



Bettendorf
Community
School District

To: Bettendorf Community School District Guest Staff

Regarding: Employee Self Service module

The district uses an Employee Self Service module for payroll and leave information. The Employee Self Service module has many features that allow you access to your own information. Please note that we will need a current email address on file for you to get started.

You will receive an email at each pay period letting you know your new direct deposit slip is available to view online.

To get started using the Employee Self Service module, simply use the link below. Please bookmark this page for future reference. Login with your user name and password using the format indicated below.

<https://business.gwaea.org/cfapps/ess/Login.cfm?dist=0621>

User name: first initial and last name all in lowercase with no spaces

Password: last four digits of your social security number and your four digit birth year

The first time you login, you will be prompted to change your password.

The Employee Self Service module also gives you access to your current personal information, payroll information, payroll payment history, W-2 history, leave/balances usage, and much more.

Please contact Kelli Carr at kcarr@bettendorf.k12.ia.us or call at 563-359-3681 if you have any questions regarding the Employee Self Service module.