

# Employee Self Service (ESS) User Guide

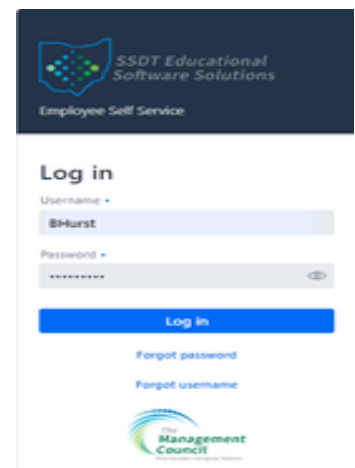
This guide provides instructions on how to use the Employee Self Service (ESS) application, manage your profile, view payslips and tax forms, and leave balances.

## 1. Logging into Employee Self Service

New URL:

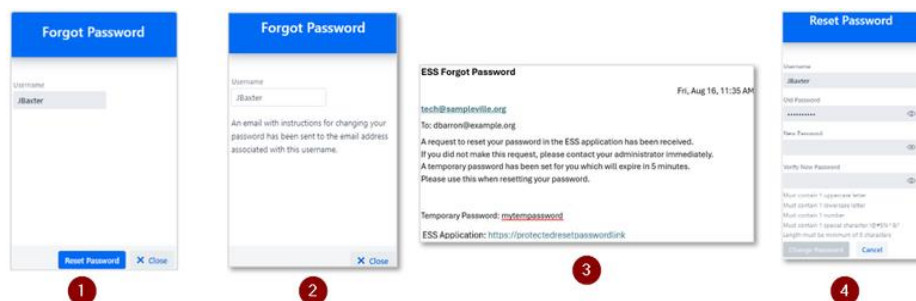
<https://connect-escneo-ess.ssd-ohio.org/>

- If your Kiosk account was converted over to ESS*, your existing Kiosk username will, by default, become your ESS username. Your ESS user account will contain the same access (roles) you had in Kiosk. Your Kiosk password will no longer work and you will need to set up a new password in ESS using '[Forgot Password](#)'.



## Forgot Password

If you are required to set up a new password for your newly converted ESS user account or have forgotten your existing ESS password (or your password has been reset by an ESS Administrator or ITC), please click on the 'Forgot password' link on the login page and it will step you through how to reset your ESS password.



## Forgot Username

If you have forgotten your ESS Username, click on the 'Forgot Username' link on the login page. An email will be sent to the email address provided if a username associated with this email address is found in ESS.

The image shows two versions of the 'Forgot Username' dialog box. The left version has a blue header 'Forgot Username', an 'Email Address' field containing 'sdean@sampleville.org', and a 'Retrieve Username' button. The right version has the same header and field, but instead of the button, it displays a message: 'An email will be sent to the provided email address if a username associated with this email address is found.' and a 'Close' button. An arrow points from the left dialog to the right one.

- If you are new to the district and did not have a Kiosk account, you can self-register in ESS using ['Register User'](#)

## Register User

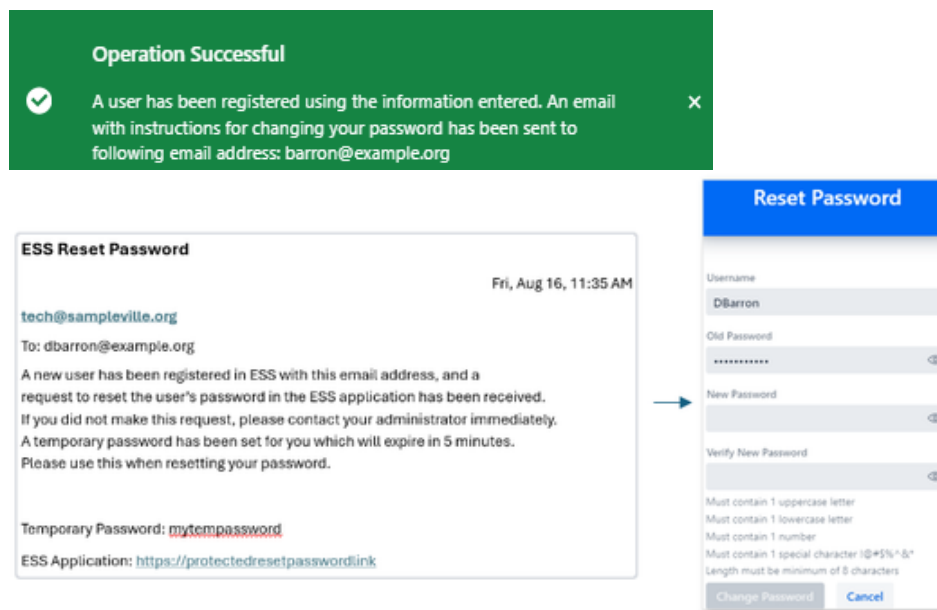
If your district would prefer you self-register for your ESS user account, click on the 'Register User' link on the login page

## Register User

If your district would prefer you self-register for your ESS user account, click on the 'Register User' link on the login page.

The 'Create User' dialog box has a blue header. It contains three input fields: 'Username' with the value 'DBarron', 'Employee Number' with the value 'ANON845', and 'Email' with the value 'barron@example.org'. Below these fields is a checkbox labeled 'Is Externally Authenticated' which is currently unchecked. At the bottom of the dialog are two buttons: 'Create User' and 'Close'.

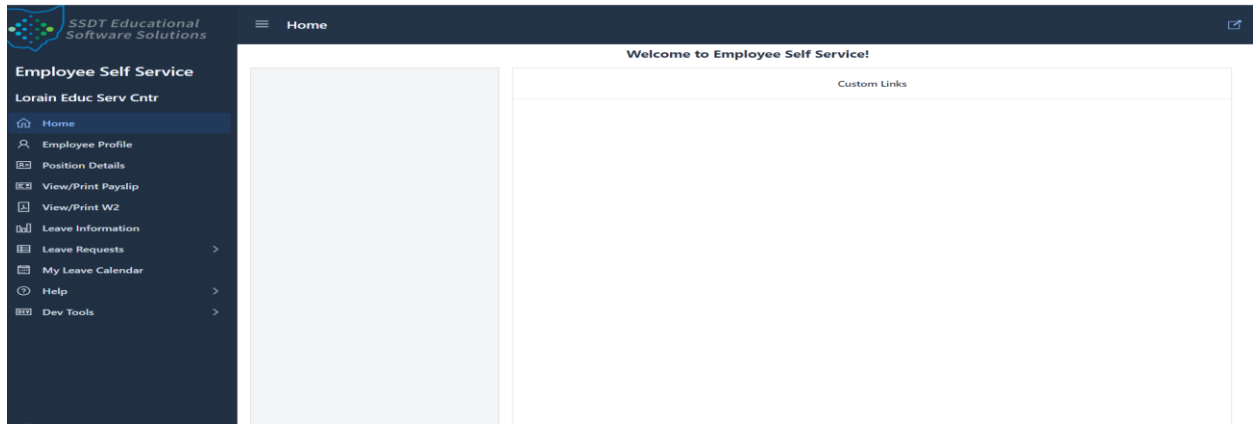
- **Username:** Please enter your desired username. If externally authenticated, this should be provided to you by your AD administrator.
- **Employee Number:** Please enter your USPS Employee Number (EMPID). This should be provided to you by your school administrator (i.e. treasurer's office)
- **Email:** Please enter your email address. This email must match one of your email addresses in your USPS employee record (primary, secondary or other) email address. If you are unsure of what email address to use, please contact your school administrator. NOTE: This email address will be used when emailing leave request/timesheet workflow approval notifications to you.
- **Is Externally Authenticated:** Only check this box if your AD administrator has indicated you use an external authentication provider.
- Click 'Create User' to proceed with creating an ESS user account. A pop-up notification will be displayed if successful. An email will be sent to the email address provided with instructions on how to change the temporary password to a permanent password. Copy the provided temporary password, click on the secure 'ESS Application' link, and paste the temporary password into 'Old Password'. Enter a New Password using the security requirements listed and re-enter the new password in 'Verify New Password' and click 'Change Password' to reset your temporary password to a permanent one.



**NOTE:** The user has exactly 30 minutes from the time the 'ESS Reset Password' email was sent to change it to a permanent password

## 2. Navigating the ESS Home Screen

- The **Home Screen** provides a left-hand panel with options based on your role and district setup. It remains accessible regardless of where you are in ESS.



- Employee Profile:** Displays biographical data pulled from USPS.

The screenshot shows the 'Employee Profile' form. The form has a dark blue header with 'Employee Profile' and a 'Create New Data Change' button. Below the header are tabs for 'Profile', 'Contact Info', 'Dates', and 'Qualifications'. The 'Profile' tab is active. The form is divided into three main sections: 'Identification Information', 'Name', and 'Other Information'. The 'Identification Information' section has fields for 'Employee Number' (ANON1616) and 'State Certification ID' (OH6746207). The 'Name' section has fields for 'First Name' (Ronald), 'Middle Name' (John), 'Last Name' (Burch), 'Suffix', 'Legal First Name' (Ronald), 'Legal Middle Name' (John), 'Legal Last Name' (Burch), and 'Legal Suffix'. The 'Other Information' section has fields for 'Gender' (Male), 'Marital Status' (Single), 'Spouse First Name' (Melody), 'Date of Birth' (8/26/1950), 'Ethnicity' (Information has not been recollected), 'OSDI District Code' (2606), and 'Sub Days'.

**Position Details:** View your contract information. For multiple positions, click on the arrow next to each position to view details.

Position Details

1 - Secretary

2 - Secretary

3 - Secretary

Building Code: 200 - 000

Department Code: 400 - 000

Supervisor Name: Michael Hayes

Supervisor Email: Michael.Hayes@cityofpaloalto.org

Position Hire Date: 02/20/1987

Position Start Date: 06/20/2020

Leave Eligibility: Sick, Personal, Vacation

Name	Type	Pay Per Period	Current Accr.	Work Days	Pay Unit	Pay Rate	Absence Hours	Hours in Day	Start Date	Stop Date
Michael Hayes	LEGACY	1879.06	47296.00	FED	DAILY	256.49	0.00	7.00	2020-06-17	

#### 4. Viewing and Printing Documents

- **Pay slip:** Query and download or view your pay slip in PDF format.
- **W2:** Query and download or view your W2 in PDF format.

#### 5. Leave Management

- **Leave Information:** View your accumulated and used leave, with tabs for Leave Balances, Absences, and Accumulations.

[Leave Balances](#) [Absences](#) [Accumulations](#)

Leave Type	Monthly Accrual	Unit	Absence Max	Beginning Balance	Balance
PERSONAL	0.000	DAILY	3.000	3.000	3.000
SICK	1.250	DAILY	240.000	0.000	13.750
VACATION	0.830	DAILY	40.000	0.000	15.120