EMPLOYEE SELF SERVICE
Known as ESS
What is ESS?

Employee Self Service is a portal linking employees to their payroll and personal employment-related data.
With ESS, new employees will:
1. Enroll in benefits when they start
2. Provide their bank and direct deposit information
3. Provide their W-4 tax information
With ESS, new employees will:

1. Provide their emergency contact information
2. Provide their current degrees
When can I set up my ESS Account?

- The Help Desk will send you an email verifying that your email and ESS accounts have been created.
Initial email

Help Desk will send that email to: your department secretary, your supervisor and to you at the email that you used to apply for the job.
The email/ESS account has been setup for:

- **USER NAME**: your name
- **PASSWORD**: temporary password

Please have user change password after first login at:

```
https://mumanager.Millersville.eud/showLogin.cc
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Use the link and temporary password to log in and create your own password.
USE UNIQUE PASSWORD TO LOG ON TO ESS
Click on the State System of Higher Education logo that is used to represent ESS.

Use your user name and password to log on.
Logging on to do My First Days
Click on the Employee Self-Service tab.
MY FIRST DAYS

On the left, scroll down to My First Days.
Click on this link and follow the directions.

For New Employees Only -- The My First Days application of ESS will allow new employees to the Pennsylvania State System of Higher Education to perform all the initial tasks of building your HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completing your W-4 form, etc. All new employees should run this application within 30 days of your date of hire.
After you are employed, you will regularly use ESS to
- Determine your leave balances
- Submit leave requests

(unless you work in Dining or as a coach, nurse or patrol officer)
USE ESS TO REQUEST LEAVE

Employee Self-Service >> Leave & Time

This page will provide you with information about each available Employee Self-Service (ESS) application below and you will be taken to a new page with the ESS application you have chosen. A link to this page.

Available Applications

Display Leave Balances

Display your leave types and their balances.

Display Absences

Display a listing of the days you have taken leave and days submitted for in the future.

Employee Leave Request

Employees can enter new leave requests and view the status of previous requests.
Use ESS to request leave.

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**Select an option and click "Continue".**

- Create New Leave Request
- View Status of Submitted Requests
- Cancel A Leave Request
After you are employed, you will regularly use ESS to
- Submit overtime.

- Within the next year, you will use ESS to submit travel requests and expenses
Use ESS to view your pay

Employee Self-Service >> Payroll

This page will provide you with information about each available Employee Self-Service and you will be taken to a new page with the ESS application you have chosen. A link!

Available Applications

Online Pay Statement
Display an online version of current and past pay statements.

W-4 Information
Display or update your W-4 tax information stored in the HCM system.

Direct Deposit / Bank Information
Display/Maintain your bank account information.

Display W-2 Form
Display your W-2 form.

Update W-2 Election
Update your W-2 election. Choose to receive an electronic or paper W-2 form.
You will also use ESS to

1. Add any new degrees
2. Change deductions for W-4
3. Change emergency contact information
You cannot use ESS to change your bank deposit information after your first 30 days. You need to do that using paper forms provided by Human Resources or Payroll – for security reasons.
ESS: ACCOUNT ALERTS

This new feature allows you to receive automatic alerts when a specific ESS application is accessed or changed.
ESS: ACCOUNT ALERTS

You can receive alerts via Text, personal email and employee work email.
ESS: Account Alerts

Go to Personal Info tab.
Select Address and Contact Information

Employee Self-Service

Available Applications

Personal Data
Display your basic personal and employment information.

Address and Contact Information
Display your main address and any other address you may have. You may also update your primary contact number and/or campus address.
ESS: ACCOUNT ALERTS

Add your mobile and personal email addresses if you want to receive alerts.

Home Phone: 
Mobile Phone: 
Work Phone: 
Personal E-Mail: 
ESS: ACCOUNT ALERTS

Then select Account Alerts tab

OPT-IN Notification

The Account Alerts page provides options for receiving notifications (State System). Please be aware that if you elect to receive Text Alerts, you must enter a valid phone number in the Information/Permanent Address screen under the Employee Self-Service tab.
ESS: ACCOUNT ALERTS

Select the notification options you want to receive.

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</table>
ESS: ACCOUNT ALERTS

Select the notification options you want to receive.
HELP DOCUMENTS TAB

- Available 24/7.
- Always up-to-date.
HELP DOCUMENTS TAB

- Detailed steps and overview of every feature and tool of ESS.