

# EMPLOYEE SERVICE PORTAL

(Please have a check stub or direct deposit stub available before beginning.)

To begin using the Employee Service Portal, it is important that you choose **Google Chrome** in order to go to the following site: <https://esp.iberia.k12.la.us/esp>

(You can right click on the link > choose Copy Hyperlink or Copy Link Address > Open Google Chrome – right click in the address bar and choose Paste and Go.)

You will see the following screen:



Sign In to Employee Service Portal

Username:

Password:

[Forgot your username?](#)

[Forgot your password?](#)

[Create an account](#)

Attention: this application is supported in the following browsers:  
Windows Internet Explorer® 11  
Microsoft® Edge®  
Mozilla® Firefox® 62  
Google® Chrome® 69  
Safari® 6 - MAC only.  
Functionality cannot be guaranteed if you are using an unsupported browser.

[Need Help?](#)

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Version 12.3.0 Rev 760  
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Click “Create an account”

On the new screen that appears please enter:

1. Employee No - **EXACTLY AS IT APPEARS ON YOUR CHECK OR DIRECT DEPOSIT STUB**
2. First Name - **EXACTLY AS IT APPEARS ON YOUR CHECK OR DIRECT DEPOSIT STUB**
3. Last Name - **EXACTLY AS IT APPEARS ON YOUR CHECK OR DIRECT DEPOSIT STUB**
4. Last 4 of your Social Security No
5. Birth Date – you can use the calendar icon to choose your date of birth or you can simply enter the numbers (i.e. 01012001)
6. Zip Code - **EXACTLY AS IT APPEARS ON YOUR CHECK OR DIRECT DEPOSIT STUB**
7. User Name – must be a minimum of 6 characters and is not case sensitive
8. New Password – must be a minimum of 8 characters with at least one uppercase letter, one lowercase letter, one number and one special character and **IS case sensitive** (your e-mail password may meet this criteria)
9. Confirm Password – reenter your password from step 8
10. E-mail – Use your school board e-mail address. (If you don't have a school board e-mail address, you may use a personal address. However, in the unlikely event that you do not receive an activation e-mail, contact the Data Processing Department at (337)365-2341 so that we can activate it manually.)
11. Personal Question 1 – type in your choice of a personal question (i.e. Mother's maiden name?)
12. Personal Answer 1 – the answer to the above question
13. Personal Question 2 – type in your choice of a second personal question (i.e. Oldest child's first name?)
14. Personal Answer 2 – the answer to the above question
15. Personal Question 3 – type in your choice of a third personal question (i.e. City you were born in?)
16. Personal Answer 3 – the answer to the above question
17. Click Submit



#### Create New Account

Personal Information

Employee No	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Last 4 of Social Security No	<input type="text"/>
Birth Date	<input type="text"/>	Zip Code	<input type="text"/>

Profile Information

User Name  Minimum 6 characters

New Password  Minimum 8 characters with at least one number and one special character

Confirm Password

E-mail   
E-mail is used for system notifications and for retrieving login information.

Personal Question 1

Personal Answer 1

Personal Question 2

Personal Answer 2

Personal Question 3

Personal Answer 3

\*All information is required

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Normally within an hour you will receive an e-mail with the subject: **Employee Service Portal Account Information**  
Within the e-mail will be a link to use to activate your account. (You can right click on the link > choose Copy Hyperlink or Copy Link Address > Open Google Chrome – right click in the address bar and choose Paste and Go.)

**PLEASE ACTIVATE WITHIN 48 HOURS OR THE LINK WILL EXPIRE AND YOU WILL HAVE TO RESTART THE PROCESS**

You will receive a message that Your Account Was Successfully Created – Click Go to the Login Page

On the Login Screen enter your username and password you created earlier – click Sign In

You are now in the Employee Service Portal

At this time you may want to bookmark the site for ease of access in the future

A few things you can now do:

1. You can immediately see your Hire Date, Position and Site Information
2. From the left hand side of the screen you can click to view your Benefits and Deductions, Certificates, Education, Leave Information and Payroll Information
3. Within the Leave Information you can see dates missed as well as the type of absence it was –
  - Click the leave type in the top box to get a list of dates for that type of absence
  - Click on a highlighted date within the calendar below to get more information about that absence
  - Change the year to see past years by clicking the down arrow next to Year and choosing the year you are interested in
4. Within the Payroll Information you can see your check/direct deposit information as well as your W-2s
  - Click on a highlighted date within the calendar to get view your check/direct deposit information for that date
  - Change the year to see past years by clicking the down arrow next to Year and choosing the year you are interested in
  - Click Salary Compensation in the upper right hand corner to view your salary information
  - Click W-2s in the upper right hand corner to view your W-2s > once the list appears click on the Year you are interested in

If at any time you need help with the site you can click **Need Help?** in the upper right hand corner of the screen.

For additional assistance with the site itself, please contact:

Chasity Menard

(337)365-2341 ext. 4115

[chmenard@iberiaschools.org](mailto:chmenard@iberiaschools.org)

or

Sharon Broussard

(337)365-2341 ext. 4114

[scbroussard@iberiaschools.org](mailto:scbroussard@iberiaschools.org)

For assistance with the information on the site, please contact the Administrative Office at (337)365-2341 and ask to speak to someone in the Payroll Department.