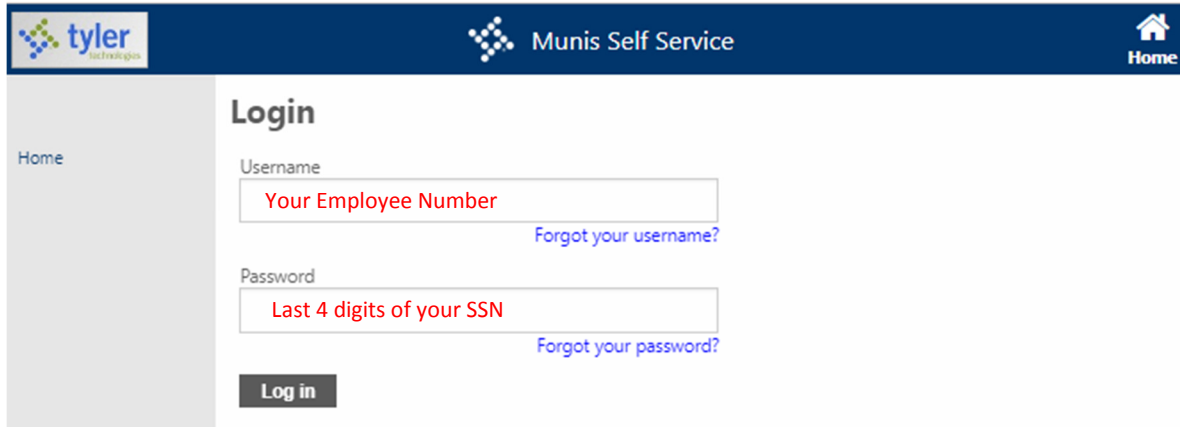


How to Log Into Employee Self Service

1. Click on the “Click Here to Log Into ESS” website link.

***** First Time You Log Into Employee Self Service *****

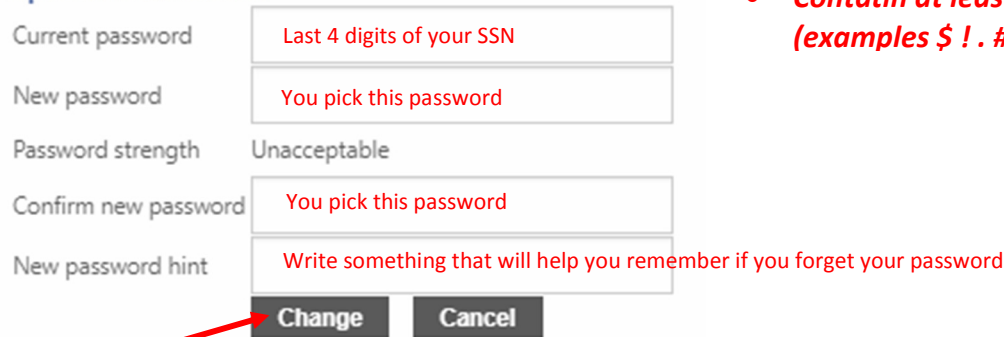
2. Use your employee number for Username and the last 4 digits of your Social Security Number for password.



3. Set a new password and a hint reminder. Once done, click the “Change” button.

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least 1 non-alphanumeric character.



Your new password must be...

- **At least 8 characters long**
- **Contain at least 1 number**
- **Contain at least 1 symbol (examples \$! . #, %)**

4. The next step is to confirm or add your email address.
5. Click on “Personal Information”.
6. Check to see if your email address is filled in.
7. If you do have an email address listed and it is the one you want to use, you are done with the setup.

8. If you **do not** have an email address listed or want to change it to another email, then you will need to add your own email to be used by Employee Self Service.
9. Click on the word “Edit”.

Home
Employee Self Service
Pay/Tax Information
Personal Information
Time Off

Personal Information

General Contact Dependents

Name
Your Name

Employee ID
99999

SSN
XXX-XX-XXXX

Active status
ACTIVE

Personnel status
FULL TIME POSITIONS

Email address

Alternate email address

Primary location
FINANCE

Check location
FINANCE ADMINISTRATION

[Edit](#)

10. Add your own email in the Email address box.

Email address
Add your email address

Alternate email address

****This email is used for notifications through Employee Self Service and if you forget your password. Use an email account you can access outside of your regular city hours.**

11. Click “Save” when you are done adding your email address.

Save **Cancel**

12. You have now completed the setup for Employee Self Service.