

ESS Menu

Employee Self Service

ESS menu has a range of options for viewing or updating your personal details, completing actions like leave applications and using forms to claim other payments



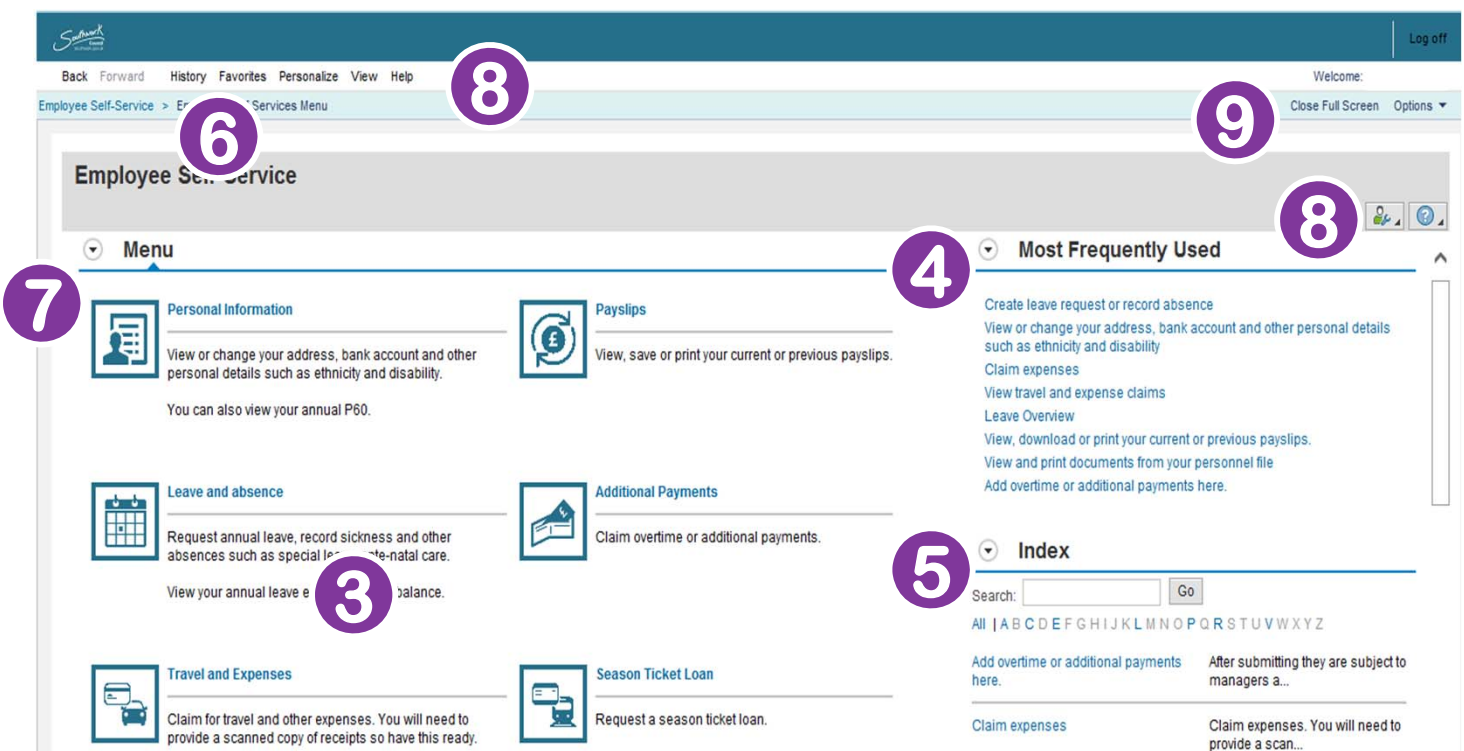
1. Log into ESS

2. Click on Employee Self Service folder from the menu

3. Employee Self Service menu shows you options and has a brief description of the actions available. Click on the title to go to that page.

4. Most Frequently Used – shows you actions you've used recently. You can go to the action by clicking it.

5. Index – an alphabetical list of actions available



6. Personalize - is where you can change your password or security question and answer

7. Menu - the tiny triangle will hide/show all menu options

8. Help – Links to theSource, where there are detailed Help notes

9. Full/Close Full Screen option – hides the folder menu