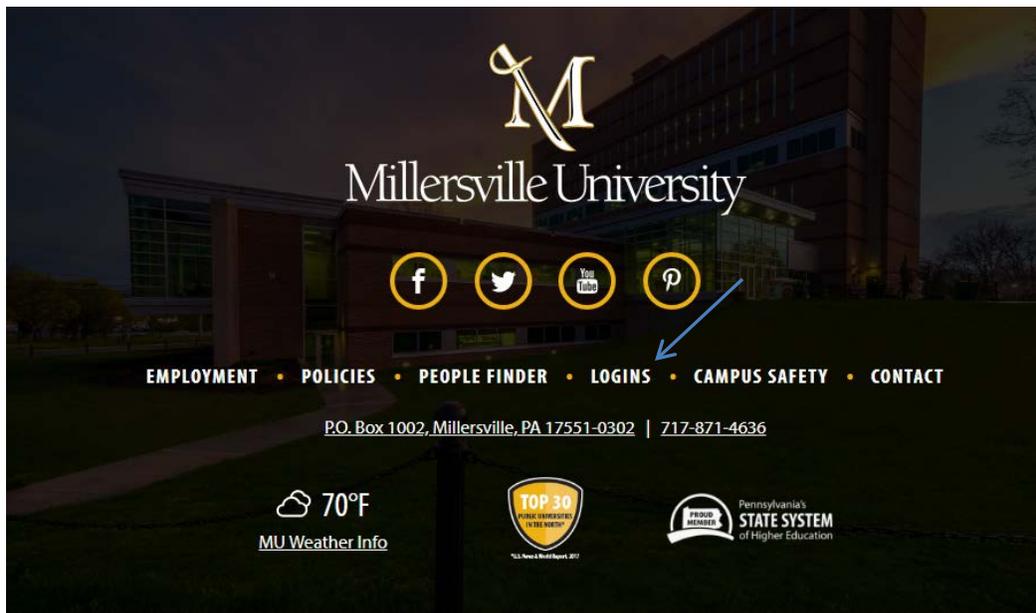DIRECTIONS AND SCREEN SHOTS FOR MY FIRST DAYS

New employees will receive notification from the Help Desk, verifying their email and Employee Self Service account is created:
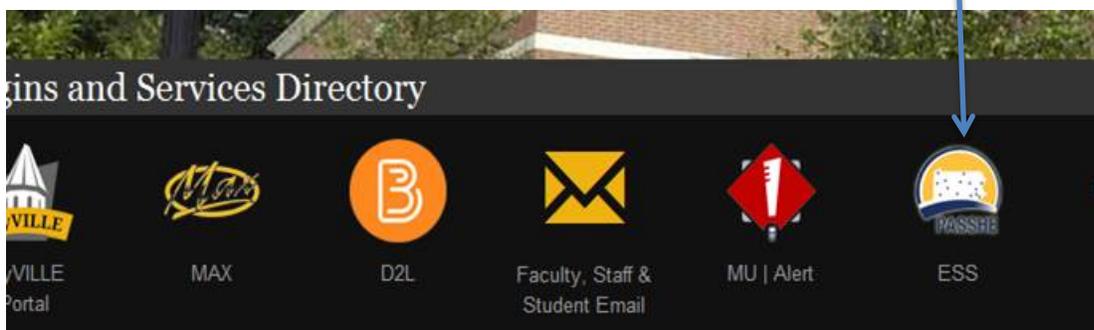
After the employee sets up their unique password, they must go to the Millersville University home page www.millersville.edu

At the very bottom of the page, click on the Logins link.

On the Logins and Services Directory screen, select the ESS logo.

On the Employee Self-Service (ESS) home page, click on the State System of Higher Education logo or the Employee Self Service (ESS) portal link that is used to log on to ESS.

EMPLOYEE SELF SERVICE

EMPLOYEE SELF SERVICE PORTAL

Millersville University employees can access the PASSHE Employee Self Service (ESS) portal by logging in with their Millersville Outlook email address and password.

The PASSHE Employee Self Service (ESS) portal allows Millersville University employees to submit leave requests and to review various benefits and payroll information specific to them through a secure online portal. Employees also use ESS to update some of their personal employment-related data such as their primary contact number, Emergency Contact Information, W-4 tax information, educational degree and dependent social security numbers. The information is stored in the SAP Human Resources/Payroll System.

ESS allows employees to access:

• Payroll statements (current and past)
• Benefit plans, coverage, dependents and contribution
• Submit leave requests and view leave balances
• Banking information
• Tax sheltered annuity and other savings plan contributions
• Addresses and other personal data

Employees enter their account information.

The user name is – firstname.lastname@millersville.edu

The password is the one set up by the employee for their email account.

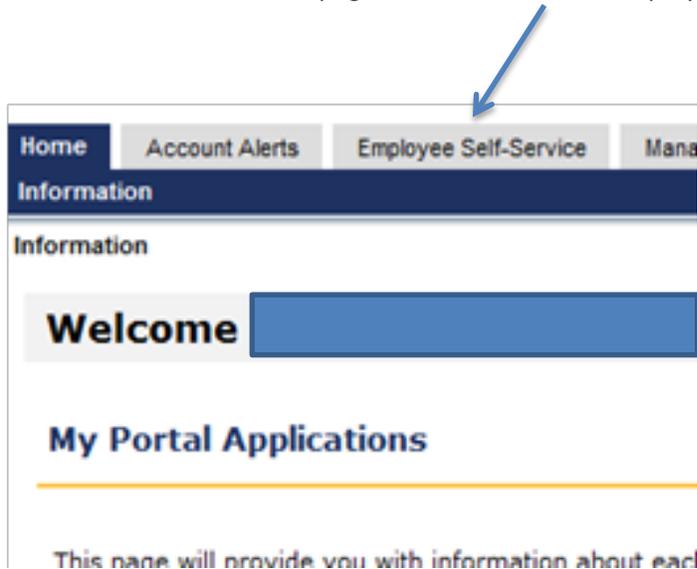Pennsylvania's
STATE SYSTEM
of Higher Education

Self-Service

**Enter Your Account Information**

Username:

Password:

Enter Portal

Forgotten / Expired Password?

On the Home Information page of ESS, click on the Employee Self-Service tab.

On the page listing Areas of Employee Self-Service, scroll down to the section labeled My First Days (for new employees only).   By clicking on this link, you will be able to set up your direct deposit, enroll in your medical benefits and retirement plan, enter your emergency contact information, your degrees earned, complete your W4 form, etc. This "My First Days" application MUST be run within 30 days of your hire date.
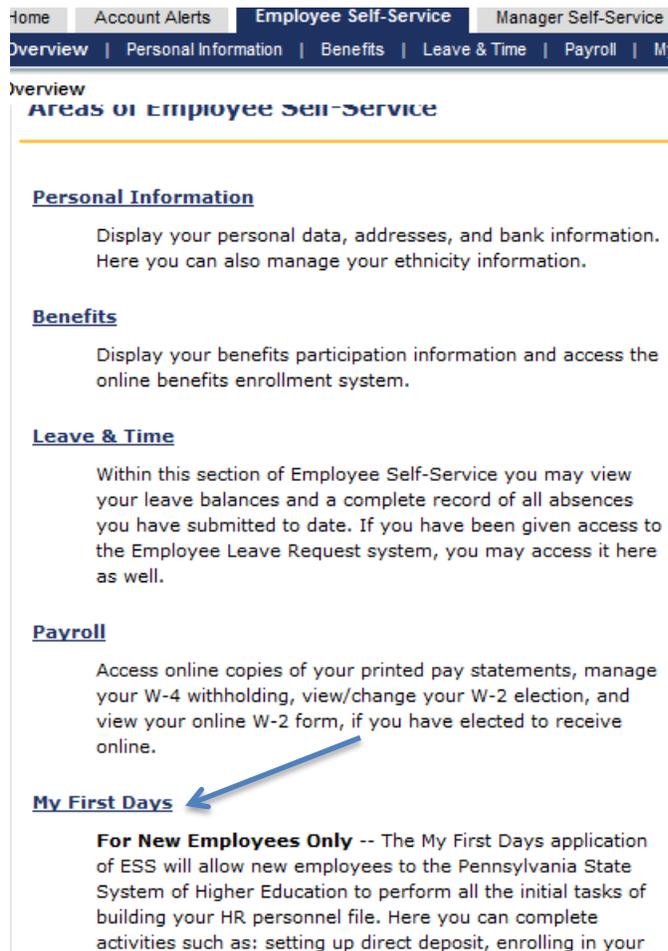
For complete directions see the My First Days Help Document in the Help Documents tab.