EMPLOYEE SELF SERVICE

The Anamosa Community School District uses an online system for employees to view direct deposit notices and view leave balances. The system is called Employee Self Service or ESS.

To access ESS, start at the District's home page at www.anamosa.k12.ia.us. Select "Staff Links" then select "Employee Self Service".

You will then be prompted to enter your username and password. Your username will be your first initial and last name. Your password default is the last 4 digits of your social security number followed by your four digit birth year, a total of 8 numbers. You may change the password if you wish at any time once you are logged in. If you change your password, please take note of your new password as you are the only one who will have access to it.

To view or print your Direct Deposit Notice, select "My Information" then "Payroll Information" and "Payroll History". Click on the payment date you wish to view. The notice will download to a PDF. Once you open the PDF you may view or print your direct deposit information.

This site also displays your address on file with the District, your current direct deposit information, your current election for federal and state tax exemptions, as well as W-2 and 1095 history. You may also view your leave balances and usage from this site. Leave transactions are imported to this site after each pay period for teachers and hourly staff. The most current leave information for teachers is available in Frontline and in the time clock system for hourly staff.

Please note, your employment documents, W-4's, and I-9, are needed before we can set you up in ESS. For any questions regarding ESS, please contact the Business Office at 319-462-4321 or lvonbehren@anamosa.k12.ia.us.