Helpful Tips for Accessing Benefits and Payroll Information

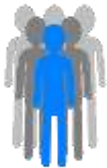For access to employees' insurances benefits visit this website and log in:

https://ccpsk12.ease.com

On the left-hand side of screen, you will see **"Documents"** here you can access dental benefits, HSA banking information, medical benefits, and vision benefits. This section will also link you directly to the company's website. For example if you have Delta Dental you can go directly to the Delta Dental website, register, and keep updated on benefits using the link provided.

On the left-hand side of screen, you will see "**Benefits**" here you can make changes to your policy for qualifying events. Follow the prompts on screen for making changes. For example of a qualifying event would be marriage, death, etc. please contact Vege Pack or Tammy Hinchey (434-542-9503) *THIS STEP IS VERY IMPORTANT.*

On the left-hand side of screen you will see "**Profile**" here you can update profile information, add dependents, and access documents for benefits.

Employee's Self-Serve (ESS)

For access to employees' paystubs visit this website and log in:

https://charlotte-ess.secure.openrda.net/user/login

If you need help with your username or password information, please contact Vege Pack or Tammy Hinchey (434-542-9503).

On the left side of screen, you will see "**Attachments/Documents**" click on it and you can access and print your paystub.