



# Focus Employee Self Service (ESS) Guide

The Focus Portal program is our new employee service system replacing the e-HR Portal system. Please access Focus to:

- **View Paystubs and Pay History**
- Request an **Employee Information Change** including your informal name, address, contact information, emergency contacts, direct deposit and W4 information
- **Leave History**
  - If you notice a discrepancy in your leave balances, please notify Debbie Butler or Chelsea deLuna in Payroll.
  - *Please note that your sick leave balance is not reflecting any personal leave that you have taken. However, your personal leave balance is displaying correctly. Resolution to correct the error will be forthcoming.*

## 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 click “Forgot Password?”

Monroe County School District  
CHARTING THE COURSE  
To Excellence in the Monroe County Schools

Last Name, First Initial such as "doej"

Username

Password

Parents- Forgot Password?

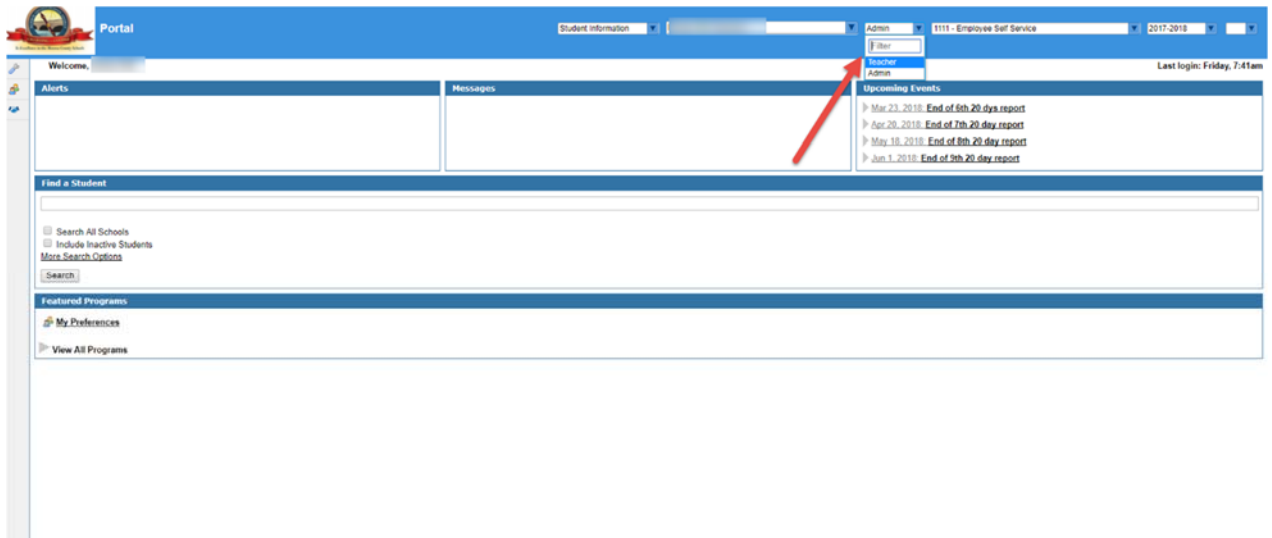
Log In

**FOCUS**  
School Software

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and require explicit permission from the network administrator and Focus Student Information System. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

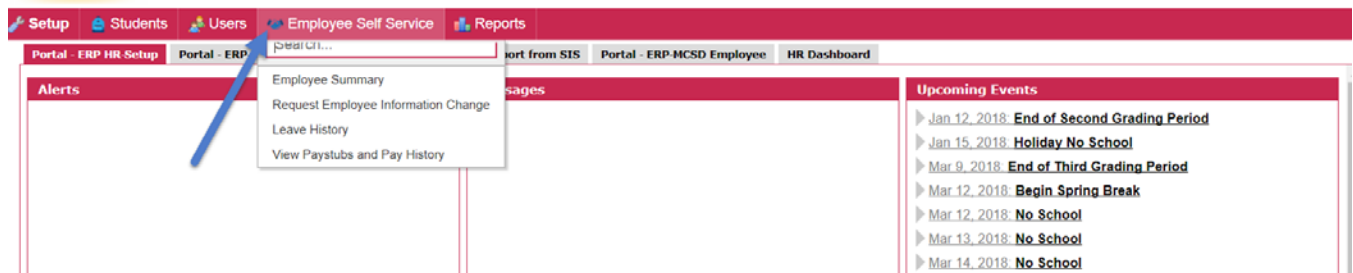
Focus School Software © 2004-2018

- If you have more than one profile (Teachers) Focus automatically defaults to 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.

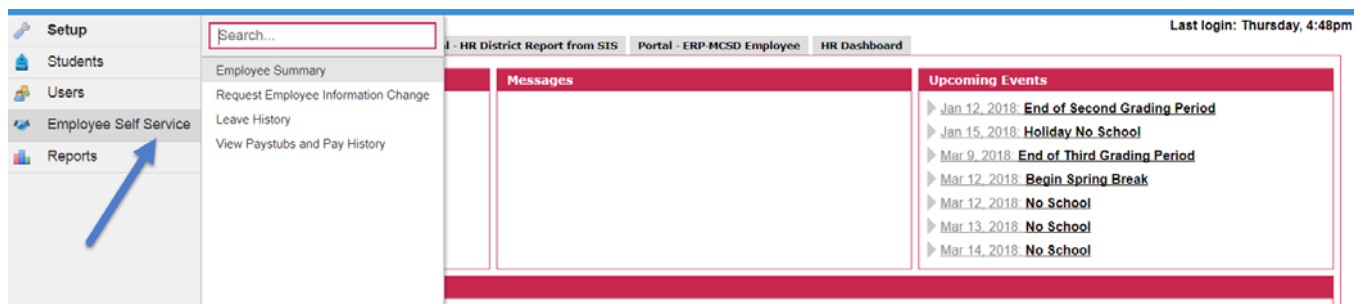


## Employee Self Service

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



Or if you have the sidebar view:



## Request Employee Information Change to:

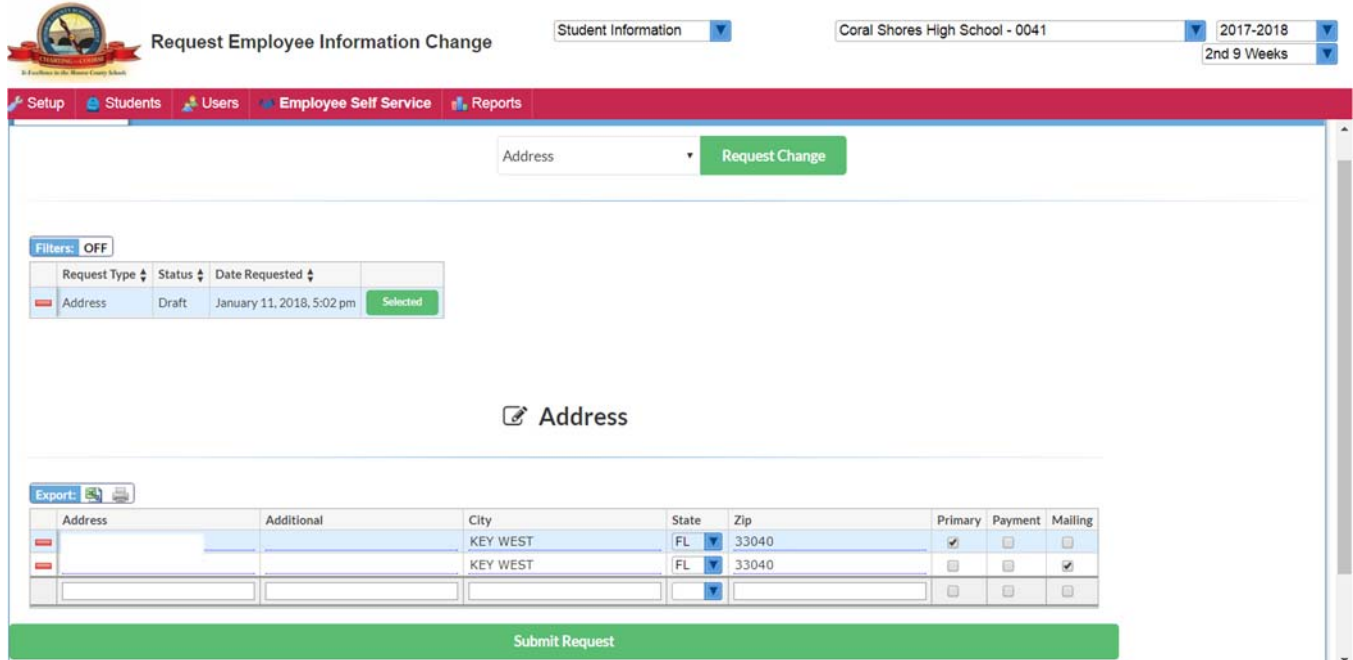
To delete information, please click the red box:

The screenshot shows the 'Request Employee Information Change' web application. At the top, there is a navigation bar with 'Request Employee Information Change' and dropdown menus for 'Student Information', 'Coral Shores High School - 0041', and '2017-2018 2nd 9 Weeks'. Below this is a red navigation bar with 'Setup', 'Students', 'Users', 'Employee Self Service', and 'Reports'. The main content area has tabs for 'Request Change' and 'History'. A dropdown menu is set to 'Emergency Contacts' with a green 'Request Change' button. Below this is a filter section with 'Filters: OFF' and a table of request entries. The first entry is 'Emergency Contacts' with status 'Draft' and date 'January 11, 2018, 5:06 pm', marked as 'Selected'. A red box is visible in the first column of this table, with a blue arrow pointing to it. Below the table is a 'Submit Request' button. At the bottom, there is an 'Export' section with a table for 'Emergency Contacts' with columns for 'Contact First Name', 'Contact Last Name', 'Relationship', 'Phone #1', and 'Phone #2'. A red box is visible in the first column of this table, with a blue arrow pointing to it. Below this table is another 'Submit Request' button.

Change your Informal Name (name that displays on your gradebook if applicable)

The screenshot shows the 'Request Employee Information Change' web application. At the top, there is a navigation bar with 'Request Employee Information Change' and dropdown menus for 'Student Information', 'Coral Shores High School - 0041', and '2017-2018 2nd 9 Weeks'. Below this is a red navigation bar with 'Setup', 'Students', 'Users', 'Employee Self Service', and 'Reports'. The main content area has tabs for 'Request Change' and 'History'. A dropdown menu is set to 'Informal Name' with a green 'Request Change' button. Below this is a filter section with 'Filters: OFF' and a table of request entries. The first entry is 'Informal Name' with status 'Draft' and date 'January 11, 2018, 4:58 pm', marked as 'Selected'. Below the table is a 'Submit Request' button. At the bottom, there is an 'Export' section with a table for 'Informal Name' with columns for 'First' and 'Last'. Below this table is another 'Submit Request' button.

## Change your Address



Request Employee Information Change

Student Information | Coral Shores High School - 0041 | 2017-2018 | 2nd 9 Weeks

Setup | Students | Users | Employee Self Service | Reports

Address Request Change

Filters: OFF

Request Type	Status	Date Requested	
Address	Draft	January 11, 2018, 5:02 pm	Selected

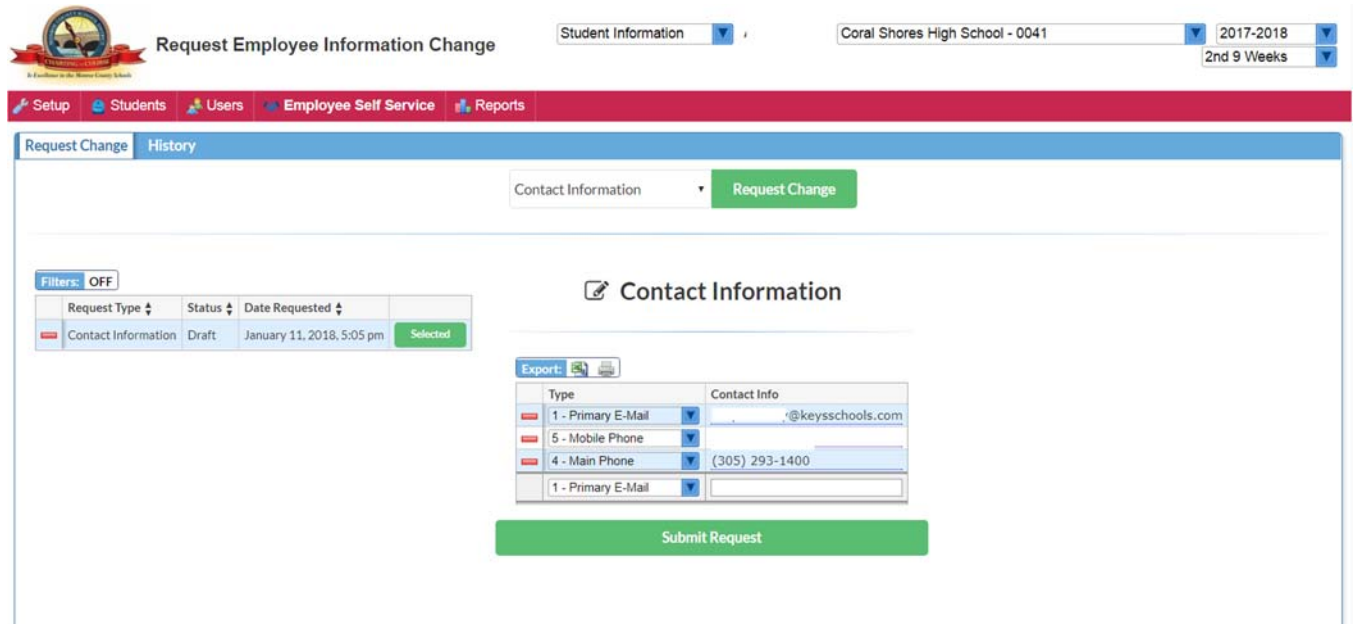
Address

Export:

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

Submit Request

## Change your Contact Information



Request Employee Information Change

Student Information | Coral Shores High School - 0041 | 2017-2018 | 2nd 9 Weeks

Setup | Students | Users | Employee Self Service | Reports

Request Change | History

Contact Information Request Change

Filters: OFF

Request Type	Status	Date Requested	
Contact Information	Draft	January 11, 2018, 5:05 pm	Selected

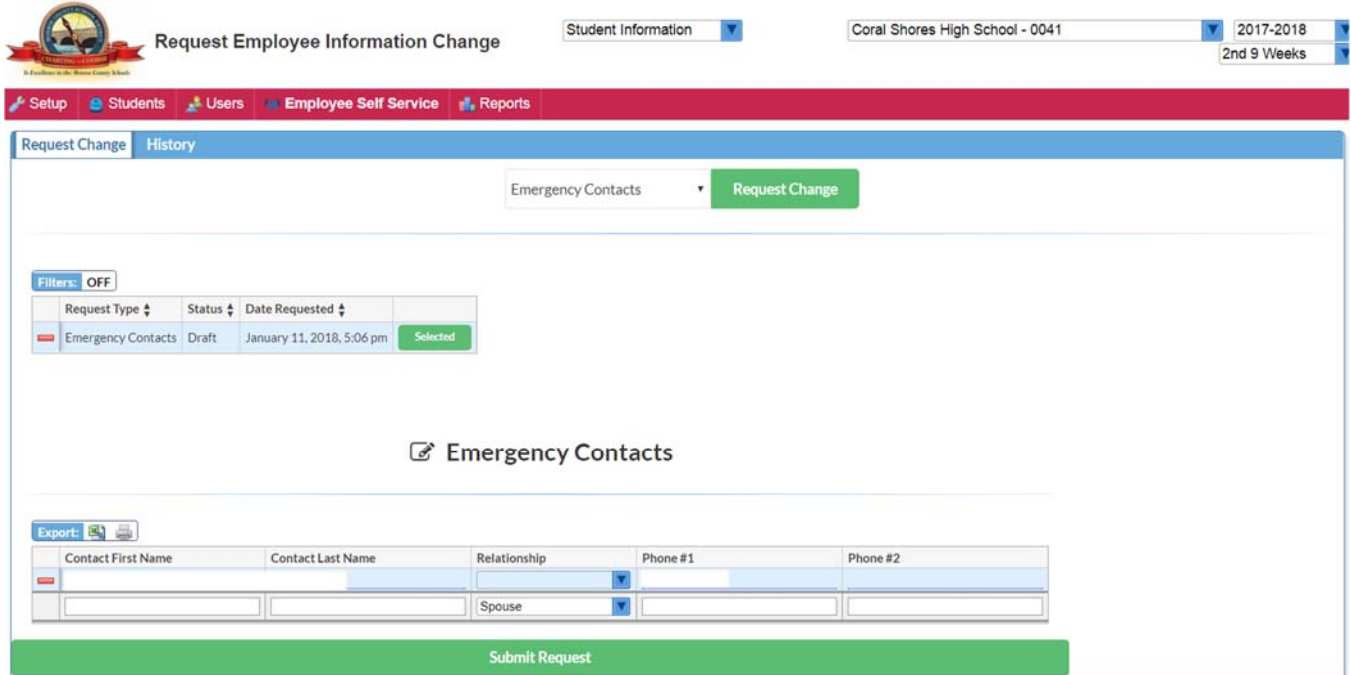
Contact Information

Export:

Type	Contact Info
1 - Primary E-Mail	@keysschools.com
5 - Mobile Phone	
4 - Main Phone	(305) 293-1400
1 - Primary E-Mail	

Submit Request

# Change you Emergency Contacts



Request Employee Information Change

Student Information | Coral Shores High School - 0041 | 2017-2018 | 2nd 9 Weeks

Setup | Students | Users | Employee Self Service | Reports

Request Change | History

Emergency Contacts | Request Change

Filters: OFF

Request Type	Status	Date Requested	
Emergency Contacts	Draft	January 11, 2018, 5:06 pm	Selected

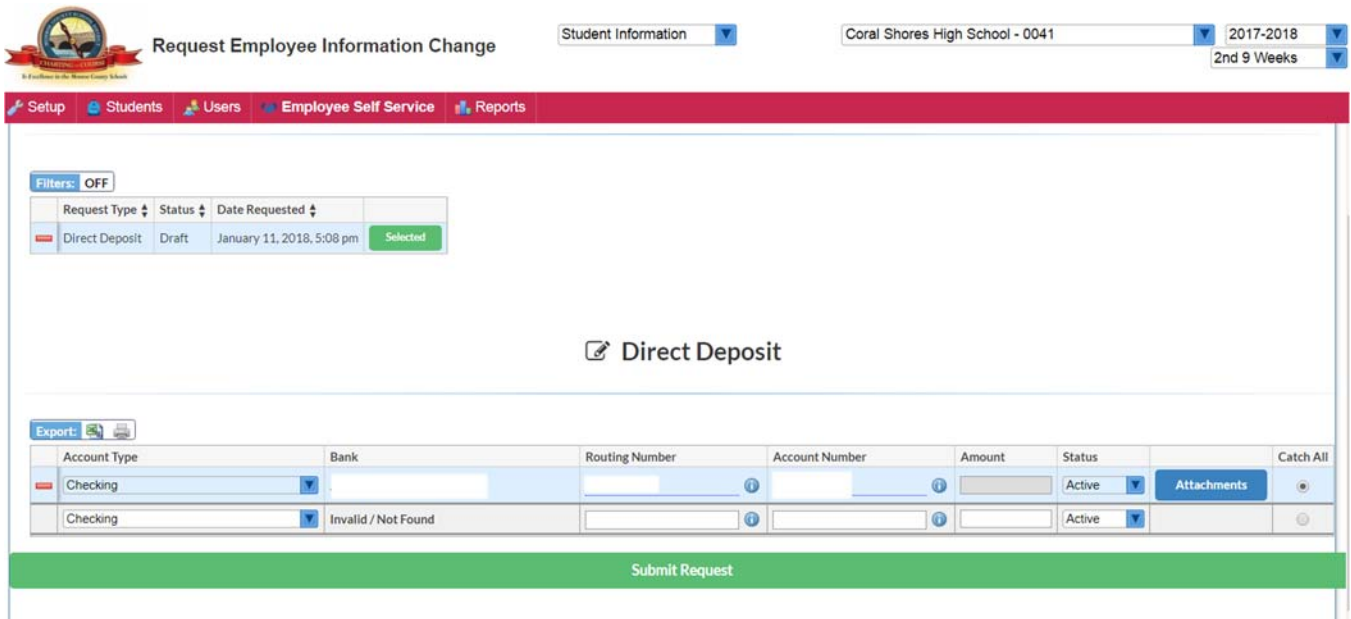
Emergency Contacts

Export: [icon]

Contact First Name	Contact Last Name	Relationship	Phone #1	Phone #2
		Spouse		

Submit Request

# Change your Direct Deposit Information



Request Employee Information Change

Student Information | Coral Shores High School - 0041 | 2017-2018 | 2nd 9 Weeks

Setup | Students | Users | Employee Self Service | Reports

Filters: OFF

Request Type	Status	Date Requested	
Direct Deposit	Draft	January 11, 2018, 5:08 pm	Selected

Direct Deposit

Export: [icon]

Account Type	Bank	Routing Number	Account Number	Amount	Status	Attachments	Catch All
Checking					Active		
Checking	Invalid / Not Found				Active		

Submit Request

## Change your W4 Information

The screenshot shows the 'Request Employee Information Change' interface. At the top, there is a navigation bar with 'Setup', 'Students', 'Users', 'Employee Self Service', and 'Reports'. Below this, the page title is 'Request Employee Information Change'. On the right, there are dropdown menus for 'Student Information', 'Coral Shores High School - 0041', '2017-2018', and '2nd 9 Weeks'. The main content area has a 'Request Change' button and a 'W4 Information' section. The 'W4 Information' section includes a table with columns for 'Request Type', 'Status', and 'Date Requested'. A row shows 'W4 Information' in 'Draft' status, dated 'January 11, 2018, 5:11 pm', with a 'Selected' button. Below the table is an 'Export' button and a table with columns for 'Allowances', 'Filing Status', 'Additional withholding', and 'Opt Out of Paper W2'. The 'Filing Status' is set to 'Married' and 'Additional withholding' is '0.00'. A large green 'Submit Request' button is at the bottom.

## View Leave History:

Use the tabs to view Leave History, Leave Status, Pending Leave and Leave Earned

The screenshot shows the 'Leave History' interface. At the top, there is a navigation bar with 'Setup', 'Students', 'Users', 'Employee Self Service', and 'Reports'. Below this, the page title is 'Leave History'. On the right, there are dropdown menus for 'Student Information', 'Coral Shores High School - 0041', '2017-2018', and '2nd 9 Weeks'. The main content area has a navigation bar with four tabs: 'Leave History', 'Leave Status', 'Pending Leave', and 'Leave Earned'. Blue arrows point to each of these tabs. Below the tabs is a 'Year' dropdown menu set to '2017 - 2018'. At the bottom, there is a table with columns for 'Facility', 'Job', 'Pay Type', 'Leave Bucket', 'Begin', 'End', 'Days', and 'Hours'. There are also 'Export' and 'Filters: OFF' buttons.

# View Pay History and Print Paystubs

## View Pay History

**View Paystubs and Pay History** Student Information Coral Shores High School - 0041 2017-2018 2nd 9 Weeks

Setup Students Users Employee Self Service Reports

**Pay History** Page: 1 / 3

Date	Check Number	Hours	Gross Pay	Deductions	Net Pay	
12/29/2017	Deposit #		0.00000			Print Paystub
12/15/2017	Deposit #		0.00000			Print Paystub
11/30/2017	Deposit #		0.00000			Print Paystub
11/15/2017	Deposit #		0.00000			Print Paystub
10/30/2017	Deposit #		0.00000			Print Paystub
10/13/2017	Deposit #		0.00000			Print Paystub
09/29/2017	Deposit #		0.00000			Print Paystub
09/15/2017	Deposit #		0.00000			Print Paystub
08/30/2017	Deposit #		0.00000			Print Paystub
08/15/2017	Deposit #		0.00000			Print Paystub
07/28/2017	Deposit #		0.00000			Print Paystub
07/14/2017	Deposit #		0.00000			Print Paystub

## Print Paystub

- Click Print Paystub Button

**View Paystubs and Pay History** Student Information Coral Shores High School - 0041 2017-2018 2nd 9 Weeks

Setup Students Users Employee Self Service Reports

**Pay History** Page: 1 / 3

Date	Check Number	Hours	Gross Pay	Deductions	Net Pay	
12/29/2017	Deposit #		0.00000			Print Paystub
12/15/2017	Deposit #		0.00000			Print Paystub
11/30/2017	Deposit #		0.00000			Print Paystub
11/15/2017	Deposit #		0.00000			Print Paystub
10/30/2017	Deposit #		0.00000			Print Paystub
10/13/2017	Deposit #		0.00000			Print Paystub
09/29/2017	Deposit #		0.00000			Print Paystub
09/15/2017	Deposit #		0.00000			Print Paystub
08/30/2017	Deposit #		0.00000			Print Paystub
08/15/2017	Deposit #		0.00000			Print Paystub
07/28/2017	Deposit #		0.00000			Print Paystub
07/14/2017	Deposit #		0.00000			Print Paystub

- 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>		