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.
INITIAL EMAIL WILL READ:

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](https://mumanager.Millersville.eud/showLogin.cc)
Use the link and temporary password to log in and create your own password.
Use Your password to Log On to ESS
LOGGING ON

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

Enter Your Account Information

Username: 

Password: 

Enter Portal

Forgotten / Expired Password?
Click on the Employee Self-Service tab.
My First Days

Scroll down to My First Days. Scheduled to change in the next week.
MY FIRST DAYS TAB

Coming soon ----
Life and Work Events - My First Days

Life and Work Events -- My First Days

Please review the list of required information before proceeding with this application. You will need all information outlined in the checklist below to complete the My First Days process. If you have any questions, please contact your Human Resources office.

Section 1 - Payroll and Personal Information
- Item 1: Bank Account - Direct Deposit
- Item 2: W-4 Tax Withholding Information

Section 2 - Medical and Insurance Plan Enrollments
- Item 1: Family Member / Dependent / Beneficiary Information
- Item 2: External Organization Beneficiary Information

Section 3 - Retirement Plan Enrollment
- Item 1: Previous Employment Details
- Item 2: Retirement Plan Election
My First Days

Section 1 – Payroll and Personal Information

Section 2 – Medical and Insurance Plan Enrollments

Section 3 – Retirement Plan Enrollment
Section 1 - Payroll and Personal Information

Item 1: Bank Account - Direct Deposit
Item 2: W-4 Tax Withholding Information
Item 3: Emergency Contact
Item 4: Educational Background
Item 5: Ethnicity / Race Information

Begin Section 1
My First Days

Section 2 - Medical and Insurance Plan Enrollments

Item 1: Family Member / Dependent / Beneficiary Information
Item 2: External Organization Beneficiary Information
Item 3: Medical Benefit Plan Selection
Item 4: Basic Group Life, LTD, Voluntary AD&D, and Voluntary Life Insurance Plan Selection
Item 5: Flexible Spending Account Enrollment

Begin Section 2
My First Days

Section 3 - Retirement Plan Enrollment

Item 1: Previous Employment Details
Item 2: Retirement Plan Election

Begin Section 3
After you are employed, you will regularly use ESS to
- Determine your leave balances
- Submit leave requests
  (unless you work as a nurse or patrol officer or in Dining preparing and/or serving food)
Use ESS to see balances

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 the ESS 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.

**Employee Leave Request - Main Menu**

- Employee Name: [Input field]
- Employee Number: [Input field]

Select an option and click "Continue".

- Create New Leave Request
- View Status of Submitted Requests
- Cancel A Leave Request

[Continue]
After you are employed, you will regularly use ESS to

- Submit overtime.
After you are employed, you will regularly use ESS to
- Submit travel requests and expenses

- election, and view your online W-2 form, if you have elected to receive online.

**Travel Management**

This area of ESS provides employees with functions to create and manage travel requests and expense reports.

**My First Days**
If you are a supervisor, you will regularly use ESS Managers Tab -
Supervisors use ESS Managers Tab to approve leave, overtime or comp time

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**Approve Leave Requests**

The **Approve Leave Requests** has been provided to view a listing of pending leave requests for their staff. The Approve Leave Requests will display requests for leave or request to cancel leave.

**View Requests Processed By Me**

The **View Requests Processed By Me** page contains all leave requests that you as the approver have rejected, or approved for cancellation.

**Approve Individual Timesheet**

The **Approve Individual Timesheet** page will allow you to approve, reject multiple employees’ time recording and Application Time Sheet (CATS).
Your supervisor has not yet processed the notification of absence which you created on 07/06/2018. The requested absence begins on 07/10/2018 and ends on 07/10/2018.

Please do not reply to this email but consider forwarding it to your supervisor as a reminder.
Supervisors use ESS Managers Tab to approve travel requests and expenses

**Approve Trip Items**

In this section, managers can access their Inbox in order to approve travel Requests and/or Expense Reports and to view the traveler's supporting documentation.

**View Travel Requests and Expense Reports Approved By Me**

This page will show you a detailed listing of all travel requests and expense reports that you as the approver have either approved, rejected, or approved for cancellation.
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.
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.
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 from the ESS system (State System). Please be aware that if you elect to receive Text Alerts (Please note: In order to receive alert notifications to your cellular device, you must provide your Information/Permanent Address screen under the Employee Self-Service menu).
ESS: ACCOUNT ALERTS

Select the notification options you want to receive.

Manage Notification

Applications

Logon

Personal Data

Address and Contact Information

Direct Deposit / Bank Information

Family / Related Persons
**ESS: Account Alerts**

Select the notification options you want to receive.

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HELP DOCUMENTS TAB

- Available 24/7.
- Always up-to-date.