

HOW TO ACCESS EMPLOYEE SELF SERVICE

All Transportation employees are issued an Employee Self Serve account upon hire. This is where you can view/print your paystubs, track leave balances, update payroll information, complete your Letter of Intent or Contract Agreement, submit District Travel Vouchers, etc.

- Go to the Division website: www.spotsylvania.k12.va.us
- Click on the “Staff” tab
- Under Staff, click on Employee Self-Serve
- Click on the link to log in to Employee Self-Serve
- Enter your 5-digit employee ID#: *****
- Your PIN is originally set to the last four digits of your social security number. You may be required to change this after your initial log in or at other times during the year. *If you have forgotten your password and request a new one by clicking on the link, it will be sent to your GAPPS e-mail account. You will have to exit ESS, open your e-mail, and retrieve the new password before you can come back to ESS to enter the new password.*

MY EMPLOYEE SELF SERVICE ID#: _____
MY EMPLOYEE SELF SERVICE PASSWORD: _____

HOW TO ACCESS YOUR GAPPS E-MAIL ACCOUNT

All Transportation employees are issued a Google Apps, or “GAPPS” email account upon hire. **You are required to become familiar with this account and to check your email account on a regular basis as part of your job duties.** This is the means by which SCPS personnel sends important information to you. All employees have been given access to a computer. If you do not have one at home, you can access your GAPPS account at the schools you service, the Transportation Department Driver’s Lounge, the School Board Office, or the local library, by following the directions below:

- Go to the division website: www.spotsylvania.k12.va.us
- Click on the “Staff” tab.
- Under “Staff”, click on the link: STAFF DASHBOARD
- This will open up the Google Apps log in screen. Enter your username and password. *Typically, your username will be your first initial, last name (for example, afox), followed by @spotsylvania.k12.va.us. Temporary password: abc***** (employee ID #); then you choose your new password.*
- Click the “Sign In” box. You should now see the Dashboard.
- Once the Dashboard opens, click on the **Mail** icon (top left).
- Lost password? E-mail gapps-support@spotsylvania.k12.va.us

MY GAPPS E-MAIL USERNAME: _____
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