

Baltimore County Public Schools Division of Information Technology

Employee pay grade and step location

Symptoms that can be resolved by using this guide: For employees who wish to locate their current pay grade and step information.

- 1. From your browser, navigate to <u>www.office.com</u>.
- 2. From office, select the waffle in the upper left corner.



3. Then select *All apps* from the lower left side of the screen.



4. Scroll down the list to the *Other* section and select *Employee Self Service*.



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5. Once you are in ESS, select *View Profile*.

Welcome!							
0	Welcome Choose a link below to view your information or to make updates to your profile information. Password changes must be made via the Department of Information Technology notification emails, not v ESS. Name changes cannot be made via ESS, please contact the Division of Human Resources.						
	S View Profile	Update Emergency Contact		Rassword Management			
	Update Address	Process Name Change					
Notifications							
Date	Туре	Message	URL	Delete			
12/02/2021	Alert	Your password will expire in 1 day					
12/01/2021	Alert	Your password will expire in 2 days					
11/30/2021	Alert	Your password will expire in 3 days					
11/30/2021	Alert	Your password will expire in 3 days		8			
11/30/2021	Alert	Your password will expire		8	-		
Quick Links							
Enrollment Wizard		View/Set	up Direct De	eposit			
View Employee Benefits and Deductions		View Iss	ed Checks/	Advices			
Create Federal	VV-4						

6. From the new Employee Profile window, select the *Compensation* tab.



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Employee Profile								
Profile Po	osition	Contact		Compensation				
Personal Information								
	Em							
Employee Name: Social Security Number:								
	Plac	e Of Birth:						
	Mari	tal Status:						
	c	onviction:						
	Citizens	nip Status:						
		Ethnicity:						
	Country of F	Residence:						

7. This will be blank at first. It may take up to a minute to populate. This is your current Grade and Step.

Profile	Position	Contact	Compensation	Education	
Personnel Action	n Employmen	t Status Grade	Step		
CHANGE	ACTIVE	GRAD	E STEI		