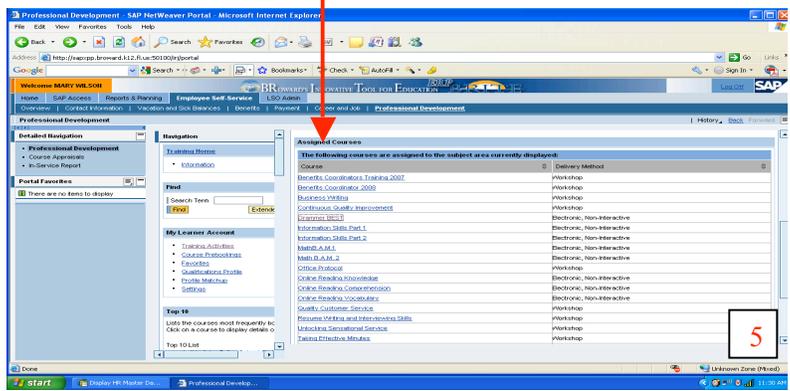
Note: You are not limited to just taking courses in these programs.



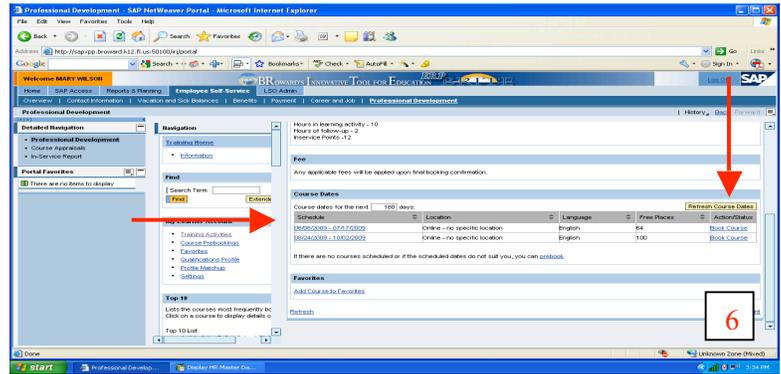
Example: If you search by the Office Support Personnel program, you will first see the program description and specific objectives. Scroll down until you see the course listings for this program.



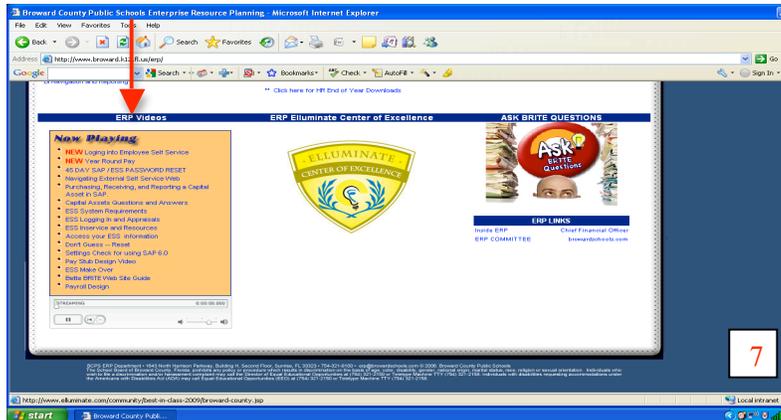
Once you see the listings, select the course that you want to attend. The specific objectives, course description and the number of inservice points will appear at the top. Below this information will be the number of offerings for that course. If no date appears, it means that no date has been scheduled for that course.



If there is more than one date for the course, select the date you would like to attend and then click on Book Course. You will receive a notification via e-mail provided that you have an e-mail address listed in ESS.



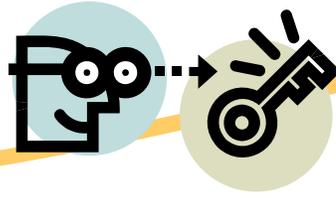
If you need further help, there are videos on how to navigate through ESS located on the BRITE web site. Look for ERP Videos.



# BRITE HOT TOPIC

## Keys to Understanding Course Appraisals

August 29, 2008



### Why can't I see my course appraisal?

Your pop up blockers could be turned on for your browser.

- Check your internet settings and make sure that the blockers are turned off, in other words, you need to allow pop ups, not block them.
- Check all your internet settings, especially any toolbars that you may have (i.e. Google, Yahoo) because they sometimes also have pop-up blockers.
- Please refer to the system requirements for BRITE (ESS) located on the BRITE website at <http://www.broward.k12.fl.us/erp/brite/support/updates/> or view the *Settings Check for using SAP 6.0* video on the BRITE homepage at [www.broward.k12.fl.us/ERP](http://www.broward.k12.fl.us/ERP)

#### Inside this issue:

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### I see the course link and I select it but then I don't see the appraisal form ?

- When you click on the "course link" it makes the appraisal form "pop up" in another window.
- Sometimes it comes up behind the window you are looking at so make sure another window isn't hidden.
- If a dash (-) comes up under Course Link then that means the appraisal has been accessed.
- If you access the form and then exit without submitting it (**completing**) and you want to see it again, you can press the **REFRESH** button located directly under the Course Appraisals title on the page.
- **A completed appraisal can not be accessed for review or edits.**



## Why don't I have any courses to appraise?

If you're getting a screen that looks like the example on the right with no classes listed, it means you are not registered for any classes that have outstanding appraisals.

If you think you have appraisals for specific classes, then you can contact the course organizer to verify your registration.



## Stay informed by reading the ESS News CAB Conference

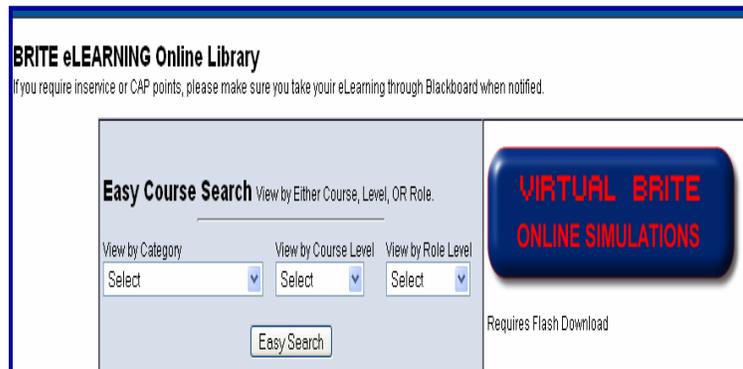
The *ESS News* CAB Conference is located in the District Announcements CAB Conference and contains important up-to-date information on ESS.



## Still need help with Appraisals?

Log on to the BRITE website and select the Online Training Library link. Select the VIRTUAL BRITE ONLINE SIMULATIONS link to view just-in-time simulations.

<http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/sims/index.html>



## Who Do I Call for Help?



**BRITE SUPPORT CENTER**

**754 321-8120**

**OR**

**HRD HELP DESK**

**754 321-5055**

**ESS Resident Experts** are located at each school and department and are available to assist you with your ESS-related questions.

For a list of ESS Resident Experts, select the ESS Resident Experts link on BRITE website at <http://www.broward.k12.fl.us/erp/brite/HR/ess/ess-experts.htm>

