

# USERS GUIDE

## EMPLOYEE SELF-SERVICE

FEBRUARY 5, 2009

### SETTING UP YOUR ESS SELF-SERVICE ACCOUNT

Setting up an ESS Self-Service account enables you to easily reset your own password if you forget it and/or when it expires. ESS Self-Service passwords will expire every 90 days.

**The first step in setting up your ESS Self-Service account is to go to <http://www.millersville.edu/services/hr/ess/>.**

Click on the “***Set Up Your Account***” link and follow the prompts listed.

You will be directed to the password change screen with the message “YOUR PASSWORD HAS EXPIRED AND MUST BE CHANGED” and prompted to change your password. This is necessary in order to ensure that your information is secure and accessible only by you. Your initial password has been set up to expire.

#### **Passwords must:**

- Be at least 8 characters in length
- Must not contain significant portions of your user account name or full name and
- Must have 3 of the 4 characteristics below:
  - Lowercase character(s)
  - Uppercase character(s)
  - Numeric character(s)
  - Special character(s), such as % \$ #

In addition to changing your password, you will also be asked to create a four-digit PIN along with security questions and answers.

When you have set up and configured the account, you will receive a submission confirmation page to advise you that all was set up without error. At this point you will be able to log on to Employee Self Service.

#### ● Setup Your Account

All first-time users should run this tool prior to using any applications or sites provided by PASSHE. Completing this short setup will allow you to utilize self-service tools for account problems that may arise, such as forgetting your password.

# LOGGING ON TO EMPLOYEE SELF-SERVICE

Click on the Login image at <http://www.millersville.edu/services/hr/ess/>

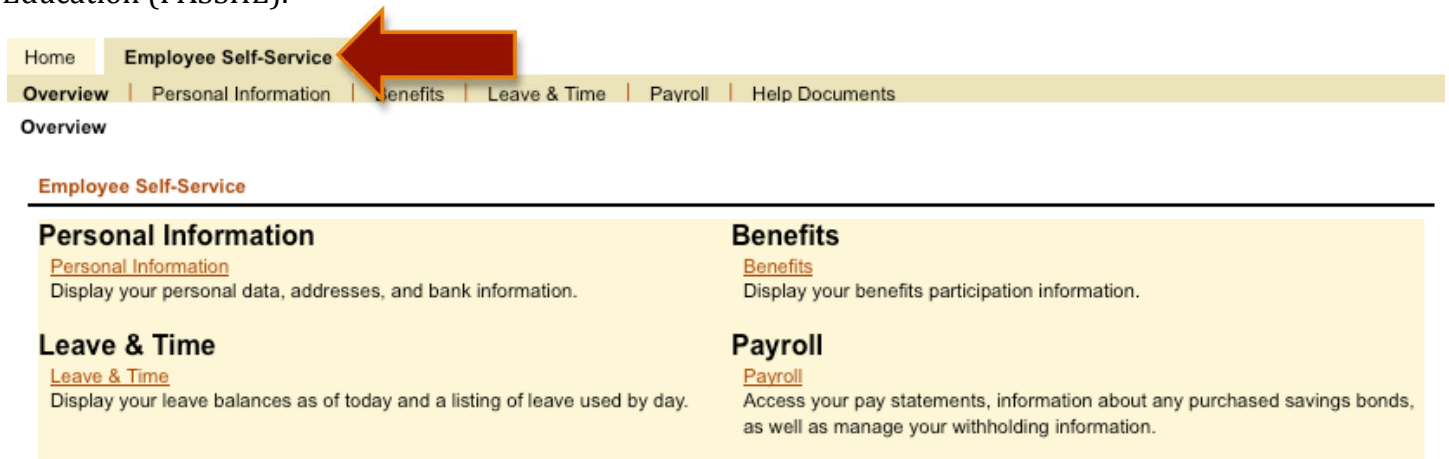
At the “Welcome To Self Service Portal” screen, you need to enter your username and password.

Click “**Enter Portal.**”

On the “Welcome YOUR NAME Screen to the Self-Service Portal screen: My Portal Applications” screen, click the “**Employee Self-Service**” tab.



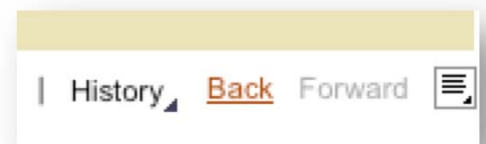
From the “Overview” Screen, you will be able to view, verify and in some instances, update current payroll and personnel data related to their employment with the Pennsylvania State System of Higher Education (PASSHE).



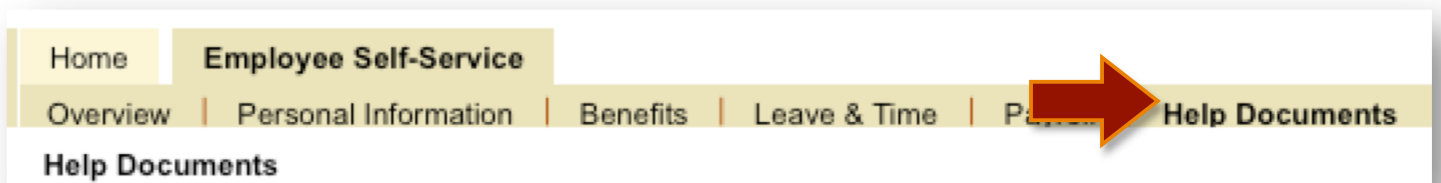
## The information covers:

- Personal Information (personal data, address, emergency contacts, and bank information)
- Benefits (medical/vision/dental, life insurance, disability, AD&D and Retirement)
- Leave & Time (balances and absences)
- Payroll (pay statement, savings bonds and W-4)

Use the Tab and Navigation buttons at the top of the ESS Screen to navigate through ESS. Do NOT use the Back button on your browser to return to previous screens; instead use the Back button in the upper right-hand corner to the ESS screen.



See the “Help Documents” for detailed steps on how to change your primary contact phone number and how to change your W4 information.



## LOGGING OFF EMPLOYEE SELF- SERVICE

Click Log Off in the top right corner to the ESS Portal Screen.

[Log Off](#)

Once you click Log Off a box will appear. Are you sure you want to log off?

Click **Yes** to confirm.

