

USERS GUIDE
EMPLOYEE SELF_SERVICE (ESS)
APRIL 2014

Setting your initial password for your ESS Self-Service Account

Setting up an ESS Self-Service account enables you to easily reset your own password if you forget it and / or when it expires. ESS Self-Service passwords will expire every 180 days. This password is referred to as your myville password which accesses your ESS account, Outlook email account and myville account.

You will receive an email from the IT Help Desk instructing you to change your password through the password change screen. This is necessary in order to ensure that your information is secure and accessible only by you.



Passwords must:

- Be at least 8 characters in length
- Must not contain significant portions of your user account name or full name
- Must have 3 of the 4 characteristics below:
 - Lowercase character(s)
 - Uppercase character(s)
 - Numeric character(s)
 - Special character(s), such as % \$ #

Logging on to Employee Self-Service

Click on the Login image at <http://www.millersville.edu/hr/ess/>

On the *Self Service Portal* screen, you will enter your username and password.

Username is firstname.lastname@millersville.edu

Password is your newly created password

Click **Enter Portal**.

On the “Welcome YOUR NAME Screen to the Self-Service Portal screen: My Portal Applications” screen, click the “Employee Self-Service” tab.

From the “Overview” screen, you will be able to view, verify and in some instances, update current payroll and personnel data related to their employment with the Pennsylvania State System of Higher Education (PASSHE).

The information covers:

- Personal Information (personal data, address, emergency contacts, and bank information)
- Benefits (medical / vision / dental, life insurance, disability, AD&D and Retirement)
- Leave & Time (balances and absences)
- Payroll (pay statement, saving bonds and W-4)

Areas of Employee Self-Service

Personal Information

Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.

Benefits

Display your benefits participation information and access the online benefits enrollment system.

Leave & Time

Within this section of Employee Self-Service you may view your leave balances and a complete record of all absences you have submitted to date. If you have been given access to the Employee Leave Request system, you may access it here as well.

Payroll

Access online copies of your printed pay statements, manage your W-4 withholding, view/change your W-2 election, and view your online W-2 form, if you have elected to receive online.

My First Days

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 HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completing your W-4 form, etc. All new employees should run this application within 30 days of your date of hire.

Help Documents

Here you will find all supporting Employee Self-Service (ESS) help documentation about every feature and tool of the ESS system. This document repository is a good location to start if you have a question about an ESS application's use.

Using ESS you can view your pay statement several days before it is deposited into your account. You can also update your W-4 information, add or change your Primary Contact Number, add or change your Emergency Contact number, change your benefits during Open Enrollment periods and add, edit and view the information about your educational background.

See the “*Help Documents*” for detailed steps on how to add or change your information.

Use the Tab and Navigation buttons at the top of the ESS screen to navigate through ESS. Do NOT use the Back button on your browser to return to the previous screens; instead use the Back button in the upper right-hand corner of the ESS screen.



Logging off Employee Self-Service

Click Log Out in the top right corner of the ESS Portal Screen.

