Welcome to the Latrobe School District Employee Self Service (ESS) Portal

This site provides employees with a quick and easy way to access their own payroll, W-2s, leave balances, and other personnel information. The following is a quick listing of what is available with ESS:

My Info - Demographic information including address, phone, email, hire date, TB expiration, employee type, leave group

Pay History - Paycheck history including PDFs for all checks

Leave - Leave balances and transaction detail

W2/ACA - View and print past W2s

Credentials - Credentials and expiration dates for certificated employees
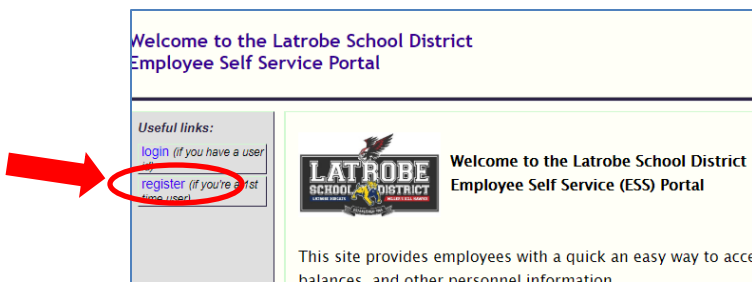
Degrees - Masters degree if applicable

Name History - If applicable

To Register:

- Go to the ESS link on our Employee Handbook webpage, or https://ess.edcoe.org.
- Be sure to click on Latrobe School District from the list of districts. You should see District 8 indicated in the upper right corner (not EDCOE).
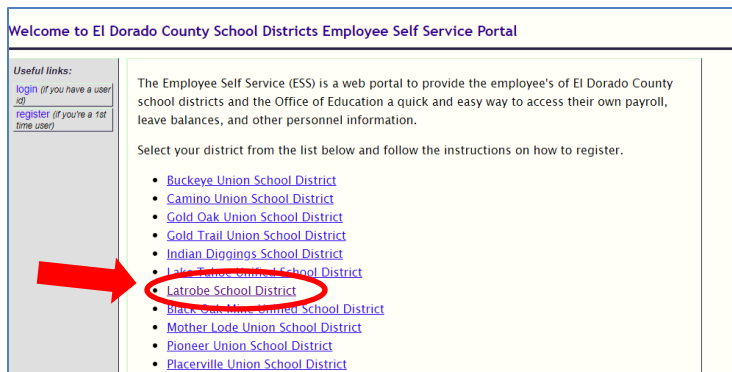
- From the Latrobe Welcome Page, click on the Register button.

- Enter your work email address and click on the Start Registration button.
- Check your email for a link to complete the account registration process.
- You will need the following information:
    - Employee Number
    - Last four of your SSN
    - Date of Birth
    - Select District 8 for Latrobe
- After providing the above information enter your desired username and password. Once the information is verified you will be granted access to the site.

If you have any questions about accessing the ESS Portal please contact your Personnel Office.