

# Employee Self Service (ESS) User Guide

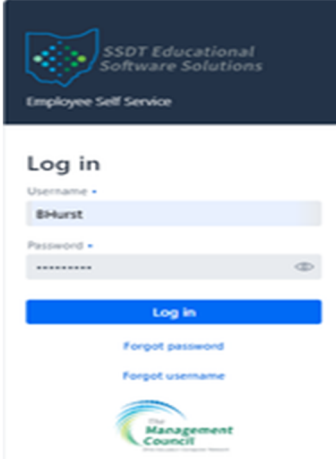
This guide provides instructions on how to use the Employee Self Service (ESS) application, manage your profile, view payslips and tax forms, and leave balances.

## 1. Logging into Employee Self Service

### New URL:

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

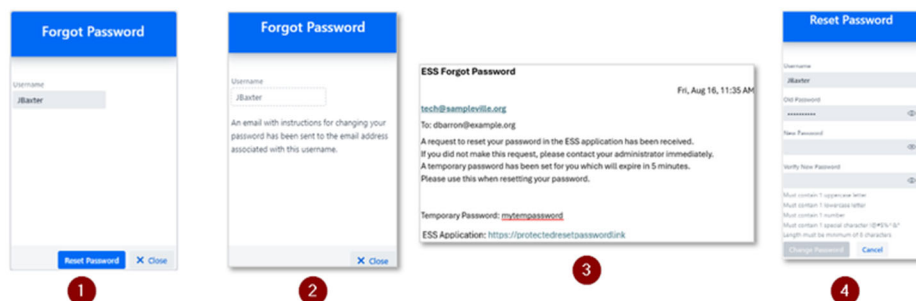
- If your Kiosk account was converted over to ESS*, your existing Kiosk username will, by default, become your ESS username. Your ESS user account will contain the same access (roles) you had in Kiosk. Your Kiosk password will no longer work and you will need to set up a new password in ESS using '[Forgot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



The screenshot shows the 'Employee Self Service' login page. At the top is the 'SSDT Educational Software Solutions' logo. Below it is a 'Log in' section with fields for 'Username' (containing 'B.Hurst') and 'Password' (masked with dots). There is a 'Log in' button and links for 'Forgot password' and 'Forgot username'. At the bottom is the 'Our Management Council' logo.

## 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.



The image shows a four-step process for resetting a password, numbered 1 through 4:

- Step 1:** A 'Forgot Password' dialog box with a 'Username' field containing 'J.Baxter' and buttons for 'Reset Password' and 'Close'.
- Step 2:** A 'Forgot Password' dialog box with a 'Username' field containing 'J.Baxter' and a message: 'An email with instructions for changing your password has been sent to the email address associated with this username.' Buttons for 'Reset Password' and 'Close' are at the bottom.
- Step 3:** An email notification titled 'ESS Forgot Password' dated 'Fri, Aug 16, 11:35 AM'. The email body states: 'A request to reset your password in the ESS application has been received. If you did not make this request, please contact your administrator immediately. A temporary password has been set for you which will expire in 5 minutes. Please use this when resetting your password.' It includes a 'Temporary Password: mytempesword' and an 'ESS Application' link: 'https://protectedresetpasswordlink'.
- Step 4:** A 'Reset Password' form with fields for 'Username' (J.Baxter), 'Old Password' (masked), 'New Password', and 'Verify New Password'. It includes instructions for password requirements (must contain uppercase letter, lowercase letter, number, special character, length minimum 8 characters) and buttons for 'Change Password' and 'Cancel'.

## 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.

**Forgot Username**

Email Address  
sdean@sampleville.org

**Retrieve Username** X Close

**Forgot Username**

Email Address  
sdean@sampleville.org

→ An email will be sent to the provided email address if a username associated with this email address is found.

X Close

- 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

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

**Create User**

Username  
DBarron

Employee Number  
ANON845

Email  
barron@example.org

☐ Is Externally Authenticated

**Create User** X 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.

**Operation Successful**

✓

A user has been registered using the information entered. An email with instructions for changing your password has been sent to following email address: barron@example.org

✕

**ESS Reset Password**

Fri, Aug 16, 11:35 AM

tech@sampleville.org

To: dbarron@example.org

A new user has been registered in ESS with this email address, and a request to reset the user's password in the ESS application has been received. If you did not make this request, please contact your administrator immediately. A temporary password has been set for you which will expire in 5 minutes. Please use this when resetting your password.

Temporary Password: mytempassword

ESS Application: <https://protectedresetpasswordlink>

→

**Reset Password**

Username  
Dibarron

Old Password  
\*\*\*\*\*

New Password  
[Empty field]

Verify New Password  
[Empty field]

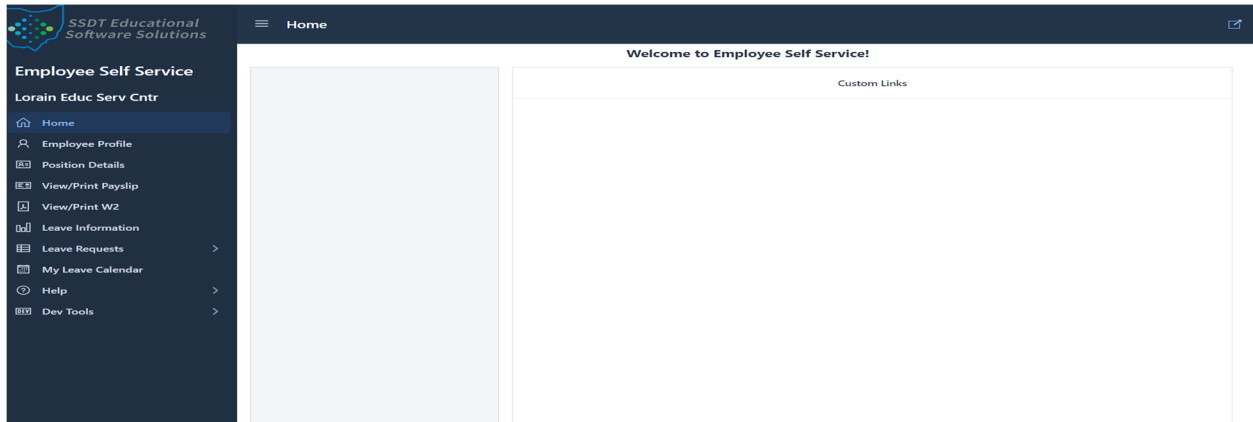
Must contain 1 uppercase letter  
Must contain 1 lowercase letter  
Must contain 1 number  
Must contain 1 special character !@#%&'&\*"~  
Length must be minimum of 8 characters

Change Password
Cancel

**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.

**Employee Profile**

Create New Data Change

Profile | Contact Info | Dates | Qualifications

**Identification Information**

Employee Number: ANON1616 | State Certification ID: OH6746207

**Name**

First Name: Ronald | Middle Name: John | Last Name: Burch | Suffix: | Legal First Name: Ronald | Legal Middle Name: John | Legal Last Name: Burch | Legal Suffix: |

**Other Information**

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 | Sub Days: |

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

The screenshot shows a web application titled "Position Details". At the top, there are two expandable sections: "1 - Secretary" (which is expanded) and "2 - Driver". A red arrow points to the expandable arrow next to "1 - Secretary". The "1 - Secretary" section contains several input fields: "Building Code" (301 - 301), "Department Code" (450 - 450), "Supervisor Name" (Nicole Joyce), "Supervisor Email" (joyce@examp1e.org), "Position Hire Date" (02/22/1987), and "Position Start Date" (06/05/2012). Below these fields are three checkboxes for "Leave Eligibility": "Sick" (checked), "Personal" (checked), and "Vacation" (unchecked). At the bottom of the section is a table with the following data:

Status	Type	Pay Per Period	Contract Alloc...	Work Days	Pay Unit	Pay Rate	Hours	Hours in Day	Start Date	Stop Date
Active	LEGACY	1819.06	47296.00	183	DAILY	256.45	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