



**HARRIS**

# Employee Self Service Lite

Version 2.15.0

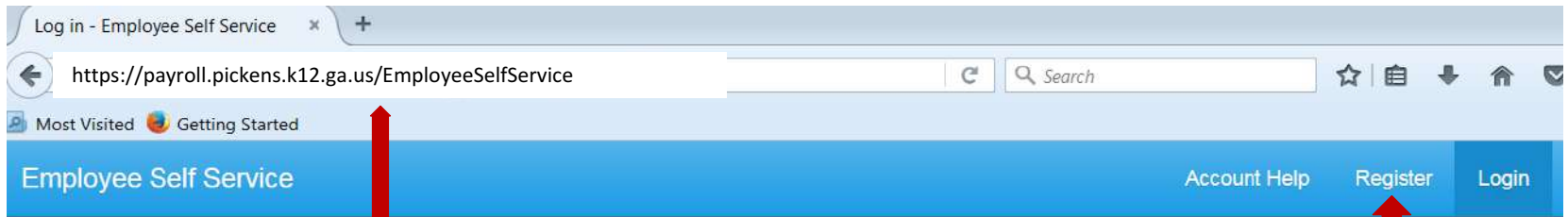
# *Employee Self Service*

Employees can...

- access from any computer.
- view their earnings summary and check history.
- print past check information.
- print W2s for past years.

# Employee Self Service – Register

## Registration on Log In screen



Enter Web Address for ESS into your browser.

Log in

User  
name

Password



Log in

Everyone must register as a user for ESS using their social security number and employee number (same as social security number).

**NOTE: Internet Explorer version 9 and below are not supported in ESS. The Internet Explorer browser must be version 10 or above.**

# Employee Self Service - Register

All employees must create an account in ESS.

ESS

## Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

**User name**

**Email**

**First Name**

**Last Name**

**Social Security Number**

**Employee Number**

**Password**

**Confirm password**

Employee chooses their own User Name and Password. User name should not contain any special characters or spaces.

Social Security Number and Employee Number combination is validated in the payroll system.

Email address will be used to send all notifications from ESS. This does NOT have to be a school district assigned email address. It may be an employee's personal email address.

**Your Employee Self Service account confirmation**

me@me.com

Sent: Fri 5/16/2014 9:50 AM

To: Angela Palmire

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Thank you for signing up with us! Please confirm your registration by clicking the following link:

[Confirmation Link](#)

In case you need it, here's the confirmation code: **dIKg0-xx2c3iCLQ8rnv\_BQ2**

Sample e-mail

An email, with a confirmation link, will be sent to the email address the user provided when creating their account. User must use the confirmation link in the email to be confirmed as an authorized user for ESS.

# Employee Self Service – Account Help

*Account Help* allows the employee to recover their password.

Employee Self Service

Account Help

Register

Login

## Forgot Password

User Name

OR

Employee Number

8467

Recover

Back

The *Account Help* allows a registered employee to recover their password with the *Forgot Password* recovery. The employee must enter their User Name or Employee Number and press the *Recover* button. An email with a 'reset password' link will be sent to employee's ESS email address. Once the employee clicks on the link in the email, a computer generated password is assigned to their user name. The employee will receive a message and a email with the new password. The employee can then login with the new password. The password can be changed (instructions on page 33). **The *Forgot Password* will not work if the employee's account has not been confirmed (see previous screen).**

Reply Reply All Forward IM



Thu 1/12/2017 1:16 PM

nextgeness@gmail.com

Password Reset Token

To

**Please find the Password Reset Token for user name: lamason**

[Reset Password](#)

Account Help

Register

Message

Success! Your new password is:  
!AWJpP



Thu 1/12/2017 1:17 PM

nextgeness@gmail.com

New Ess Password

To

ire

**Please find the Password Reset Token  
!AWJpP**

# Employee Self Service – Account Help

*Account Help* allows the employee to recover their user name.

Employee Self Service Account Help Register Login

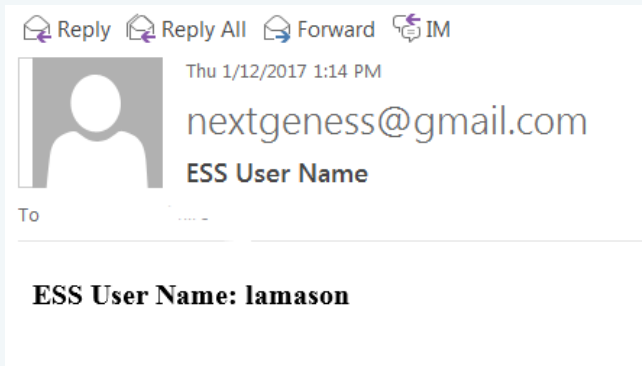
## Forgot Username

Employee Number 8467

Employee Email amazon3434343@hotmail.com

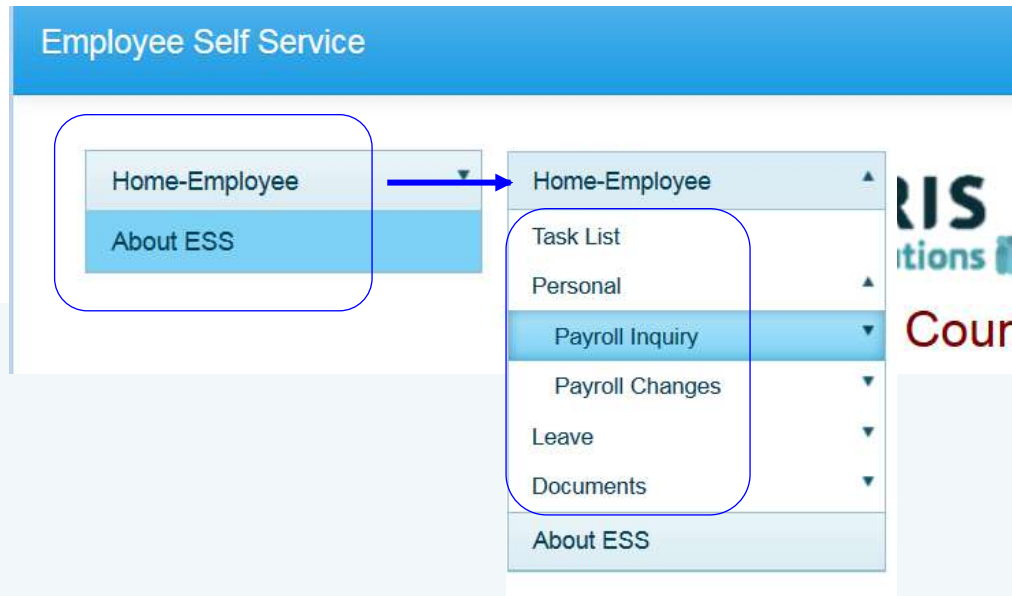
Recover Back

The *Account Help* allows a registered employee to recover their user name with the *Forgot Username* recovery. The employee must enter their Employee Number and their ESS email address and press the *Recover* button. An email with their user name will be sent to the employee's ESS email address. If the email address entered does not agree with the email address the employee register with, a message will be displayed and no email will be sent. The *Forgot Username* will not work if the employee's account has not been confirmed (see page 4).



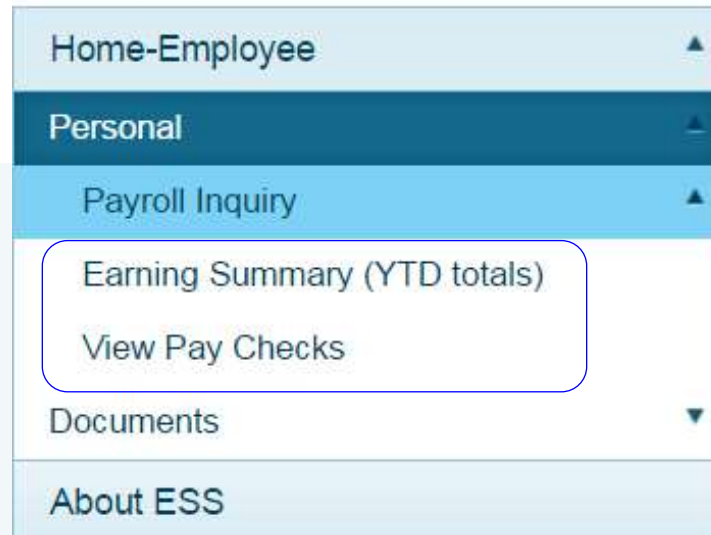
# Employee Self Service – Home Menu

Home screen menu will have Home–Employee and About ESS. The Home-Employee menu opens to other menu options. Employee will follow the links to the menu options they want.



# Employee Self Service–Personal/Payroll Inquiry

The Personal menu contains the sub-menu for Payroll Inquiry which includes the Inquiries available for the employee.





# Employee Self Service – Earnings Summary

Employees can view and print their earnings summary by selecting the year they wish to view.

## Earnings Summary

[Back](#)[Print](#)

Earnings Year

2016

Gross Wages

\$11,422.90

Federal Wages

\$10,366.20

Federal Tax Withheld

\$714.83

Social Security Wages

\$11,347.90

Social Security Tax Withheld

\$703.56

Medicare Wages

\$11,347.90

Medicare Tax Withheld

\$164.55

State Wages

\$11,222.90

State Tax Withheld

\$401.14

# Employee Self Service-Earnings Summary (W2)

Employees can view and print their W2 for the selected year.

## Earnings Summary

[Back](#) [Print](#)

Earnings Year 2013

[View W2](#)

Gross Wages	\$22,189.68
Federal Wages	\$18,389.49
Federal Tax Withheld	\$935.71
Social Security Wages	\$20,353.68
Social Security Tax Withheld	\$1,261.90
Medicare Wages	\$20,353.68
Medicare Tax Withheld	\$295.09
State Wages	\$20,053.68
State Tax Withheld	\$646.29

Copy 2-To Be Filed With Employee FEDERAL Tax Return			38-2095003 OMB No. 1545-0008			Copy 2-To Be Filed With Employee State City, or Local Income Tax Return			38-2095003 OMB No. 1545-0008		
a Employee soc. sec. no.	1 Wages, tps, other comp.	2 Federal income tax withheld	a Employee soc. sec. no.	1 Wages, tps, other comp.	2 Federal income tax withheld						
	18,389.49	935.71		18,389.49	935.71						
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld						
	20,353.68	1,261.90		20,353.68	1,261.90						
	5 Medicare wages and tps	6 Medicare tax withheld		5 Medicare wages and tps	6 Medicare tax withheld						
	20,353.68	295.09		20,353.68	295.09						
c Employer name, address, and ZIP code Bibb County Board of Education			c Employer name, address, and ZIP code								
d Control Number 82			d Control Number 82								
e Employee name, address, and ZIP code			e Employee name, address, and ZIP code								
7 Social security tips	8 Allocated tps	9 Advance EIC payment	7 Social security tips	8 Allocated tps	9 Advance EIC payment						
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD	10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD						
		9,837.24			9,837.24						
13 Statutory Employee	14 Other	12b Code	13 Statutory Employee	14 Other	12b Code						
	CAF 1,036.00	G 300.00		CAF 1,036.00	G 300.00						
Retirement plan	414 1,664.15	12c Code	Retirement plan	414 1,664.15	12c Code						
X	DUE 273.95		X	DUE 273.95							
Third-party sick pay		12d Code	Third-party sick pay		12d Code						
AL 037618	20,053.68	646.29	AL 037615	20,053.68	646.29						
15 State Employer state ID number	16 State wages, tps, etc.	17 State income tax	15 State Employer state ID number	16 State wages, tps, etc.	17 State income tax						
18 Local wages, tps, etc.	19 Local income tax	20 Locality name	18 Local wages, tps, etc.	19 Local income tax	20 Locality name						



Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRS  
This information is being furnished to the Internal Revenue Service



# Employee Self Service – View Pay Checks

Employee can view and print check/statement summary for a specific check date range. The employee can view check detail by clicking on a particular check.

## My Checks

Start Date    
End Date  


Select date range and click Search to list pay records. Select check number from list to view pay record.

Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133504 - (Check)	05/31/2016	\$2,248.58	\$1,190.99	
04/29/2016	133350 - (Check)	04/29/2016	\$2,288.58	\$1,217.66	
03/31/2016	133174 - (Check)	03/31/2016	\$2,258.58	\$1,197.66	
02/29/2016	133011 - (Check)	02/29/2016	\$2,298.58	\$1,224.23	
01/31/2016	132855 - (Check)	01/31/2016	\$2,328.58	\$1,244.23	
12/18/2015	132689 - (Check)	12/18/2015	\$2,298.58	\$1,223.44	
11/20/2015	132524 - (Check)	11/20/2015	\$2,308.58	\$1,230.10	
10/30/2015	132369 - (Check)	10/30/2015	\$2,448.58	\$1,323.13	
09/30/2015	132208 - (Check)	09/30/2015	\$2,278.58	\$1,210.20	
08/31/2015	132074 - (Check)	08/31/2015	\$2,468.58	\$1,336.35	
07/31/2015	131943 - (Check)	07/31/2015	\$2,458.58	\$1,329.69	
06/30/2015	131756 - (Check)	06/30/2015	\$2,308.58	\$1,230.10	

# Employee Self Service – View Pay Checks

If an employee has extra pay, pay adjustments or substitute pay for a specific check, they can view detail information about the pay by clicking on *Adjusts/Sub Details* link.


## My Checks

Start Date  

End Date  

Select date range and click Search to list pay records. Select check number from list to view pay record.

Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133579 - (Check)	05/31/2016	\$195.00	\$180.08	<a href="#">Adjusts/Sub Details</a>
04/29/2016	133425 - (Check)	04/29/2016	\$65.00	\$60.03	<a href="#">Adjusts/Sub Details</a>
03/31/2016	133252 - (Check)	03/31/2016	\$195.00	\$180.08	<a href="#">Adjusts/Sub Details</a>
02/29/2016	133089 - (Check)	02/29/2016	\$260.00		
12/18/2015	132769 - (Check)	12/18/2015	\$130.00		
11/20/2015	132602 - (Check)	11/20/2015	\$195.00		
10/30/2015	132437 - (Check)	10/30/2015	\$227.50		

Pay Adj.-Sub Info 

Adjustments to Pay/Substitutes List for:

Subbed For	Date	Day(s)	Pay Rate	Paid
WILLIAMS, ..	4/28/2016	0.50	\$65.00	\$32.50
WILLIAMS, ..	4/26/2016	0.50	\$65.00	\$32.50
SMITH, ..	4/4/2016	0.50	\$65.00	\$32.50
LIGHTSEY, ..	4/26/2016	0.50	\$65.00	\$32.50
CHUC, ..	4/14/2016	0.50	\$65.00	\$32.50
CHUC, ..	4/15/2016	0.50	\$65.00	\$32.50
<b>Totals</b>		3		\$195.00

# Employee Self Service – View Pay Checks

Employee's detail check information can be displayed and printed.


Check Detail Print button.

deedee

xxx-xx-1171  
1ST AVENUE  
WATSON, AL 35181

Check Information

Check Date: 02/28/2013  
Pay Period Ending: 02/28/2013  
Check Number: 124420  
Note:



Net Pay

Category	Current	Ytd
Gross Pay	\$7,440.32	\$10,841.24
Total Deductions - Mandatory	(\$1,664.78)	(\$2,464.39)
Total Deductions - Other	(\$610.42)	(\$917.89)
<b>Net Pay</b>	<b>\$5,165.12</b>	<b>\$7,458.96</b>

Earnings

Category	Current	Ytd	Hrs
REGULAR	\$7,440.32	\$10,841.24	0.00
<b>Total Earnings</b>	<b>\$7,440.32</b>	<b>\$10,841.24</b>	<b>0.00</b>

Bank Accounts

Category	Account	Amount
-	****1255	\$5,165.12
<b>Total Earnings</b>		<b>\$5,165.12</b>

Deductions - Mandatory

Category	Current	Ytd
FICA	\$569.18	\$829.35
Federal	\$800.97	\$1,203.66
State	\$294.63	\$431.38
<b>Total Deductions - Mandatory</b>	<b>\$1,664.78</b>	<b>\$2,464.39</b>

Deductions - Other

Category	Current	Ytd
RETIREMENT W/H	\$558.02	\$813.09
AEA NON CERTIFIED DUES	\$11.65	\$23.30
NEA NON CERTIFIED DUES	\$10.75	\$21.50
VALIC ANNUITY WITHHOLDINGS	\$30.00	\$60.00
<b>Total Deductions - Other</b>	<b>\$610.42</b>	<b>\$917.89</b>

# Employee Self Service – View Pay Checks

If the district is using Harris School Solutions' Document Service product to produce their checks and statements, the check/statement detail will display as a copy of the original check/statement. The employee can also print a copy of the displayed check/statement.

Check Detail

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Page: 1 of 1    Automatic Zoom

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HARRIS SCHOOL DISTRICT BOE					
EMPLOYEE NAME	EMPLOYEE NUMBER	PAY PERIOD END	DEPOSIT DATE	DEPOSIT NUMBER	
ELIZABETH TAYLOR	999999	10/15/2013	10/31/2013	485664	
DESCRIPTION	CURRENT AMOUNT	DESCRIPTION	CURRENT AMOUNT	YTD AMOUNT	
Regular Pay	5,852.85	FED WH	819.74	5,138.54	
		STATE WH	263.33	2,354.21	
		SS WH	324.20	324.20	
		MC WH	75.82	678.30	
		VALIC - G.	58.53	523.97	
		DOCO - G.F	402.00	3,618.00	
		HEALTH-CAF	401.48	3,613.32	
		VISION-CAF	13.97	125.73	
		FLEX MEDCL	208.33	1,874.97	
		DISABILITY	66.99	602.91	
		UNUM PROD	19.89	179.01	
		TRS RETIRE	351.17	3,143.57	
		FNB POLK	2,847.40	30,216.28	
<b>GROSS PAY</b>	<b>5,852.85</b>				
<b>FRINGE BENEFIT</b>	<b>0.00</b>				<b>52,393.01</b>
<b>LEAVE DESCRIPTION</b>	<b>BALANCE</b>	<b>TAKEN</b>			
SICK LEAVE	19.00	0.50			
Open Enrollment - October 21-November 8, 2013			NET DEPOSIT	0.00	

CSI TECHNOLOGY OUTFITTERS  
MOBILE, ALABAMA

DEPOSIT \*\*\*\*\*VOID\*\*\*VOID\*\*\*VOID\*\*\* DIRECT DEPOSIT  
\*\*\*\*\*VOID\*\*\*VOID\*\*\*VOID\*\*\*VOID\*\*\*

TO THE ORDER OF ELIZABETH TAYLOR  
541 EAST MAIN STREET  
ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

485664

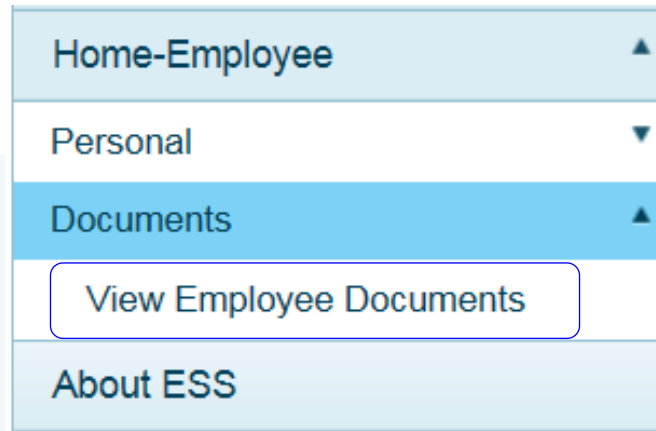
DEPOSIT DATE	DEPOSIT NO.	AMOUNT
10/31/2013	485664	0.00

Print toolbar is at bottom of check display.



# Employee Self Service–Documents

Documents menu allows the employee to view their personal documents under View Employee Documents.



# Employee Self Service–View Employee Documents

Employee can view and print their detail check information by selecting checks from drop down and pressing the search button. A list of all the employee check/statements will be displayed. Employee will then click on the check/statement to view and the check will open in a separate browser tab. The check/statement can then be printed or saved. Each tab that is opened with detail records must be closed manually when logging out of ESS.

## Employee Documents

Checks ▾

Search

### Document

- 127566
- 128078
- 128591
- 283
- 648
- 1016
- 1386
- 1756
- 2132
- 2508
- 2883

### Document Type

- Check
- Check
- Check
- Check
- Check
- Check

### Document Date

- 8/27/2013 11:20:14 AM
- 9/24/2013 1:53:20 PM
- 10/29/2013 2:44:58 PM
- 11/20/2013 10:33:29 AM
- 12/17/2013 2:27:14 PM
- 1/27/2014 10:39:29 AM



EMPLOYEE NAME	EMPLOYEE NUMBER	PAY PERIOD END	CHECK DATE	CHECK NUMBER						
		04/30/2014	04/30/2014	2132						
DESCRIPTION	CURRENT AMOUNT	DESCRIPTION	CURRENT AMOUNT	YTD AMOUNT						
INSTRUCTION-TEACHER	4,336.00	1 S/S W/HYAK	283.18	1,012.72						
		3 FMR	283.70	1,135.04						
		4 FMR	154.16	616.64						
		11 RETIREMENT	325.20	1,300.80						
		20 ANNUITYACTIV	3.60	14.40						
		21 NEA DORS	18.20	72.80						
		27 AMER FAN I	71.50	286.00						
		58 AMER C DORS	24.00	96.00						
		83 NYC W/HYAK	59.21	236.84						
		424 FRESHIP	222.00	888.00						
		827 AMER FAN I	30.42	121.68						
		909 FIRST STAT	2,860.77	11,863.08						
<b>GROSS PAY</b>	<b>4,336.00</b>	<b>17,344.00</b>								
<b>PRIME BENEFIT</b>	<b>0.00</b>	<b>0.00</b>								
<b>LEAVE DESCRIPTION</b>	<b>BALANCE</b>	<b>TAKEN</b>								
SICK	10.00	6.00								
PERSONAL	4.00	1.00								
SICK BANK	5.00	0.00								
<b>NET PAY</b>				<b>0.00</b>						
Board of Education Payroll Account				2132						
PAY ***VOID***VOID***VOID*** DIRECT DEPOSIT ***VOID***VOID***VOID***VOID***				<table border="1"> <thead> <tr> <th>CHECK DATE</th> <th>CHECK NO.</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>04/30/2014</td> <td>2132</td> <td>0.00</td> </tr> </tbody> </table>	CHECK DATE	CHECK NO.	AMOUNT	04/30/2014	2132	0.00
CHECK DATE	CHECK NO.	AMOUNT								
04/30/2014	2132	0.00								
TO THE ORDER OF										



# Employee Self Service–View Employee Documents

Employee can view and print their W2 records by selecting W2 from drop down and pressing the search button. A list of all the employee W2s by year will be displayed. Employee will click on the W2 to view the detail record. The document will open in a separate browser tab. The W2 can then be printed or saved. Each tab that is opened with detail records must be closed manually when logging out of ESS.

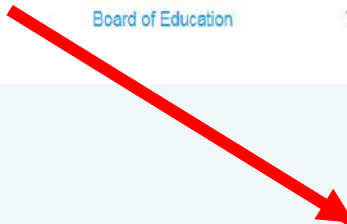
## Employee Documents

W2

Search

Document	Document Type	Document Date
2013 W2 <sub>1</sub>	Board of Education	2/6/2014 9:52:35 AM
2014 W2 <sub>1</sub>	Board of Education	1/19/2015 12:27:50 PM

Document	Document Type	Document Date
2013 W2 <sub>1</sub>	Board of Education	2/6/2014 9:52:35 AM
2014 W2 <sub>1</sub>	Board of Education	1/19/2015 12:27:50 PM



Copy 2-To Be Filled With Employee						Copy 2-To Be Filled With Employee State					
FEDERAL Tax Return						State of Local Income Tax Return					
1 Wages, tips, other comp.		2 Federal income tax withheld		3 Social security wages		4 Social security tax withheld		5 Medicare wages and tips		6 Medicare tax withheld	
18,085.45		935.71		20,353.68		1,281.30		20,353.68		1,281.30	
c Employer name, address, and ZIP code						c Employer name, address, and ZIP code					
8220 Coventry Board of Education											
d Control Number						d Control Number					
62						62					
e Employee name, address, and ZIP code						e Employee name, address, and ZIP code					
7 Social security tips		8 Allocated tips		9 Advance EIC payment		7 Social security tips		8 Allocated tips		9 Advance EIC payment	
10 Dependent care benefits		11 Nonqualified plans		12a Code See inst. for box 12		10 Dependent care benefits		11 Nonqualified plans		12a Code See inst. for box 12	
				9,837.24						9,837.24	
13 Statutory Employee		14 Other		13 Statutory Employee		14 Other		13 Statutory Employee		14 Other	
Retirement plan		DUE		Retirement plan		DUE		Retirement plan		DUE	
414		1,654.19		414		1,654.19		414		1,654.19	
273.95				273.95				273.95			
15 State Employer state ID number		16 State wages, tips, etc.		17 State income tax		15 State Employer state ID number		16 State wages, tips, etc.		17 State income tax	
037616		20,963.68		646.29		037616		20,963.68		646.29	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	
Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRD						Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury - IRD					

# Employee Self Service–View Employee Documents

Employee can view and print their Truth In Salary documents by selecting Truth In Salary from drop down and pressing the search button. A list of all the employee's document by year will be displayed. Employee will click on the document to view the detail. The document will open in a separate browser tab. The document can then be printed or saved. Each tab that is opened with a detail record must be closed manually when logging out of ESS.

## Employee Documents

Truth in Salary ▾

Search

### Document

2015 Truth  
2016 Truth

### Document Type

Truth in Salary  
Truth in Salary

### Document Date

6/3/2016 10:30:34 AM  
1/10/2017 8:52:11 AM



TRS/PEEHIP Truth in Salary Act Information for Active Education Employees  
Fiscal Year 2016

Rpt Loc: 0095 - -  
Pers Id: .

Total Gross Wages for the Fiscal Year:	\$34,698.00
Total Social Security Benefits for Fiscal Year:	\$2,011.69
Total Medicare Benefits for Fiscal Year:	\$470.45
Total Retirement Benefits for Fiscal Year:	\$4,141.76
Total Health Insurance Benefits for Fiscal Year:	\$6,240.00
Total SUI Benefits for Fiscal Year:	\$3.44
Total Misc Benefits (ex: Life Ins) for Fiscal Year:	\$0.00
<b>Grand Total of Benefits for Fiscal Year:</b>	<b>\$47,995.34</b>

Total Leave Units Accrued for the Leave Year:	14.00
Total Comp Time Units Accrued for the Leave Year:	0.00
11-Month Employees, Eligible for Holidays, Accrued:	0
12-Month Employees, Eligible for Holidays, Accrued:	0

Average Annual Employer Subsidy for PEEHIP Coverage:  
Active Single: \$4,555.90  
Active Family: \$10,231.68

Total Amount of Employer Contributions to TRS: \$737,654,554

Percentage of TRS Employer Contributions  
Compared to the Total Amount of the Education Trust Fund Appropriations: 5.04%

The Funded Ratio of TRS as of Fiscal Year 2014: 67.5%

# Employee Self Service–View Employee Documents

Employee can view and print their 1095C documents by selecting 1095C from drop down and pressing the search button. A list of all the employee's document by year will be displayed. Employee will click on the document to view the detail. The document will open in a separate browser tab. The document can then be printed or saved. Each tab that is opened with a detail record must be closed manually when logging out of ESS.

## Employee Documents

1095C

Search

Document	Document Type	Document Date
2015 ACA1095C	1095C	7/11/2016 3:46:56 PM
2016 ACA1095C	1095C	1/9/2017 2:51:37 PM



**1095-C** Employer-Provided Health Insurance Offer and Coverage

Form 1095-C (2016)

Applicable Large Employer Member (Employee)

1. Name of employee: Board of Education

2. Social Security number (SSN):

3. Name of address: Board of Education

4. Street address (including apartment no.):

5. State or province:

6. City or town:

7. State or part:

8. Country and ZIP or foreign postal code:

9. Plan start month (Enter 2-digit number):

10. Employee status: S

11. Coverage type: S

12. Coverage value: S

13. Coverage start date: S

14. Coverage end date: S

15. Coverage type: S

16. Coverage value: S

17. Coverage start date: S

18. Coverage end date: S

19. Coverage type: S

20. Coverage value: S

21. Coverage start date: S

22. Coverage end date: S

23. Coverage type: S

24. Coverage value: S

25. Coverage start date: S

26. Coverage end date: S

27. Coverage type: S

28. Coverage value: S

29. Coverage start date: S

30. Coverage end date: S

31. Coverage type: S

32. Coverage value: S

33. Coverage start date: S

34. Coverage end date: S

35. Coverage type: S

36. Coverage value: S

37. Coverage start date: S

38. Coverage end date: S

39. Coverage type: S

40. Coverage value: S

41. Coverage start date: S

42. Coverage end date: S

43. Coverage type: S

44. Coverage value: S

45. Coverage start date: S

46. Coverage end date: S

47. Coverage type: S

48. Coverage value: S

49. Coverage start date: S

50. Coverage end date: S

51. Coverage type: S

52. Coverage value: S

53. Coverage start date: S

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93. Coverage start date: S

94. Coverage end date: S

95. Coverage type: S

96. Coverage value: S

97. Coverage start date: S

98. Coverage end date: S

99. Coverage type: S

100. Coverage value: S

# Employee Self Service – About ESS

The *About ESS* Menu option identifies the Product Version and the District. The District's contact information for Employee Self Service can also be displayed here.



## About Employee Self Service

[Back](#) [Print](#)

Customer: BOARD OF EDUCATION

Product Version: 2.15.2.27

Accounting System: NextGen

Accounting System Version: 2



If you have any questions or experience a problem with ABC School Districts ESS site, please contact us at 555.555.5555.

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# Employee Self Service – Manage Account

An employee can manage their ESS account by clicking on their user name in the toolbar.



Employee clicks on their user name to manage their account.

## Manage Account.

You're logged in as **rsmith**.

[Change account](#)

[Back](#)

## Change password

Current password

New password

Confirm new password

The employee can change their password by entering their current password and the new password.

## Employee Information

Employee Number

User Name

First Name

Last Name

Email

No Alert Emails

The employee can change the name and email address associated with their ESS account.

The employee can choose not to receive email alerts for requests and approvals in ESS.