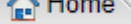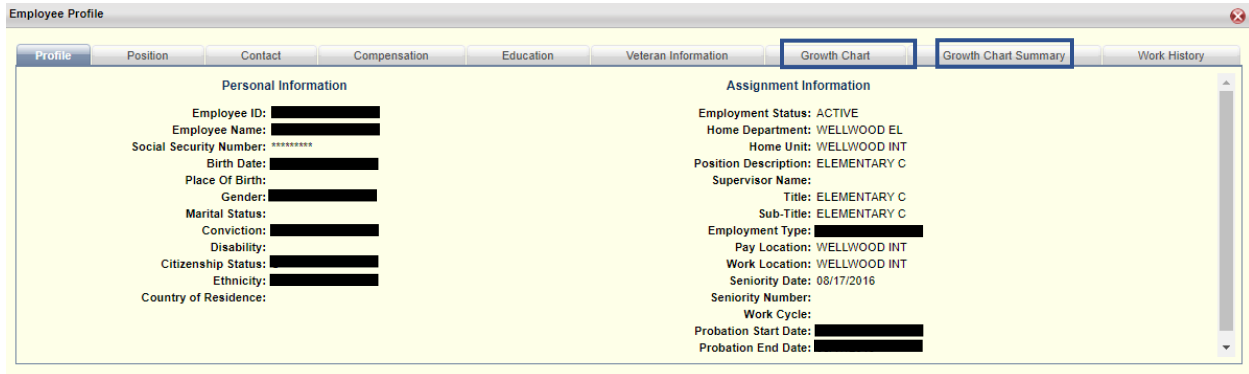# How to Read your ESS Growth Chart

- ➤ Once you log into your Employee Self-Service (ESS) account. Click the **Home** 🏠 Home tab.
- ➤ Click <u>View Profile</u> 👤 View Profile in the **Welcome! Box**.

- ➤ The Employee Profile box will appear where you will find the **Growth Chart** and **Growth Chart Summary** tabs.

Employee Profile

| Profile | Position | Contact | Compensation | Education | Veteran Information | Growth Chart | Growth Chart Summary | Work History |

Personal Information

- Employee ID:
- Employee Name:
- Social Security Number: *********
- Birth Date:
- Place Of Birth:
- Gender:
- Marital Status:
- Conviction:
- Disability:
- Citizenship Status:
- Ethnicity:
- Country of Residence:

Assignment Information

- Employment Status: ACTIVE
- Home Department: WELLWOOD EL
- Home Unit: WELLWOOD INT
- Position Description: ELEMENTARY C
- Supervisor Name:
- Title: ELEMENTARY C
- Sub-Title: ELEMENTARY C
- Employment Type:
- Pay Location: WELLWOOD INT
- Work Location: WELLWOOD INT
- Seniority Date: 08/17/2016
- Seniority Number:
- Work Cycle:
- Probation Start Date:
- Probation End Date:

- ➤ The **Growth Chart** tab provides a listing of courses submitted to the Office of Certification that are documented on an official transcript, MSDE CPD credit slip, and/or certificate of completing continuing professional development hours. Coursework documented on the **Growth Chart** is used towards MSDE certification and salary lane advancement.

Employee Profile

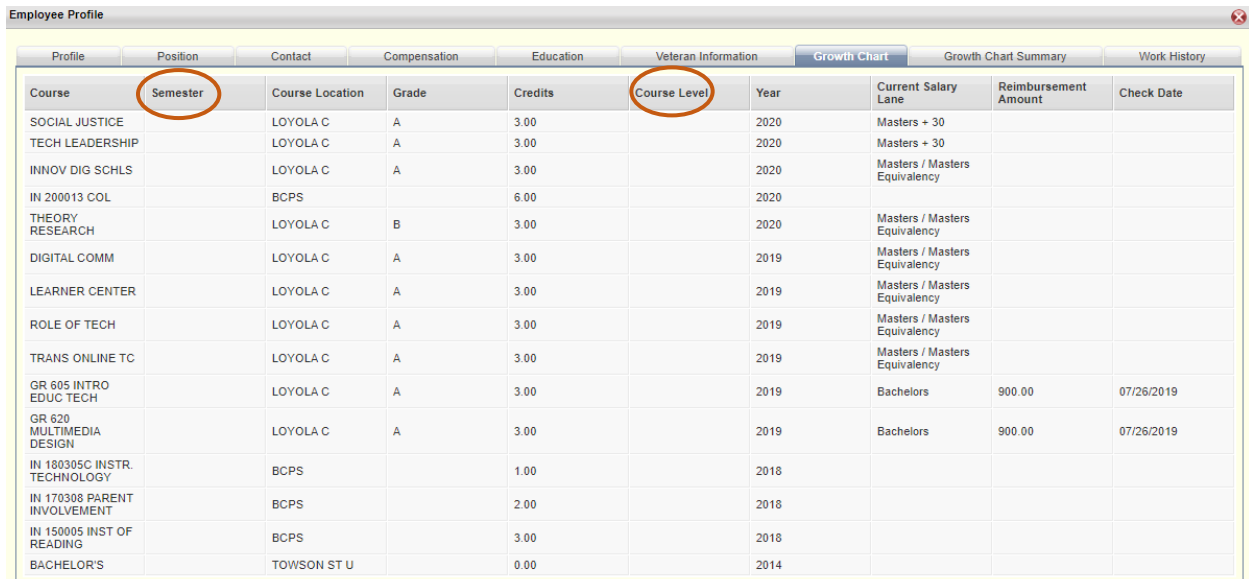| Profile | Position | Contact | Compensation | Education | Veteran Information | Growth Chart | Growth Chart Summary | Work History |

Course	Semester	Course Location	Grade	Credits	Course Level	Year	Current Salary Lane	Reimbursement Amount	Check Date
SOCIAL JUSTICE		LOYOLA C	A	3.00		2020	Masters + 30		
TECH LEADERSHIP		LOYOLA C	A	3.00		2020	Masters + 30		
INNOV DIG SCHLS		LOYOLA C	A	3.00		2020	Masters / Masters Equivalency		
IN 200013 COL		BCPS		6.00		2020			
THEORY RESEARCH		LOYOLA C	B	3.00		2020	Masters / Masters Equivalency		
DIGITAL COMM		LOYOLA C	A	3.00		2019	Masters / Masters Equivalency		
LEARNER CENTER		LOYOLA C	A	3.00		2019	Masters / Masters Equivalency		
ROLE OF TECH		LOYOLA C	A	3.00		2019	Masters / Masters Equivalency		
TRANS ONLINE TC		LOYOLA C	A	3.00		2019	Masters / Masters Equivalency		
GR 605 INTRO EDUC TECH		LOYOLA C	A	3.00		2019	Bachelors	900.00	07/26/2019
GR 620 MULTIMEDIA DESIGN		LOYOLA C	A	3.00		2019	Bachelors	900.00	07/26/2019
IN 180305C INSTR. TECHNOLOGY		BCPS		1.00		2018			
IN 170308 PARENT INVOLVEMENT		BCPS		2.00		2018			
IN 150005 INST OF READING		BCPS		3.00		2018			
BACHELOR'S		TOWSON ST U		0.00		2014			

- ▪ Courses are listed in order completed by semester and year.
- ▪ Reimbursement payments for courses will also be listed.
- ▪ **Historical Credits** listed on the summary tab are credits earned prior to Spring 2021 and will not include **Semester** or **Course Level** information.

- ➢ The **Growth Chart Summary** tab will calculate the number of credits recorded by the Office of Certification.
- ➢ **Course Level** and **Semester** will be assigned for courses completed as of Spring 2021. The specific type of credit will populate under **Historical Credits**.

Credit Type	Credit Totals
Pending Credits	0.00
Historical Credits	42.00
COHORT GRADUATE - CGR	0.00
COHORT UNDERGRADUATE - CUG	0.00
CONTACT HOURS - CH	0.00
CONTINUING EDUCATION UNIT - CEU	0.00
CONTINUING PROFESSIONAL DEVELOPMENT - CPD	0.00
GRADUATE - GR	0.00
NO CREDIT - NC	0.00
UNDERGRADUATE - UG	0.00
Total Credits	42.00

- ▪ **Total Credits** does not indicate an employee has satisfied requirements for movement to the next salary lane. Minimum credit requirements must be satisfied to advance to the next salary lane. Please see the Course Salary Lane Advancement guidelines for information on required credits.