Getting Started with Employee Self-Service (ESS)

A. Logging into the Self-Service Portal

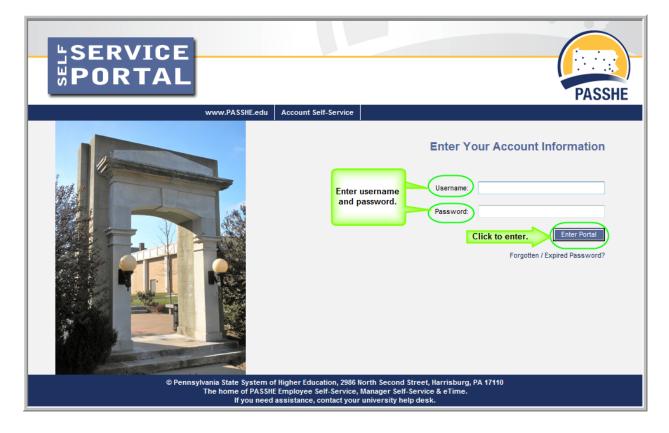
1. To access the *Self-Service Portal*, type the following URL into the address field on the web browser and use the *Enter* key.

http://portal.passhe.edu/

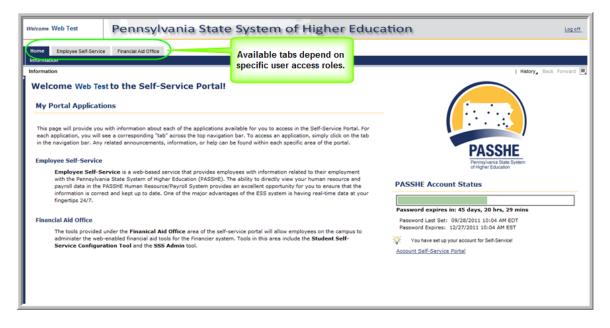
(NOTE: Adding the *Self-Service Portal* link to the browser's Favorites folder makes access easier in the future.)

2. The Self-Service Portal will ask for a Username and Password. After entering the Username and Password, click Enter Portal.

(NOTE: Employees are assigned a Username and Password the day their employment begins.)



3. After clicking the *Enter Portal* button, the following screen will appear. The actual tabs appearing at the top of the page will depend on specific user-access roles.



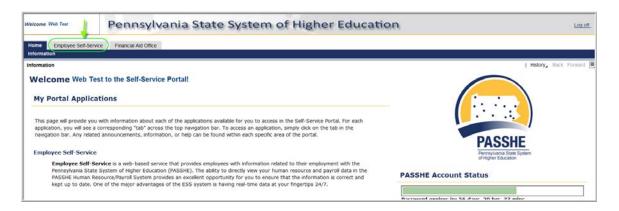
B. Overview of Self-Service Portal Navigation

- The *first level navigation tabs* will only display the applications to which the Username in effect has access and may vary. When a first level navigation tab is clicked, the *second level navigation links* will refresh to show what options are available for use under the selected first level navigation tab.
- Use the first level navigation tabs and second level navigation links to navigate through the Self-Service Portal and to return to previous screens. *Do NOT use the "Back" button on your browser.* To go back to a previous Self-Service screen, select the "Back" link in the upper right-hand corner of the Self-Service Portal screen as shown.

| Welcome Web Test | cation Logot | |
|---|--|--|
| Home Employee Self- Overview Personal Inf | Service Financial Ad Office First level navigation taba omation Benefits Leave & Time Payrol M) First Days Second level navigation links | |
| Overview | | Back button for ESS session Back Forward |
| Welcome We | b Test to Employee Self-Service! | |
| Areas of Employee Self-Service | | System Status |
| Personal Information Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information. | | System Online |

C. Navigating Employee Self-Service (ESS)

1. Click on the *Employee Self-Service* (ESS) tab on the first level navigation tab listing.



2. The window will display a listing of the five *ESS* actions available. Navigation to the desired *ESS* action can be accomplished by using either the second level navigation links under *ESS* or by the optional navigation links depicted in the screenshot below.

| Home Employee Self-Service Financial Ald Office Overview Personal Information Benefits Leave & Time Payrol My First Days Overview I History, Back Fornand Welcome Web Test to Employee Self-Service! | | | |
|--|---|--|--|
| Areas of Employee Self-Service | System Status | | |
| Optional navigation links Display your personal data, addresses and bank information. Here you can also manage your ethnicity information. Benefits | System Online | | |
| Display your by the basicopation information and access the online benefits enrollment system. Leave & Time Within t Ston of Engloyee Self-Service you may view your leave balances and a complete record of all absences you have support Vector of Engloyee Self-Service you may view your leave balances and a complete record of all absences you have support Reyroll Access only one of your printed pay statments and manage information about your W-4 withholdings. My First Days | Calendar of Upcoming Events October 2011 There are no events in October 2011. November 2011 11/04 PASSHE Pay Date 11/18 PASSHE Pay Date 11/24 Office dosed for Thanksgiving | | |
| 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 Hig personnel file. Here you can complete activities such as: setting up direct deposit, enroling in your medical benefits and reterment plan(s), completing your W-4 form, etc. All new employees should run this application within 30 days of your date of hire. | 11/25 Office closed for Thanksgiving | | |