

ESS

EMPLOYEE SELF SERVICE



Employee Self-Service (ESS) is a web-based service that provides employees with information related to their employment with Mansfield University. ESS provides view access to key information housed in the Human Resource/Payroll System. Below is a list of items you can view and change on ESS:

What Can You View?

- **Online Pay Statement:** You will be able to view and print your online pay statement which provides more information than is provided on your paper pay statement.
- **Benefits Information:** In the benefits area you are able to view a list of each benefit plan you are currently enrolled in including medical plans, savings & retirement plans, flexible spending plans, and life and disability insurance plans.
- **Leave & Time:** In the Leave & Time area of ESS you will be able to view your current leave balances and leave absences. Each leave balance/absence will display with values current as of the day you access ESS.
- **Personal Information:** In the personal area of ESS you can display address, emergency contact, and bank information as well as personal data such as name, personnel #, title, date of birth, etc.

What Can You Change:

- **W-4 Withholding Information:** Under the Payroll Tab you have the ability to change your W-4 tax information. Any changes will update to SAP immediately.
- **Emergency Contact Information:** Under the Personal Information Tab you can change your emergency contact information. Any changes will update SAP immediately.
- **Update Your Primary Contact Phone Number:** Under the Personal Information Tab, select the Address Tab. Any changes to your primary contact number will be updated in SAP immediately.

The ability to directly view your data in the Human Resource/Payroll system provides an excellent opportunity for you to ensure that the information is accurate. One of the major advantages of the ESS system is that the data is real-time data; in other words, when you view your information in ESS, the system pulls the most current information directly from the Human Resource/Payroll system.

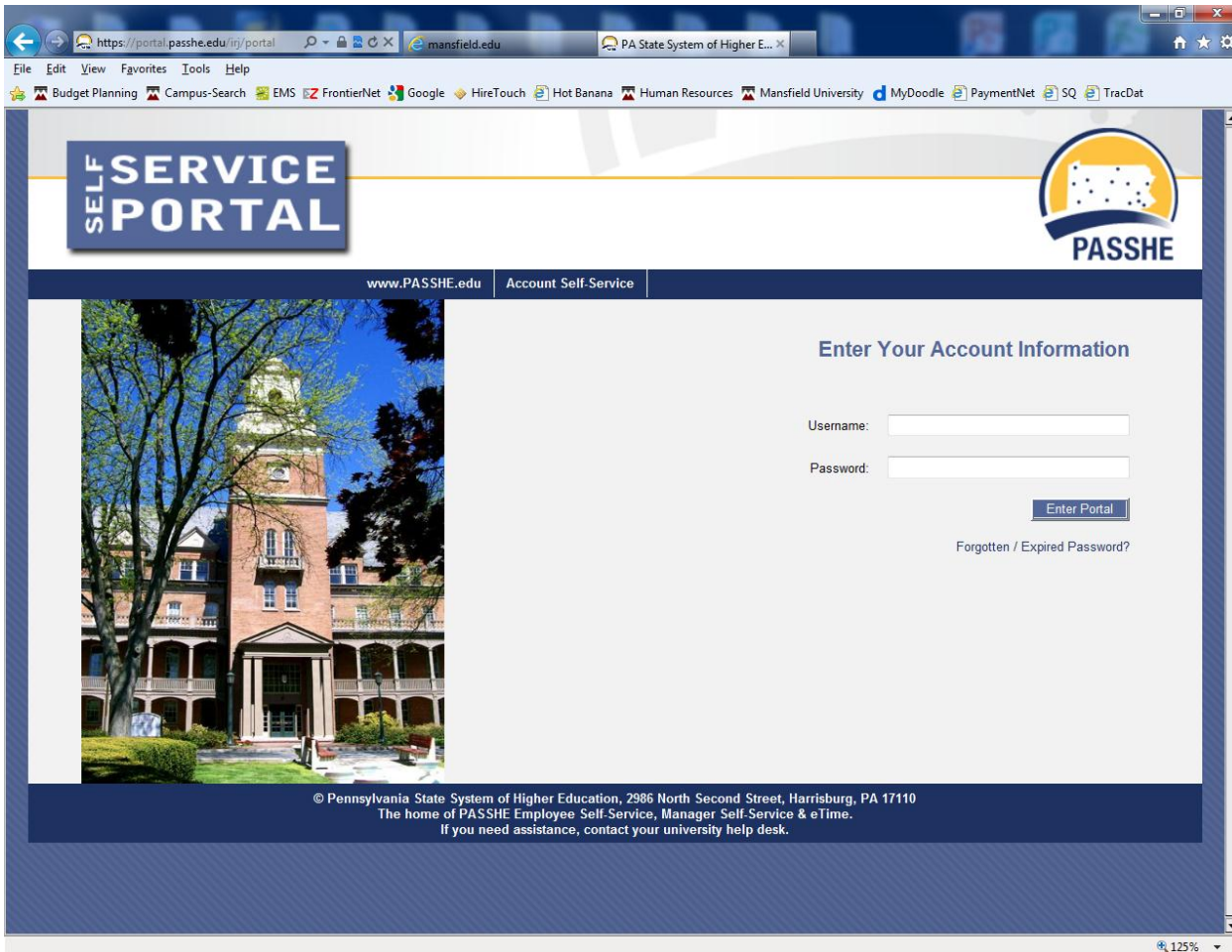
Your personal data in the HR/Payroll system is maintained at the highest level of security protection available. ESS connectively uses the same technology that is used to access secure sites on the internet for activities such as banking and shopping. Security is maintained through the use of “roles” that control access to every data element maintained in the system. Through this security mechanism, employees are only able to access and view their own employee data resident in the HR/Payroll system.

Training Manual & Tutorial

You can access the ESS manual and tutorial on the HR web site under the Payroll and Leave tab; select Employee Self Service from the dropdown box.

How to Access ESS

To access ESS go to the Web Logins link on the MU Home Page; from the drop down select “PASSHE Portal (etime and Employee Self Service)”. You will see the page below



When accessing ESS you will be required to enter the following information:

- User ID or Email: **You should log on with your email address (@mansfield.edu is required).**
- Password: **You should use your current email password**

Please do not hesitate to call Human Resources should you have any questions regarding access and navigation of ESS, or find inaccurate information in ESS.