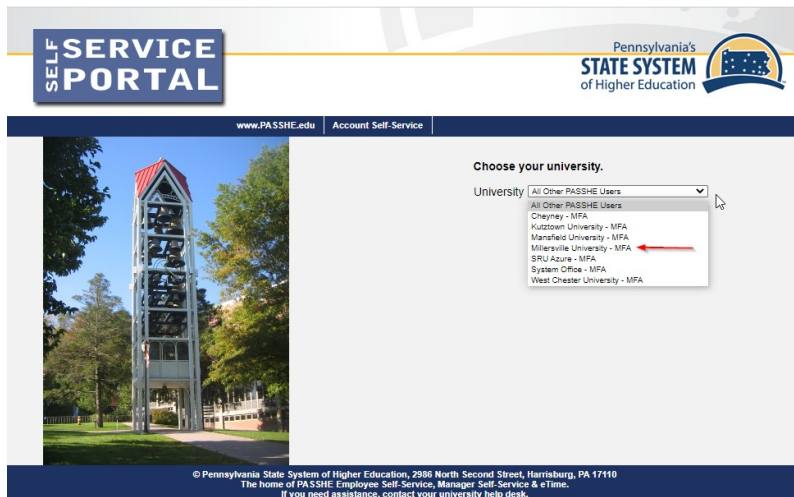# Millersville University

ESS

☐ **PASSHE's ESS new logon**
2021-04-16 PASSHE ESS was added to our Single Sign On solution.   Use the pull down menu and select Millersville University.

PASSHE Employee Self Service

- **ESS Guide** - informative guide
- Portal for viewing paystubs, submitting leave requests, view benefit plans, edit personal data, etc.
- Username: full email address (firstname.lastname@millersville.edu)
- Password: myVILLE account password

---

ess employee self service

- After signing in and going through the verification process, the home page ESS will appear.

- Click on the **Employee Self-Service** on the home page

Welcome ▓▓▓▓▓ to the Self-Service Portal!

My Portal Applications

This page will provide you with information about each of the applications available for you to access in the Self-Service Portal. For each application, you will see a corresponding "tab" across the top navigation bar. To access an application, simply click on the tab in the navigation bar. Any related announcements, information, or help can be found within each specific area of the portal.

Account Alerts

The **Account Alerts** page provides options for receiving notifications when designated portal applications are accessed. Employees may receive alerts via Text Message, Personal Email, and Employee Work Email (State System). Please be aware that if you elect to receive Text Messages standard wireless carrier charges may apply.

Employee Self-Service

Employee Self-Service is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The ability to directly view your human resource and payroll data in the PASSHE Human Resource/Payroll System provides an excellent opportunity for you to ensure that the information is correct and kept up to date. One of the major advantages of the ESS system is having real-time data at your fingertips 24/7.

- On the next screen click on the **payroll** tab, then on **Online Pay Statement**

| Home | Account Alerts | **Employee Self-Service** | Materials Management | SAP GUI | SourcePoint | SAP Personas |

| Overview | Personal Information | Benefits | Leave & Time | **Payroll** | Travel Management | My First Days | Help Documents |

Employee Self-Service >> Payroll

This page will provide you with information about each available Employee Self-Service (ESS) application for you to access in this sub-overview page will be shown to the left of the ESS application that you can use to return to this page.

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.

- **From here, current and past pay statements are available to view or print at your convenience.**

- **You can also update and sign up to receive your W-2 forms electronically through ESS on this page**