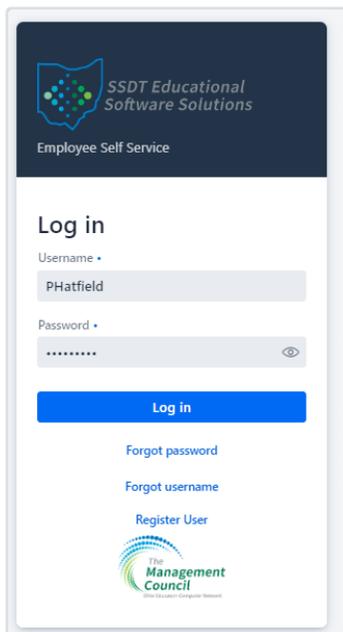


Employee Self Service User Manual

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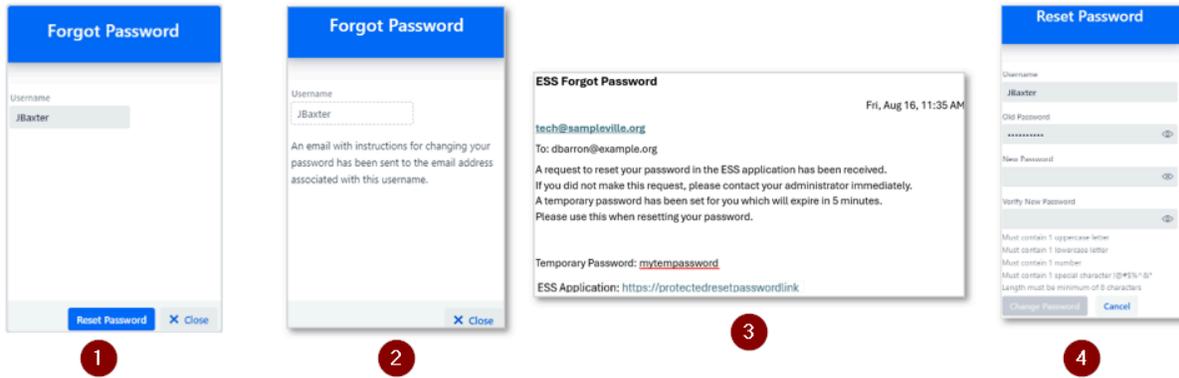
Logging into Employee Self Service

- *If your Kiosk account was converted over to ESS*, your existing Kiosk username will, by default, become your ESS username. Your ESS user account will contain the same access (roles) you had in Kiosk. Your Kiosk password will no longer work and you will be need to set up a new password in ESS using '[Forgot Password](#)'.
- *If you are new to the district and did not have a Kiosk account*, you can self-register in ESS using '[Register User](#)'



Forgot Password

If you are required to set up a new password for your newly converted ESS user account or have forgotten your existing ESS password (or your password has been reset by an ESS Administrator or ITC), please click on the 'Forgot password' link on the login page and it will step you through how to reset your ESS password.

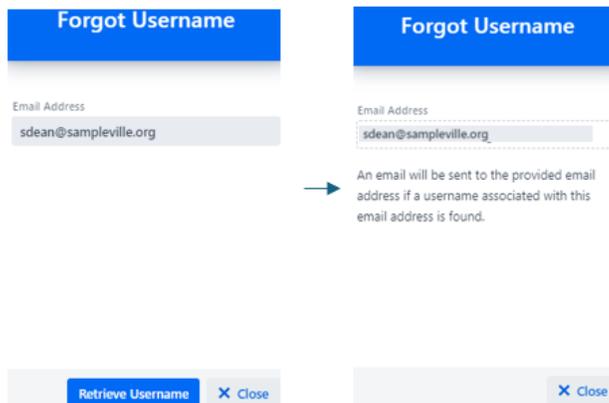


Enter your ESS username and click 'Reset Password'. An email will be sent to the existing User's email with instructions on how to change the reset the temporary password to a permanent password. Copy the provided temporary password, click on the secure 'ESS Application' link, and paste the temporary password into 'Old Password'. Enter a New Password using the security requirements listed and re-enter the new password in 'Verify New Password' and click 'Change Password' to reset your temporary password to a permanent one.

NOTE: The default setting in System>Configuration>**Forgot Password Configuration** to change a password is 5 minutes. If your district would like to extend the password time limit, a user with District Manager or Admin role may increase the 'minutes until expiration' setting to give users more time to reset their password. For example, if the 'forgot password' was completed at 1:00 PM and the district's 'forgot password configuration' is 30 minutes, the user has exactly 30 minutes from the time the 'ESS Forgot Password' email was sent to change it to a permanent password

Forgot Username

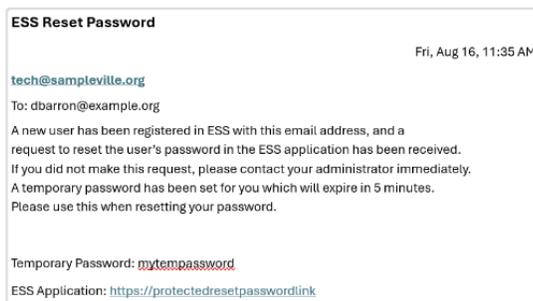
If you have forgotten your ESS Username, click on the 'Forgot Username' link on the login page. An email will be sent to the email address provided if a username associated with this email address is found in ESS.



Register User

If your district would prefer you self-register for your ESS user account, click on the 'Register User' link on the login page.

- **Username:** Please enter your desired username. If externally authenticated, this should be provided to you by your AD administrator.
- **Employee Number:** Please enter your USPS Employee Number (EMPID). This should be provided to you by your school administrator (i.e. treasurer's office)
- **Email:** Please enter your email address. This email must match one of your email addresses in your USPS employee record (primary, secondary or other) email address. If you are unsure of what email address to use, please contact your school administrator. NOTE: This email address will be used when emailing leave request/timesheet workflow approval notifications to you.
- **Is Externally Authenticated:** Only check this box if your AD administrator has indicated you use an external authentication provider.
- Click 'Create User' to proceed with creating an ESS user account. A pop-up notification will be displayed if successful. An email will be sent to the email address provided with instructions on how to change the temporary password to a permanent password. Copy the provided temporary password, click on the secure 'ESS Application' link, and paste the temporary password into 'Old Password'. Enter a New Password using the security requirements listed and re-enter the new password in 'Verify New Password' and click 'Change Password' to reset your temporary password to a permanent one.

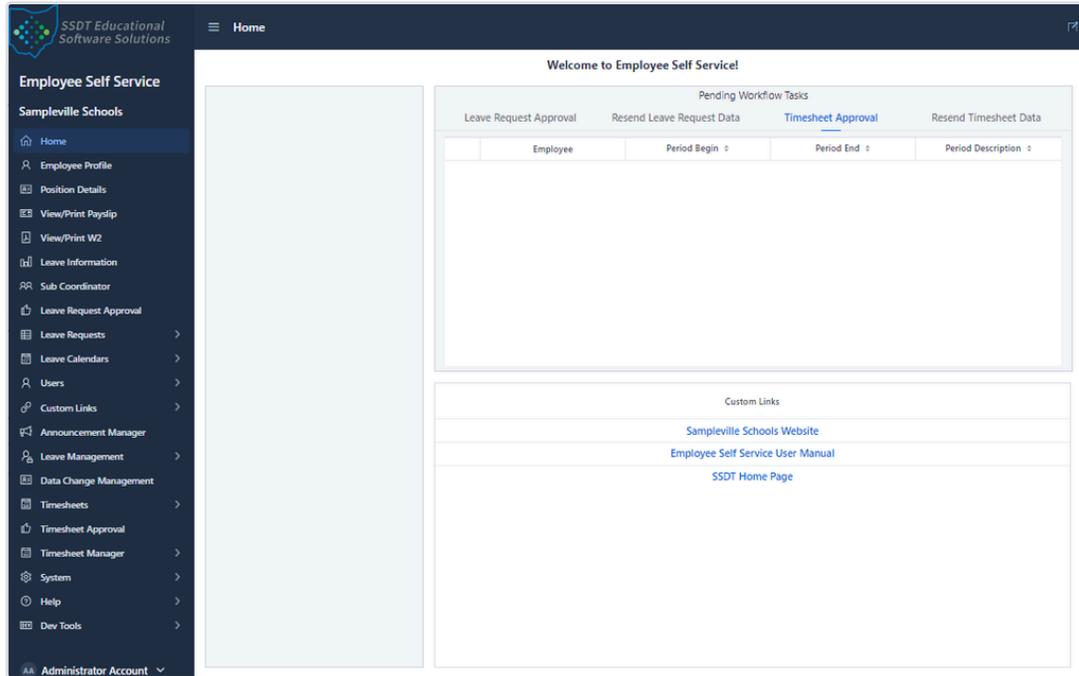


NOTE: The default setting in System>Configuration>**Forgot Password Configuration** to change a password is 5 minutes. If your district would like to extend the password time limit, a user with District Manager or Admin role may increase the 'minutes until expiration' setting to give users more time to reset their password. For example, if the 'Create User' was completed at 1:00 PM and the district's 'forgot password configuration' is 30 minutes, the user has exactly 30 minutes from the time the 'ESS Reset Password' email was sent to change it to a permanent password

☒ If your ESS user account uses External Authentication, please contact your district ESS administrator if you forgot your username or password.

Home

Home is the welcome screen for the Employee Self Service application (ESS) once you successfully log into ESS. On the left panel are the options available in ESS based on district setup under System>Configuration and User's role. For more information on how a district can customize their Home screen, please refer to the [Home](#) chapter.



 remains available at all times when logged in regardless of the option you are in. It's a shortcut icon that displays the district's custom links on demand (instead of migrating to the home screen to view the custom links)



toggle switch that hides the ESS side menu in order to display more of the screen

Document Structure

This document explains how to use the Employee Self Service (ESS) application.

The user manual is organized by the menu options available in Employee Self Service. It contains details and steps for executing the programs in ESS.

Home: Welcome screen for the Employee Self Service application which displays the menu panel, various widgets and the ability to edit your user profile.

Employee Profile: Contains the employee's biographical data from USPS.

Position Details: Contains the employee's position data from USPS.

View/Print Payslip: Includes employee's payslip information

View/Print W2: Contains a copy of employee's W2

Leave Information: Includes employee's leave balances

Sub Coordinator: Allows Sub Coordinator ability to enter substitute information for employee leave requests.

Leave Request Approval: Ability for approvers to view, approve or reject outstanding leave requests

Leave Requests: Allows employee ability to create new leave requests and view existing ones;

Leave Calendars: Allows employee to view leave requests in a calendar format

Users: Allow new users to be created as well as modify existing users in ESS

Custom Links: Allows district to create custom links that will appear on the Home Page (i.e. district website).

Announcement Manager: Announcements for staff from administrators will be placed in the Announcement Board in the Home page.

Leave Management: Allows Leave Manager to create absence thresholds, approve/escalate leave requests, export leave history, etc.

Data Change Management: HR Manager will be able to view, approve, reject or post (to USPS) employee data change requests.

Absence Management (AESOP) Integration: Includes integration set up, data import views and data syncing options.

Timesheets: Available soon

Timesheet Approval: Available soon

Timesheet Manager: Available soon

System: contains programs that control how processing is defined and done on the system and other options that only an administrator would access.

Help: Includes current information on the application version, build date, etc. as well as provide a link for the ESS documentation.

The **Appendix** contains several processing guides including Migration Procedures, FAQs, Checklists, etc.

 NOTE: Menu options may look different for each user as they will only see the options available to them based up on their user account's Role and district configuration.

Intended Audience

This manual is intended for both beginning and experienced users of the Employee Self Service application.