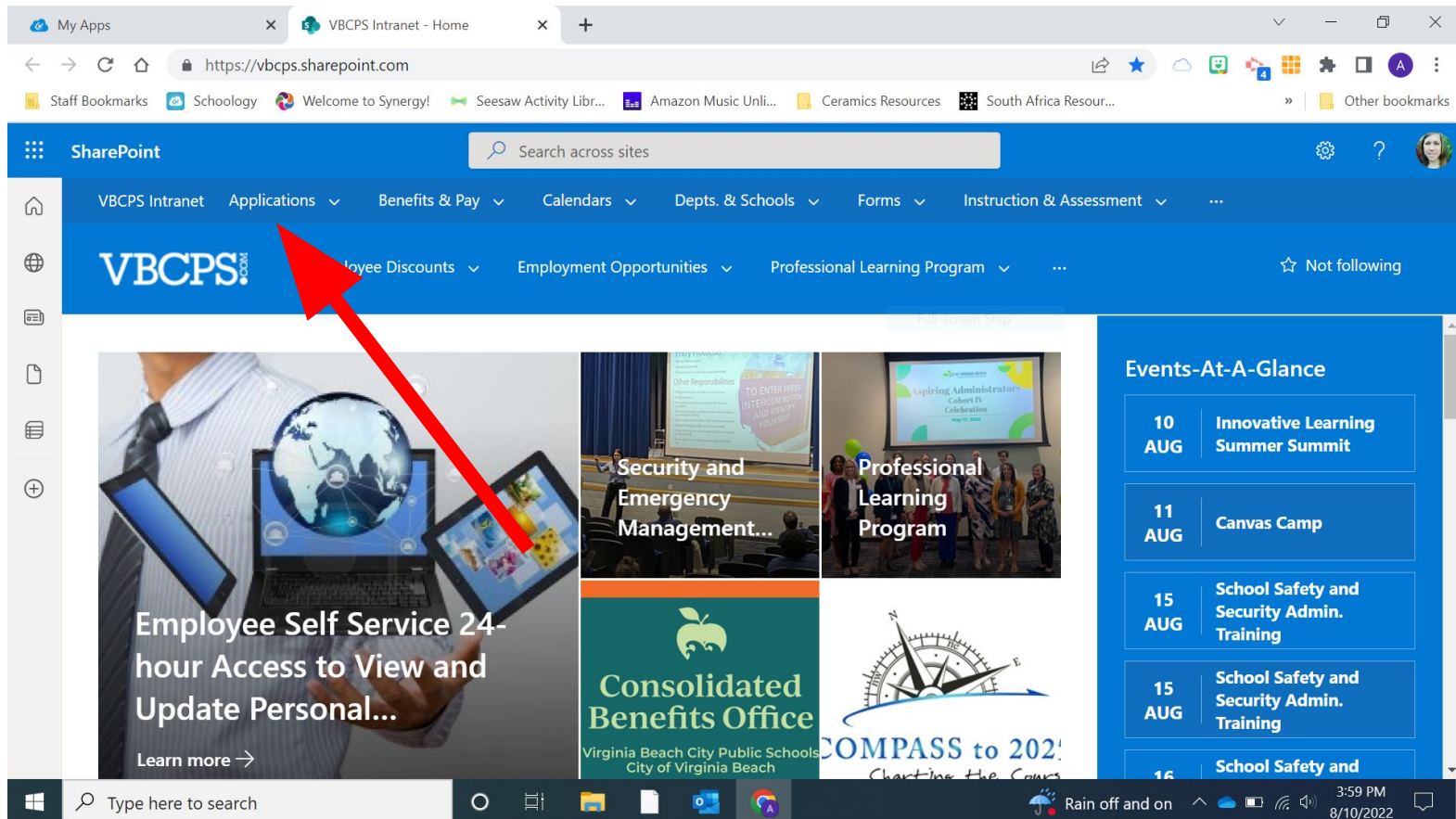


1.) Locate the “VBCPS Intranet” icon in ClassLink. Click to open.



2.) Click on “Applications” from the menu. Then select “Employee Self Service”.

My Apps Employee Self Service - Home

https://vbcps.sharepoint.com/Apps/ESS/SitePages/Home.aspx

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VBCPS Employee Self Service ☆ Not following

Home

Absence Management

Accelify

AlertNow

Amazon Business

Applicant Tracking Syst...

Asset Management

Benefits Enrollment

BuySpeed

important that you access the application via this page as opposed to using a shortcut to the application itself.

Click on the WISE Employee Self Service logo below to access the application. **The following devices are supported by ESS: Microsoft Windows PCs, Google Chromebooks, Apple Macintosh PCs and iPads.**

wise Employee Self Service

Features Available in ESS (Rev. 1/11/22)

Login Instructions (Rev. 1/21/22)

ESS Introduction Memo

Association Dues Memo

WISE Paycheck Poster

Instructions to Update Alert Now Contact Numbers and Receive Messages

Need Help

Employee Self Service Questions

If you have any other questions related to Employee Self Service click here

Customer Support Center

If you have questions on accessing or logging in to Employee Self Service, please contact the Department of Technology Customer Support Center at 263.1111.

Type here to search

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3.) Scroll down and click on the “WISE Employee Self Service” button. Login using your VBCPS credentials.

My Apps Employee Self Service - Home Home - Infor Lawson

https://wise.vbschools.com/lawson/portal/index.htm

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WISE

Bookmarks

Home

WISE: Employee Self Service

Please use the **Bookmarks** menu in the top left corner of the application to access Employee Self Service (ESS) functions.

For additional information regarding your employee record or ESS please see below

Human Resources

For questions regarding your employee record including address changes, employment or educational history, years of experience, step/grade, position or contract, compensation, or licensure information please contact the [Department of Human Resources](#) at (757) 263-1133 or x31133, or by email at vbcpsshr@vbschools.com.

Payroll

For questions regarding payments, time reporting, direct deposit, taxes and W-2 information, please contact the [Payroll Office](#) in Business Services at (757) 263-1033 or x31033, or by email at askpayroll@vbschools.com.

Benefits

For additional information regarding your benefits or dependents please contact the [Consolidated Benefits Office](#) at (757) 263-1060 or x31060, or by email at askbenefits@vbschools.com.

ESS

For technical questions regarding ESS please email askwise@vbschools.com.

[16:01:25 - Home] Ready

Type here to search

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4.) Click on “Bookmarks”.

My Apps Employee Self Service - Home Home - Infor Lawson

https://wise.vbschools.com/lawson/portal/index.htm#

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WISE

Bookmarks

Employee Self-Service

ESS Home

Benefits

Pay

Deductions and Taxes

Personal Information

Association Dues

Optional Deductions

Tax Forms

Tax Withholding

WISE: Employee Self Service

The Bookmarks menu in the top left corner of the Employee Self Service (ESS) functions.

Information regarding your employee record or ESS functions see below

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For technical questions regarding ESS please email askwise@vbschools.com.

5.) Hover over “Employee Self-Service”, then “Deductions and Taxes”, and then select “Association Dues”.

My Apps Employee Self Service - Home Association Dues - Infor Lawson

https://wise.vbschools.com/lawson/portal/index.htm#

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WISE

Bookmarks

Association Dues

Employee Associations Dues Deductions Authorization Form

| Select | Association | Pay Period Amt | Annual Dues |
|-------------------------------------|---|----------------|-------------|
| <input checked="" type="checkbox"/> | VBEA Teacher (Full-time) | \$32.90 | \$658.00 |
| <input type="checkbox"/> | VBEA Non-Teacher (Full-time) | \$16.45 | \$329.00 |
| <input type="checkbox"/> | Va./National Assoc. of Secondary School Principals | \$26.80 | \$536.00 |
| <input type="checkbox"/> | Va./National Assoc. of Elementary School Principals | \$23.50 | \$470.00 |

Submit Changes

Instructions

Checked boxes indicate association dues that have already been authorized for payment. To authorize dues deductions for an association, check the box next to the association's name. To stop dues deductions for an association, uncheck the box next to the association's name. When you are finished, click "Submit Changes". You will then be presented with a confirmation page which will detail your requested changes and require you to either accept or cancel your changes.

Important information. Please Read below before submitting.

Deductions take place September through June and continue until you discontinue the deduction(s) through this form.

By submitting this form online, you hereby authorize Virginia Beach City Public Schools (VBCPS) to take payroll deduction(s) and to release your name, employee ID and work location to those associations.

[16:01:25 - Home] Ready

Type here to search

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6.) Read the instructions and important information. Select the dues line that applies to you and click “Submit”.