

ESS Outline

- **ESS benefits**
- **Online ESS manual**
- **Requirements**
- **Various end-user perspectives**
- **ESS users**
- **Security**
- **Absence Tracking**

ESS Outline (cont.)

- **Live demo:**
 - **Logging-in / registration**
 - **Customization**
 - **Config. and other administration**
 - **Creating an employee group**

Benefits of ESS

- **Improve service and information available to employees**
 - **Reduce time spent by Human Resources and Payroll staff answering employees' questions**
 - **Improve the accuracy of employees' records**
-

Benefits of ESS (cont.)

- Web based
 - no PC/client software to install/maintain
 - Internet Explorer, Firefox, Chrome
- Integrated with *QSS/OASIS*
 - Authentication
 - "Live" employee data
 - Config. data
 - Export files

Benefits of ESS (cont.)

- **Easy, secure (HTTPS) access to employees' data from:**
 - Desktop, kiosk, home
- **Context-aware help**
- **Easy to customize and configure**
 - Config via GUI, not separate files
 - Changes take effect immediately – no need to re-login

Benefits of ESS (cont.)

- **Ability for certain users to see other employees' data:**
 - **"Group" supervisor**
 - **Right granted to user to see employees within own district**
 - **Right granted to user to see employees in different districts**

Benefits of ESS (cont.)

- **QSS Support**
 - 4 hours of ESS training bundled with purchase
 - We install ESS and Minisoft ODBC
 - Assist with security, AD and misc. config.
 - Quick problem resolution
 - Online, up-to-date documentation

Online ESS Manual

http://www.qss.com/webdocs/QSSManuals/getting_started_with_ess.pdf

- **Unlike other QSS online doc, URL above is permanent and can be bookmarked**
- **80+ pages, many screen-shots, regularly updated**

ESS Manual

ToC

- **Getting Started**
 - **What has been Installed?**
 - **Starting / Stopping ESS**
 - **Customization Features**
 - **Users, Logging-in, Registration**
 - **Security, Roles, Groups (*groups new*)**
-

ESS Manual

ToC (cont.)

- **General Configuration**
 - **Multi-district / County Office Considerations**
 - **Active Directory Integration**
 - **Using the Employee Finder (*new*)**
 - **Absence Tracking (*new*)**
-

ESS Manual

Sample Page

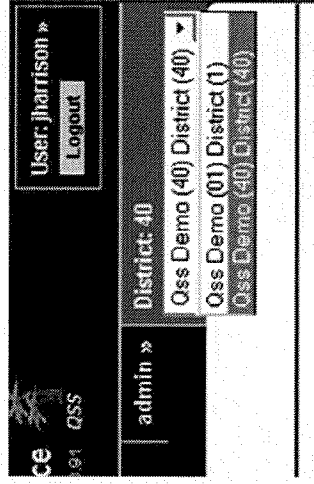
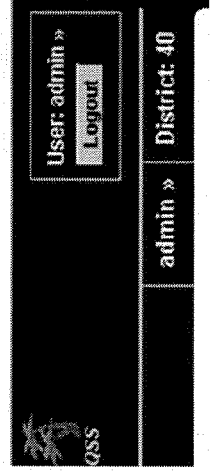


Figure 1-3, Current District

The displayed district (40 above) is first clicked to reveal the list of districts, and then a district from that list can be selected. If no district is chosen, the original district can be clicked again to hide the dropdown list. This list is populated based on the logged-in user's role(s). Section 8, Multi-district / County Office Considerations, describes how to set up multiple districts.

The ADMIN User

The ADMIN user is special in that it has no roles, has full access to all ESS features, and cannot be deleted. This user is created when ESS is first installed. The ADMIN login name and password are the same as for QCC. Most of the screen shots in the rest of this document were captured when the logged-in user was "admin", and thus the top-right menu appears as below (where "admin" is highlighted).



ESS Requirements

- **Client browser – IE 8+, FF, Chrome**
- **Linux server – RedHat, OpenSUSE**
 - **Typically provisioned to become the version-L server**
- **MS SQLServer or PostgreSQL database**
- **Minisoft ODBC driver for Version H**
- **QSS access to Linux and db servers**

End-user Perspectives

- Ordinary users see only their own data
 - Personnel info, pay, leave, W2, credentials, degrees, name history
 - Data screens above can be hidden
 - No ability to see data for other employees
 - Can't alter any ESS settings

End-user Perspectives – Ordinary User

The screenshot shows the QSS Employee Self-Service web application. The header includes the QSS logo, the text "QSS Employee Self-Service", and a "Logout" button. The user is logged in as "User: alicia_h" and is in "District: 40". The main navigation menu on the left includes "Home", "My Info", "Personnel", "Payroll", "Leave", "Alicia, Self Service", "Useful links", "Google", "Amazon", "QSS", and "Jack O'Connell". The "Alicia, Self Service" menu item is circled in red. The main content area displays "Personnel Info", "Credentials", "Degrees", "Name History", and "Notices". Below these are "QSS-IT" and "Test NOTICE here!". The "Useful links" section lists "Google", "Amazon", "QSS", and "Jack O'Connell". The "Notices" section contains a message about the application's temporary home page and instructions for creating a customized General Home Page.

ESS General Home Page Template

This is where you'll find information about the application you are using, or considering using. However, what you are reading here is only a template for a general purpose home page.

This page is your application's temporary home page until IT/Support creates their own, customized ESS general homepage.

Here are instructions for creating a customized General Home Page:

1. On the same PC you'll be using to access your ESS applications, use MS Word to create the home page content. Even images like the one here can be included.
2. Use Save-As, choose a meaningful name, and set the Save-As-type to "web page (*.htm; *.html)".
3. If your new homepage does **not** contain any images skip to step 6.

End-user Perspectives (cont.)

- Group supervisor: a user who is a supervisor of an employee group:
 - Access to same employee data
 - Restrict viewable screens per group
 - Grant access to data of employees supervised by *members* of supervisor's group, ex:
 - S1 supervises G1, S2 belongs to G1 and supervises G2: S1 can be permitted to see *members* of G2 – not default

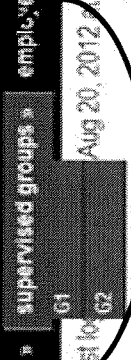
End-user Perspectives – Group Supervisor

**QSS Employee Self-Service**
version 3.00 QSS

User: Jeff »
Logout

District: 40

home » supervised groups » employee finder » absence tracking »


You are logged in as G2
Aug 20, 2012 at 01:54 PM

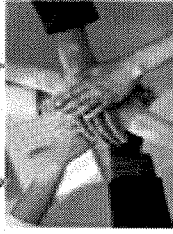
Jeff, welcome to QSS Employee Self Service

Useful links:
Google
Amazon
QSS
Jack O'Connell

Notices:
08-29-11
Test NOTICE here!

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End-user Perspectives (cont.)

- **"Power user"**: a user assigned 1 or more higher powered rights:
 - Right to see employees within own district
 - Right to see employees in own and other districts
 - These rights should **not** be assigned to a "default" role

End-user Perspectives – “Power” User

User: admin

admin » Dis rict: 40

QSS Employee Self-Service

version 4.03 QSS

home » employee finder » absence tracking »

New search

Previous search

admin, to QSS Employee Self Service

Useful links:

- Google
- Amazon
- QSS
- Jack O'Connell

Notices:

08/20/11

Test NOTICE here!

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ESS User-types

- **Staff users:**
 - District employees w/o QCC access
- **QCC users:**
 - Users with access to QCC / Traditional
 - QCC authentication to access ESS
- **Guest users:**
 - Non-employees
 - Can be disabled

ESS Users (cont.)

- **Default role per user-type**
- **Same user for all QSS web apps, but**
 - **Roles are app-specific**
- **Active Directory (AD) login available**
- **Auto-registration for QCC users**
- **Explicit registration for Staff / Guests**
 - **Must register even if using AD login**

ESS Users (cont.)

- **Staff / Guest passwords local to ESS**
 - **Many password rules available**
 - Password hints, one-use passwords, etc.
 - **All passwords are 1-way encrypted**
 - Admin. cannot see passwords
- **QCC user passwords managed in QCC**

Security – Rights, Roles, Groups

- **Rights:**
 - Permissions / “capabilities” which control features of ESS
 - Assigned to one or more roles
 - *Ex.:* “PersData” if set, allows user to see any employee in same district

Security (cont.)

- **Roles:**
 - Collection of rights
 - Assigned to one or more users
 - District specific
 - App specific
 - All roles are defined by customer
 - Default role can be set per user-type

Security (cont.)

- **Groups:**
 - District-specific collection of employees
 - Created by customer
 - Assigned one or more "supervisors"
 - Assigned ESS emp data screens
 - Group supervisor automatically has access to the designated screens for all group members

Adding a Group

home » employee finder » absence tracking »

New Group [List groups | back]

* Indicates required fields

Group name: * Payroll Group abbr: * Pay

Description: payroll group

Add supervisors: bu (start typing last name)

Name	Emp #	Type	Login
Bush, Lyndon	105420	Staff	oasisuser

Add screens: (drag screen name to re-order) ☐ Personnel ☒ Pay ☒ Leave ☒ W2 ☐ Credential ☐ Degrees ☐ NameHist

Add members: Last name: all names First name: - or - Emp #: all names

Gender: n/a - and - Terminated: exclude terminated

Site: n/a - and -

Leave group: n/a - or -

Report code: n/a - or -

Bargaining unit: n/a Find

Create Group

Absence Tracking

- Bundled with ESS, initially disabled
- End-user can request / record leave activity via leave calendar
- Time-keeper notification and approval
- Export to *QSS/OASIS* leave module
- Many configuration options

Absence Tracking – Leave Calendar

Aly Bush (emp#  [search])
Leave Group: "Teacher (BA)"

Personal Info Pay History Leave W-2s Credentials Degrees Name History

Calendar view Table view

August 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4		
* Sick Leave (0.5)	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

Leave Category	Balance (days)		Usage		Notes
	Actual	Avail	(days)	(days)	
Sick Leave	70.50	70.50	0.00		
Personal Necessity	0.00	0.00	0.00		Personal Necessity leave taken is also subtracted from Sick Leave
Conrellion Personal Inordinance	4.00	0.00	0.00		Caused by "Personal Necessity"

Absence Tracking – Leave Request

26	27
2	3

X

Status: Submit

Position: Teacher K-6 (Westward)

TK: Please select

Reason: Please select

Start: Please select

End: Please select

of days: Please select

Remark:

Submit

Reset

Cancel

Please select

Jury Duty (JR)

Personal Necessity (PN)

School Business (SB)

Sick Leave (SL)

Absence Tracking – Adding a Time-keeper

Add Time-keeper for District: Qss Demo (40) District (40) [List TKs | back]

Name: (to select a TK enter the 1st few letters of user's last name and click the matching row)

Name	Emp #	Type	Login
Friday, Joe	110342	Staff	frsky

Sites:

☐ Acclaim Charter	☐ Acclaim Charter	☐ Accounting	☐ Accounts Payable
☐ Adams, John Quinc	☐ Assessment, Resea	☐ Baumgardner, Elb	☐ Backer Elementary
☐ Board Of Education	☐ Budget	☐ Business Svcs	☐ Child Welfare & A
☐ Clairvoyant Elame	☐ Classic Elementary	☐ Clinton Elementary	☐ Community Relatio
☐ Clairvoyant Elame	☐ Classic Elementary	☐ Clinton Elementary	☐ Curriculum + Clas

Absence Tracking – Configuring Absence Reasons

Absence Reasons:

AR	Enable	Display Name	DB Name	Show activity	Show LV req	AR type
A0	☒	Accrual Bucket 0	Accrual Bucket 0	☒	☐	?
A1	☒	Accrual Bucket 1	Accrual Bucket 1	☒	☐	?
A2	☒	Accrual Bucket 2	Accrual Bucket 2	☒	☐	?
A3	☒	Accrual Bucket 3	Accrual Bucket 3	☒	☐	?
A4	☒	Accrual Bucket 4	Accrual Bucket 4	☒	☐	?
A5	☒	Accrual Bucket 5	Accrual Bucket 5	☒	☐	?
A6	☒	Accrual Bucket 6	Accrual Bucket 6	☒	☐	?
A7	☒	Accrual Bucket 7	Accrual Bucket 7	☒	☐	?
A8	☒	Accrual Bucket 8	Accrual Bucket 8	☒	☐	?
A9	☒	Accrual Bucket 9	Accrual Bucket 9	☒	☐	?
AC	☒	Admin Cpi	Admin Cpi	☒	☐	?
AP	☒	Admin Ph	Admin Ph	☒	☐	?
AS	☒	Admin Sick Leave	Admin Sick Leave	☒	☒	Usage
AD	☒	Administrative Leave	Administrative Leave	☒	☐	?

ESS Live

- **Various end-user perspectives**
- **Customization**
- **Security and Groups**
- **Users**
- **Configuration**

ESS Live (cont.)

- **Leave config.**
- **Absence tracking config.**
- **Q & A**