

## ► Troubleshooting

---

### I am having trouble logging on to ESS.

ESS has a limited capacity for the number of users that can be on at one time. Early morning on payday is particularly busy. Try accessing at another time.

### I need to have my password reset.

If you wish to change or have forgotten your password, click on the Password Reset link on the initial Logon screen.

### I cannot view my pay advice.

If you are having trouble viewing benefits or payroll remuneration statements, you may need to update some software on your system. These and any other PDF format documents on ESS, are best viewed with Adobe Acrobat Reader version 7.0 or later. You can update your Acrobat Reader free at the Adobe Acrobat website - [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

### I cannot access the correct pay period.

Make sure you are entering the correct dates of the pay period. Pay periods cover a two-week period start on a Sunday and end on a Saturday.

# Nova Scotia School Board Association



Your online resource to  
employee information

---

## My Employee Self Service (ESS)

### Quick Reference Guide

---

<https://nssb-ess.cfms.gov.ns.ca>

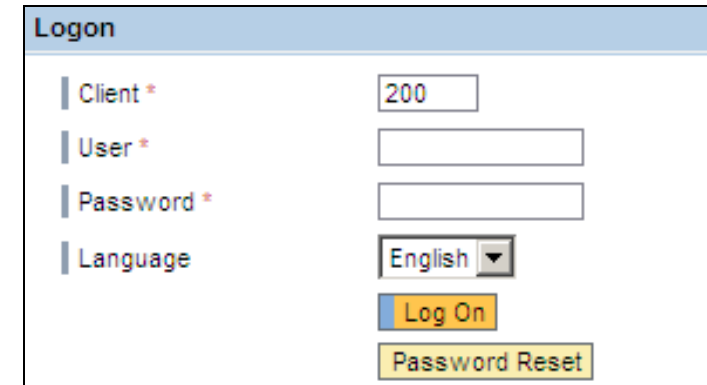
## ► Logging On...

---

Access the logon screen through the following link:

<https://nssb-ess.cfms.gov.ns.ca>

Enter your username and password.

A screenshot of the logon screen. It has a light blue header with the word "Logon". Below the header are four input fields: "Client \*" with the value "200", "User \*", "Password \*", and "Language" with a dropdown menu showing "English". At the bottom are two buttons: "Log On" and "Password Reset".

### What is My ESS ID?

- Your ID is composed of the letter P followed by the 8 numbers in your employee id.

### What do I Need to Know About Passwords?

- Passwords can be changed by entering your user id, current password, and clicking on the Password Reset link.
- Passwords must be at least 8 characters in length
- Passwords must differ from your last 5 passwords, and differ by at least 1 character.
- Passwords must not begin with than 3 consecutive letters or numbers (i.e. aaa, 333)
- Passwords should not contain: Months of the year such as: february, november, december or words such as: school, board, nova scotia, abc, 123.
- Every 60 days, you will automatically be asked to change your password.

## ▶ My Payment

### Pay Advice Inquiry

#### • Display current payroll results

Report options  
Selection of payroll results for remuneration statement display

Current payroll results

OR

#### • Previous pay results (indicate number of results to be displayed)

Last payroll results 3

OR

#### • Pick a previous pay period

Results in period

from

to

Then select:

## ▶ Printing My Pay Stub

### Printing your Pay Advice

When your pay stub is displayed on the screen, there is a print icon at the top left hand corner of the pay advice.

To print your pay advice, click on the Print icon.



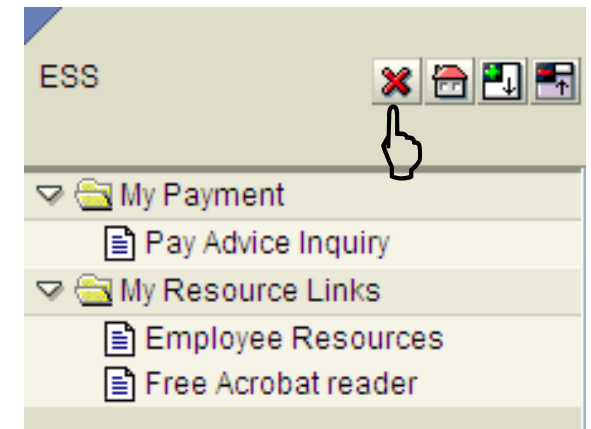
## ▶ Payroll Advice Inquiry

Deposit Date	Gross	- Statutory dedns	- Other dedns	=	Net			
2010.05.20	Current : 1,898.13	- 504.14	- 364.31	=	1,029.68			
	Y.T.D : 18,443.4	- 4,826.62	- 3,714.23	=	9,902.64			
	Rate	Retro Days/Hrs	Amount	Rate	Days/Hrs	Amount	Year to date Days/Hrs	Amount
<b>EARNINGS</b>								
1003	Pay Period Salary		189.40-		1,894.00			15,657.07
1040	Vacation: With Time Off	25.253	7.50	189.40			41.25	1,041.70
1342	Sick Leave						60.00	1,515.20
1345	Other paid absence						7.50	189.40
8006	SR Non Union Redn Mb 6/12				4.13			40.12
**** Gross Total						1,898.13		18,443.49
<b>STATUTORY DEDUCTIONS</b>								
/302	Income tax/regular				375.96			3,583.15
/320	CPP Employee Contribution				93.26			904.19
/322	EI Employee Premiums				34.92			339.28
**** Statutory Deductions Total						504.14		4,826.62
<b>OTHER DEDUCTIONS</b>								
2011	Cdn Savings Bonds PostTax				175.00			1,750.00
2016	Benevolent Fund SR				6.00			60.00
3260	RESP ee SRSB				120.58			1,169.47
3340	Johnson Health ee SRSB				29.54			372.26
3345	Johnson Dental ee SRSB				11.93			139.76
3905	Johnson AD&D ee SRSB				0.30			3.54
3910	Johnson Life ee SRSB				13.02			130.20
3915	Johnson Dep Life ee SRSB				2.26			22.60
3917	Johnson LTD SRSB				5.68			66.40
**** Other Deductions Total						364.31		3,714.23
<b>REMAINING QUOTAS</b>								
Q	Sick Quota Days	113.00		Vacation Quota Days	24.00			

### Reading the Pay Advice

- 1) **Earnings** - Will show the detail of earnings for the pay advice.
- 2) **Statutory Deductions** - These are the required deductions of Income Tax, CPP (Canada Pension) and EI (Employment Insurance).
- 3) **Other Deductions** – Employee (ee) contributions to other deductions such as: Health, Basic Life Insurance, Long Term Disability, Canada Savings Bonds.
- 4) **Absence Quota** – The current vacation, sick and other quota balances for which you are eligible.
- 5) **Retro** – earnings/deductions from previous pays that are included on the pay advice.
- 6) **Current Pay Period** – Earnings/deductions for the current pay period (dates of pay period indicated at top right of pay advice).
- 7) **Year to date** - These balances include the current pay.

## ▶ Logging Off



When you wish to exit ESS, you should log off using the “Exit Pushbutton” located above your ESS selection panel. This will ensure that you are completely logged off the system.

### **IMPORTANT NOTE!**

Your ESS account contains confidential information related to your pay.

Just like any other personal data you access over the Internet, be sure to safeguard your information:

- Do not share your password with anyone else
- Do not leave ESS open on a computer unattended
- Log out when you have finished looking at your pay advice