

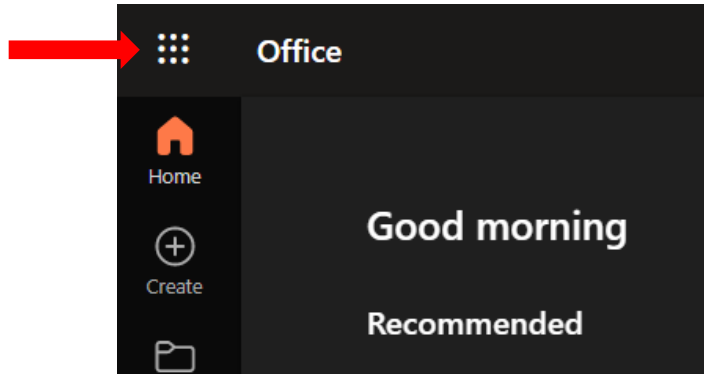


## Baltimore County Public Schools Division of Information Technology

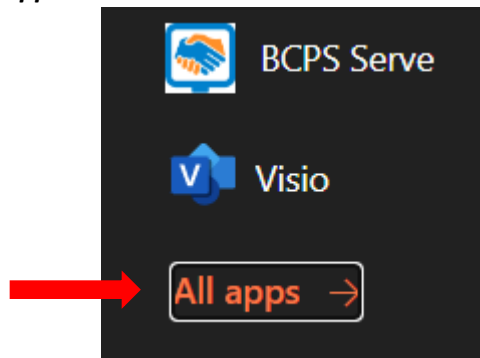
### Employee pay grade and step location

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 [www.office.com](http://www.office.com).
2. From office, select the waffle in the upper left corner.



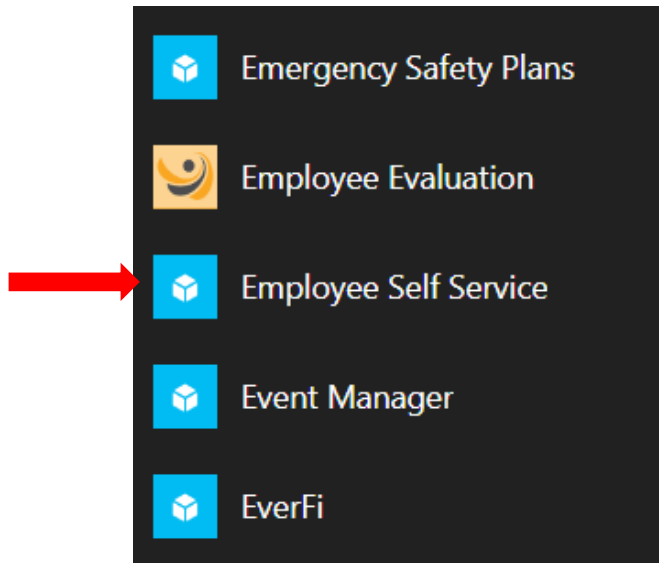
3. Then select **All apps** from the lower left side of the screen.



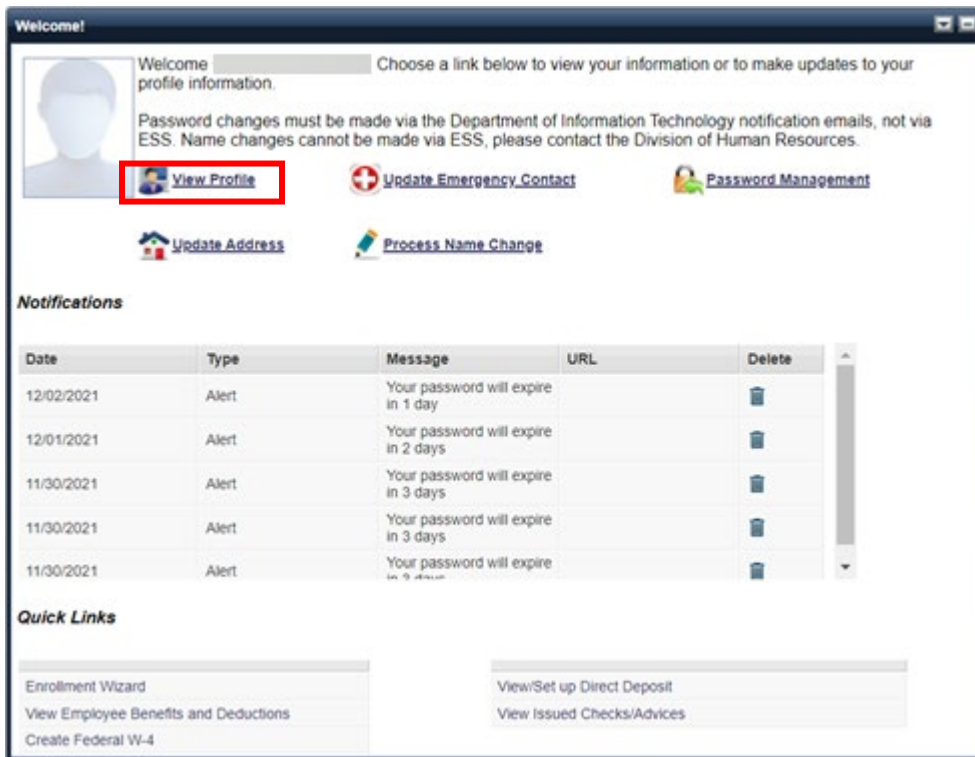
4. Scroll down the list to the **Other** section and select **Employee Self Service**.



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



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



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**Employee Profile**

Profile   Position   Contact   **Compensation**

**Personal Information**

Employee ID:  
Employee Name:  
Social Security Number:  
Birth Date:  
Place Of Birth:  
Gender:  
Marital Status:  
Conviction:  
Disability:  
Citizenship Status:  
Ethnicity:  
Country of 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	<b>Compensation</b>	Education
<b>Personnel Action</b>	<b>Employment Status</b>	<b>Grade</b>	<b>Step</b>	
CHANGE	ACTIVE	GRADE	STEI	