



# Focus Employee Self Service (ESS) Guide

Focus Employee Self-Service includes:

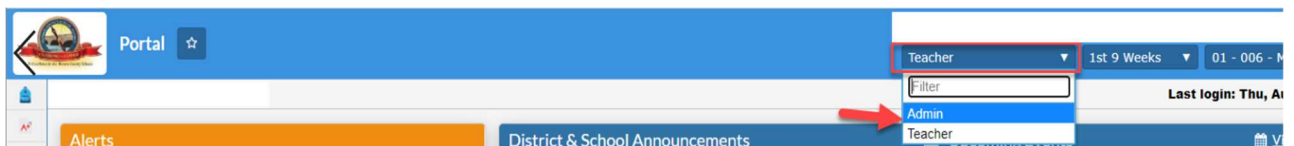
- **My Information** - view your employee information
- **Employee Requests** – request to change information including your Legal Name, Address, Contact Information, Emergency Contacts, Direct Deposit, W4 information and Demographic Info
- **Leave History**
  - If you notice a discrepancy in your leave balances, please notify Payroll.
- **View Pay History** – View/Print your paystubs
- **Employee Tax Forms** – View/Print prior year W-2s
- **Employee Agreements** – View and sign off on required yearly notices and training

## Log-In

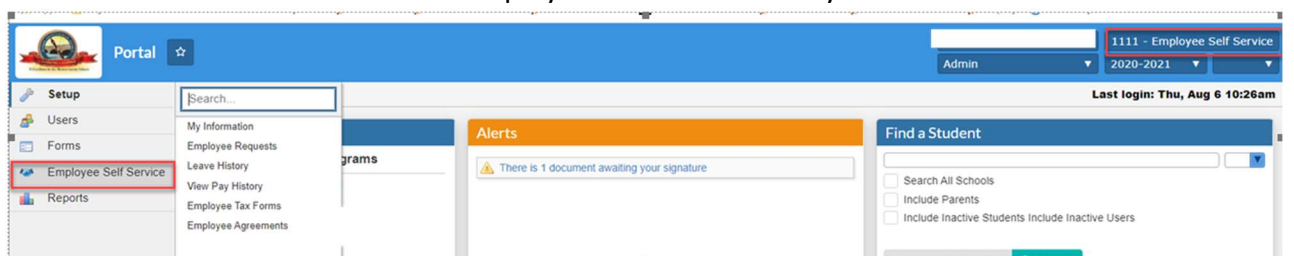
- Focus Site Address: <https://monroe.focusschoolsoftware.com/focus/>
  - Or, click the link on the MCSD website by clicking **Resources, For Staff and Focus Portal**.
- Your username is the same credentials that you use to log-in to your MCSD computer:
  - Last name, first initial such as “doej”
  - If you forget your password, please work with your IT representative

## Navigating to Employee Self-Service

- If you have more than one profile (Teachers) you will need to choose the “Admin” profile which is where users will find their ESS information. In order to get back to the teacher profile, select the drop down that says “Admin” and go to the “Teacher” profile in order to access the student information:

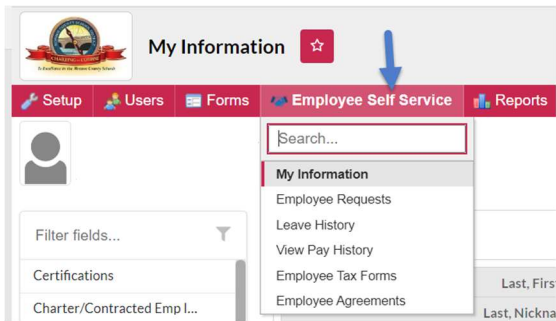


- You will also need to choose 1111- Employee Self Service from your school as a center:



## Employee Self Service

Click on the **Employee Self Service** tab to view or edit your information:

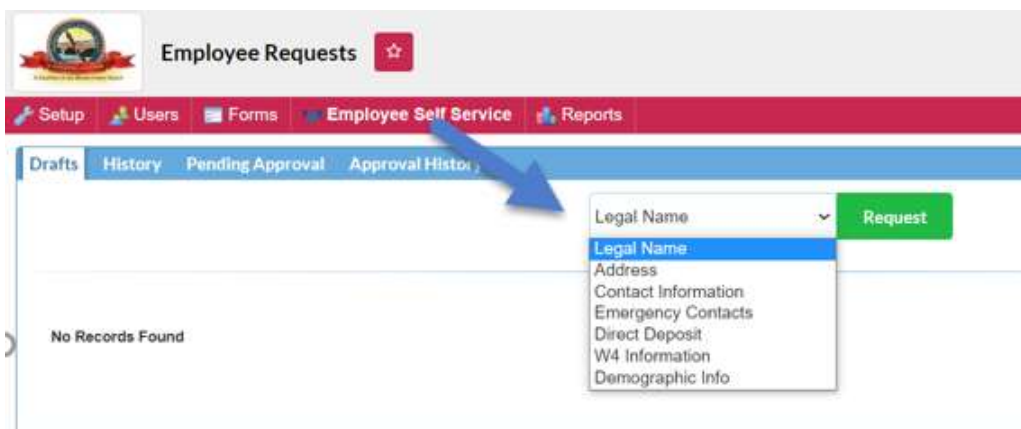


Or if you have the sidebar view:



## Request Employee Information Change

Choose which option you would like to change:



To delete information, please click the red box. Add information in the blank boxes and hit enter to save. When you are finished with your updates, please click on the “Submit Request” button.


**Employee Requests** ☆ Amy Flaherty 1111 - Employee Self Service SIS  
2020-2021 ERP

Setup Users Forms Employee Self Service Reports

Drafts History Pending Approval Approval History View

### Address

? If you wish to **delete** information, click the red dash and then click okay when prompted. Please enter your current information in the blank white boxes. Be sure to click the **ENTER** Button on your keyboard to save the information **before** clicking “Submit Request”.  
 ? The Primary and Mailing boxes **must** be selected for your address change to be approved.

Address	Additional	City	State	Zip	Primary	Payment	Mailing	Files & Comments
		KEY WEST	FL	33040	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Files & Comments
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Submit Request

## View Leave History:

Use the tabs to view Balance, Earned, Pending, Adjusted, Owed, Unapproved and History:

**Leave History** ☆ 1111 - Employee Self Service SIS  
2020-2021

Setup Users Forms Employee Self Service Reports

Balance Earned Pending Adjusted Owed Unapproved History Year: 2020 - 2021

Export Filter: OFF Show Details: OFF

Leave Bucket	Earned	Unapproved	Pending	Adjusted	Used	Total Hours	Total Days
SCK Sick Balance							
VAC Vacation							
PER Personal Balance							
TPD Temp Duty							

*Note: Personal Leave comes out of the Sick Leave bucket. When you use Personal Leave, you will see the time deducted from both your Personal Leave and Sick Leave buckets in the History tab. If you do not use any Personal Leave, the time will remain in your Sick Leave bucket and roll to the next fiscal year.*

## View Pay History and Print Paystubs


**View Pay History** ☆
 

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SIS

Setup
Users
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2020-2021
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**Pay History** | **Check History**

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Date	Check Number	Hours	Gross Pay	Deductions	Net Pay		
10/15/2020			0.00000			<a href="#">Print Paystub</a>	<a href="#">View Paystub</a>
09/30/2020			0.00000			<a href="#">Print Paystub</a>	<a href="#">View Paystub</a>
09/15/2020			0.00000			<a href="#">Print Paystub</a>	<a href="#">View Paystub</a>

- View and print your paystub

**MONROE COUNTY SCHOOL BOARD**  
 241 TRUMBO RD  
 KEY WEST, FL 33040  
 3052931400

**Earnings Statement**  
 Period Begin: 12/18/17  
 Period End: 12/29/17  
 Check Date: 12/29/17  
 Check #: Direct Deposit  
 Check Amount: Direct Deposit

Earnings	Job Type	Hours	Non-Cash	Cash	Calendar YTD	Fiscal YTD

Type	Deduction	Amount	Calendar YTD
Federal Taxes			
Medical			
Medical - Other Benefits			
Medical - Other Benefits			
Other Optional Insurance			
Retirement			
Social Security/Medicare			
Social Security/Medicare			
<b>Totals:</b>			


  

Filing Status	Allowances	Additional	Sick Bank
Married	1	0.00	

Bank	Account	Amount
<b>Net Pay</b>		

## Employee Tax Forms


**Employee Tax Forms** ☆
 

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**W-2**

W-2 Tax Forms

Year	View/Print	Box 1 Wages, Tips, Other Compensation	Box 2 Federal Income Tax Withheld	Box 3 Social Security Wages	Box 4 Social Security Tax Withholding	Box 5 Medicare Wages And Tips	Box 6 Medicare Tax Withholding	Box 10 Dependent Care Benefits	Box 11 Nonqualified Plans	Box 12 Additional Income	Box 13 Retirement Plan	Box 14 Other
2019	<a href="#">View/Print</a>											
2018	<a href="#">View/Print</a>											
2017	<a href="#">View/Print</a>											



- If you need a W-2 for a year prior to 2017, please contact Payroll

# Employee Agreements

 **Employee Agreements** ☆  1111 - Employee Self Service ▼ SIS  
2020-2021 ▼ ▼ ERP

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[Pending Agreements](#) [Agreement History](#)

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Agreement	Signed Date	Fiscal Year	
2018-2019 Annual Notice - Acceptable Use Policy for Employee Access to Networked Communications	02/08/2019	2018 - 2019	<a href="#">View Agreement</a>
2018-2019 Annual Notice - Acceptance of System Passwords	02/08/2019	2018 - 2019	<a href="#">View Agreement</a>
2018-2019 Annual Notice - Anti-Bullying Policy	02/08/2019	2018 - 2019	<a href="#">View Agreement</a>
2018-2019 Annual Notice - Bloodborne Pathogens Training Record	02/08/2019	2018 - 2019	<a href="#">View Agreement</a>
2018-2019 Annual Notice - Code of Ethics	02/08/2019	2018 - 2019	<a href="#">View Agreement</a>