

# Employee Self Service

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**PATH:** *Employee Self Service*

As a district employee, the Employee Self Service module allows you to access personal employment information.

## Tool Descriptions

Using this tool...	You can...
<b>My General Information</b>	view personal information (last name, first name, race/ethnicity, etc.), person identifiers (staff number, staff state ID, etc.), and I-9 verification information.
<b>My Contact Information</b>	view contact information like your household, address and emergency contacts.
<b>My Employment</b>	view employment and work assignment information including the start date of employment in the district.
<b>My Qualifications</b>	view details regarding your certification, licensing, education and work history based on information collected by the district.
<b>My Evaluations</b>	view your individual staff evaluations and complete the review process if the district is using <a href="#">Staff Evaluations</a> .
<b>My Leave Information</b>	view when leaves of absence were taken. If your district uses the Campus Payroll application, you can also view when leave was earned.
<b>My Food Service</b>	add money to your Food Service account.
<b>My Fees</b>	view and pay Fees.
<b>My Accounts</b>	<ul style="list-style-type: none"> <li>• Add a Credit Card/Debit Card (<i>Payment Methods</i>)</li> <li>• Automatically Add Money to a Food Service Account (<i>Recurring Payments</i>)</li> <li>• Set up Recurring Payments for Fees (<i>Recurring Payments</i>)</li> <li>• View your Payment History (<i>Payment History</i>)</li> <li>• Pay an Optional Fee (<i>Optional Payments</i>)</li> </ul>

## Complete a Staff Evaluation

Topic	Tool
<b>Reflection and Acknowledgement</b>	My Evaluations
Acknowledgement Only	My Evaluations

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