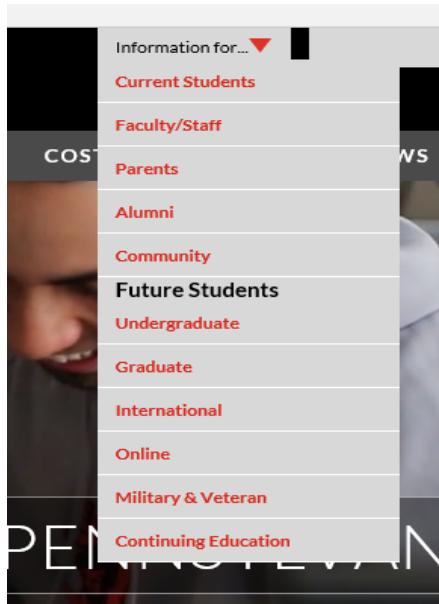


Instructions for Getting to the ESS Portal

To access ESS from the CALU homepage: www.calu.edu



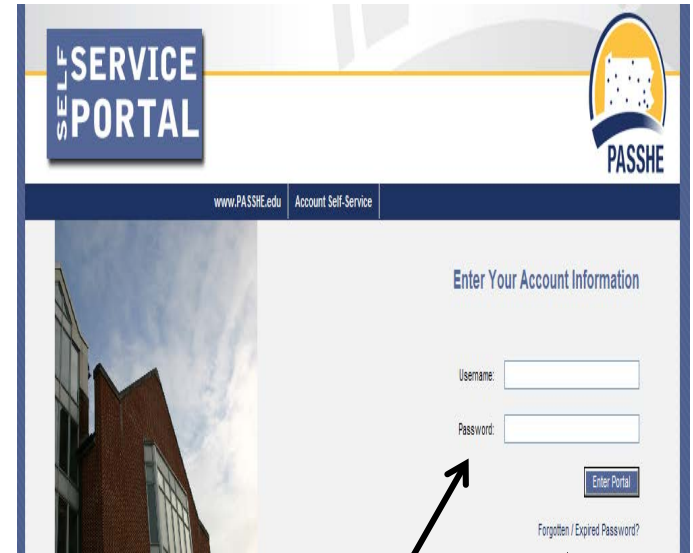
1

Choose Faculty/Staff from the drop down menu at the top of the Calu homepage.

Then, scroll down the page and choose the "ESS" option.

ESS

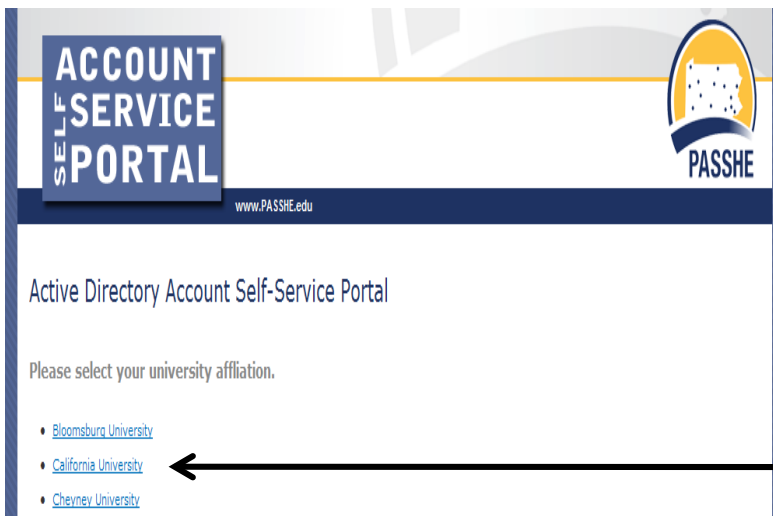
Employee Self Service



2

Enter your USERID and new password (after first time use)

FIRST TIME USE:
Depress the "Forgotten/Expired Password?" option.



3

FIRST TIME USE:
Choose "California University"

Instructions for First-Time Access to ESS

Welcome to the Active Directory Account Self-Service Portal!

Enroll Self-Service

All users should enroll their accounts for Self-Service prior to using any applications or sites provided by PASSHE. You must set up 3 security questions and answers to Reset Password or Unlock Account. **You must know your current password.**

Change Password

Use this tool to change your password. **You must know your current password.**

Update My Info

Use this tool to update your contact information. **You must know your current password.**

Self-Service Tools (self-service enrollment required)



Reset Password

If you have forgotten your Active Directory account password, you may reset it here.



Unlock Account

If your Active Directory account is locked, you may unlock your account here.

4

Select "Change/Renew your password"

Please login here

Sign in

User Name:

Password:

Login

5

Enter your USERID & temporary password via letter.

Pennsylvania's STATE SYSTEM of Higher Education

Welcome, 15PLUCE-SHOW

Sign Out Personalize

Enrollment Change Password

Change Password

Change your current domain password.

Password Change Requirements

- Password can be changed only once in 24 hours.
- Password must be at least 8 characters in length.
- Must be different than your previous 3 passwords.
- Must not contain significant portions of your user account 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 !@#\$%^&*

Old Password :

New Password :

Confirm New Password :

Change Password Cancel

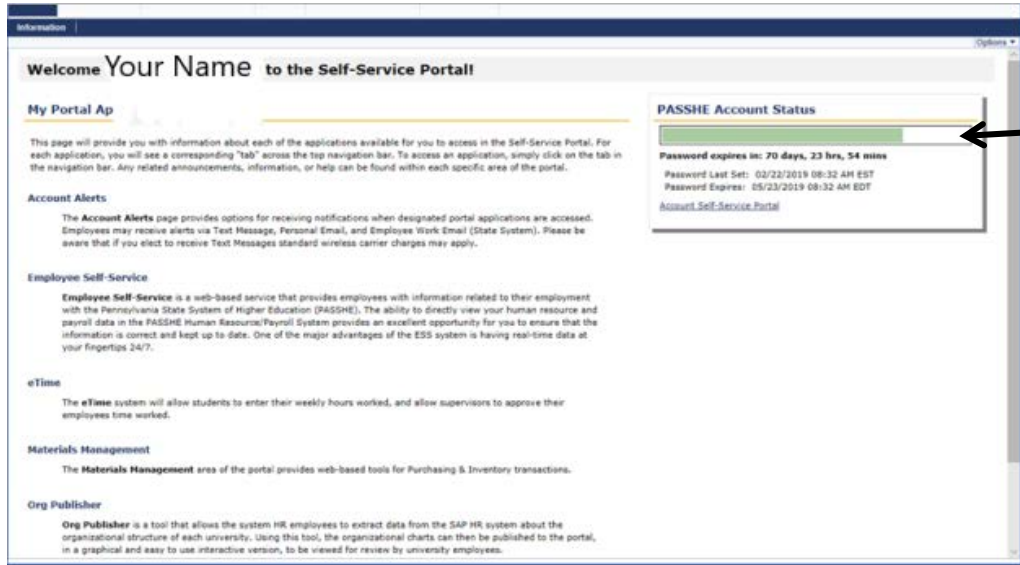
6

Choose the "Change Password" tab. Enter your temporary password into the "old password" box.

Create your new password and click on "Change Password".

NOTE: Passwords must be at least 8 characters with a combination of uppercase, lowercase, and numbers/symbols.

Password Expiration



1

Note:
Password expiration date will be displayed. If your password expires, you will need to change it before you can log in to ESS.

Creating, Updating, and changing passwords:

Choose "Change your Password"

Select CALIFORNIA UNIVERSITY, then select one of the following options.

1. Change your password (*to update or change an existing password.*)
2. Enroll self-service (*to select security questions and to set up a pin#*)
3. Reset password (*if you forget your password: Pin # will be needed*)

NOTE: If you set up your account, it is important to remember your pin #

Instructions for Viewing Personal Information Via ESS

1 Click on the Employee Self-Service tab.



2 Click on the word "Personal Information"

Employee Self-Service >> Personal Information

This page will provide you with information about each available Employee Self-Service (ESS) application for and you will be taken to a new page with the ESS application you have chosen. A link to this sub-sections of

Available Applications

Personal Data

Display your basic personal and employment information.

Address and Contact Information

Display your main address and any other address(es) stored in the HCM system. Here you may also update your primary contact number(s), mailing address, emergency contact, and/or campus address.

Direct Deposit / Bank Information

Display/Maintain your bank account information.

Family / Related Persons

View and manage your dependent information as stored in the HCM system.

Ethnicity/Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Here you can either confirm that the new ethnicity/race information is correct, or update your information to the new standards.

Education Information

Add, edit, and view your educational background.

3 Choose an item from the list.

Instructions for Viewing Personal Data Via ESS

1

Click on the Employee Self-Service tab.



2

Click on the word "Personal Information"

Personal Data

Display your basic personal and employment information.

3

Click on "Personal Data"
Enter your birth date when prompted.

View Personal Data

Full Name: Doe, Jane J
Personnel Number: 00068054

Personal Data

Title:	<input type="text" value="Ms"/>		
First Name:	<input type="text" value="Jane"/>		
Middle Name:	<input type="text" value="J"/>	Date of Birth:	<input type="text" value="12/25/1999"/>
Last Name:	<input type="text" value="Doe"/>	Gender:	<input type="text" value="Female"/>
Suffix:	<input type="text"/>		

Employment Data

Position: Fiscal Assistant
Classification: Fiscal Assistant
Pay Range: 4
Pay Step: 03

State System Hire Date	2/27/2006
Service Date	2/27/2006
Current Hire Date	2/27/2006
University Hire Date	2/27/2006

Instructions for Viewing Addresses Via ESS

1

Click on the Employee Self-Service tab.



2

Click on the word "Personal Information"

3

Click on "Address and Contact Information"

The permanent address/phone information displayed is effective as of 04/12/2008. Due to local tax requirements, employees must contact their campus HR office to make any changes to their permanent address.

Permanent Address	
Change Contact Information	
Country:	USA
Street Address:	123 ABC Street
City:	ABC City
State:	Pennsylvania
County:	FAYETTE
ZIP Code:	12345
Home Phone:	555-999-0000
Mobile Phone:	
Work Phone:	
Personal E-Mail:	
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Campus Address	
Change Campus Address	
Department:	Payroll
Building:	Dixon Hall (DIX)
Floor:	
Room:	
Box:	10
Work Phone	
Work Fax	
Work Mobile	

Emergency Contact	
Change Contact Data	
Name:	Jane Doe
Country:	USA
Street Address:	999 XXX Road
City:	ABC City
State:	Pennsylvania
ZIP Code:	12345
Home Phone:	555-999-1234
Mobile Phone:	
Work Phone:	
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mailing Address	
Change Mailing Address	
Country:	USA
Street Address:	P O Box XYZ
City:	XYZ Town
State:	Pennsylvania
County:	WESTMORELAND
ZIP Code:	55555

4

Change Contact Information: Only to update email and phone numbers.

5

Change Campus Address: To update your campus office information.

6

Emergency Contact Data: To update your emergency contact name/address/phone.

7

Mailing Address: To update mailing address. W2s, benefit info, paystubs, etc... will go to this address.

NOTE: Permanent addresses cannot be updated via ESS. Please contact the Payroll Department for a change of address form.

Instructions for Viewing Bank Information Via ESS

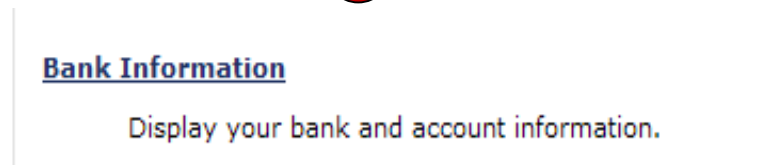
1

Click on the Employee Self-Service tab.



2

Click on the word "Personal Information"



3

Click on "Direct Deposit /Bank Information"



View Bank Account Details

Full Name: Doe, Jane J
Personnel Number: 00068054

Accounts	
Bank Type	Name of Bank
Primary Bank	PARKVALE SAVINGS BANK
Secondary Bank	PARKVALE SAVINGS BANK

i To see the account detail, select a row from the table. The first row is automatically displayed below.

Account Details

Payee: Doe, Jane J
Postal Code / City: 15413 Jane
Bank Country: USA
Bank ABA Number: 243073852 PARKVALE SAVINGS BANK
Bank Account: *****9999 Checking Savings
Payment Method: Direct Deposit

View Bank Account Details

Full Name: Doe, Jane J
Personnel Number: 00068054

Accounts	
Bank Type	Name of Bank
Primary Bank	PARKVALE SAVINGS BANK
Secondary Bank	PARKVALE SAVINGS BANK

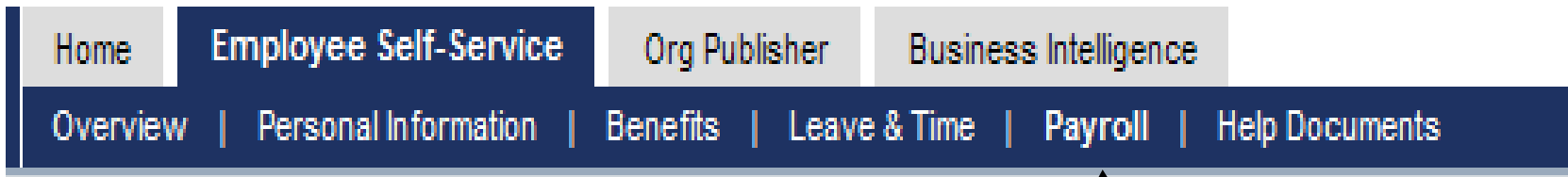
i To see the account detail, select a row from the table. The first row is automatically displayed below.

Account Details

Payee: Doe, Jane J
Postal Code / City: 15413 Jane
Bank Country: USA
Bank ABA Number: 243073852 PARKVALE SAVINGS BANK
Bank Account: *****9999 Checking Savings
Payment Method: Direct Deposit
Standard Value: \$20.00

Instructions for Viewing Pay Statements Via ESS

1 Click on the Employee Self-Service tab.



2 Click on the word "Payroll"

Payroll Overview
Online Pay Statement

3 Click on the Online Pay Statement link.

Display an online version of current and past pay statements.

The screenshot shows the 'Salary Statement: 03/15/2019' page. At the top, there are navigation links for '< Previous Statement' and 'Next Statement >'. Below this is the 'Overview and Selection' section, which includes a 'Show:' dropdown menu set to 'All Available'. A table lists payment dates from 01/18/2019 to 03/15/2019, with columns for 'Payment Date', 'Gross Pay', and 'Net Pay'. The 03/15/2019 entry is highlighted in blue. Below the table is the 'Salary Statement' section, which includes a link for 'Problems Printing your Statement ? Printing Pay Statement Instructions'.

To view previous pay statements, Choose the date displayed or click on the "Previous Statement/Next Statement" icons.

After Select the pay statement will automatically appear in the bottom.

The screenshot shows the details of the selected pay statement for 03/15/2019. It includes the Pennsylvania's State System of Higher Education logo and contact information. Personnel details for Jane Doe are listed, including her university address and pay cycle. A summary table shows Earnings of 1,000.50, Pre-Tax of 25.00, Taxes of 25.00, Post Tax of 0.00, and Net Pay of 950.50. The page also indicates that the statement was provided from PASSHE's Payroll system.

To print a pay statement, right click and choose "print" from the menu.

Instructions for Updating W2 Election

1 Click on the Employee Self-Service tab.

The screenshot shows the top navigation bar of the Employee Self-Service portal. The 'Employee Self-Service' tab is highlighted in dark blue. Below it, a secondary menu contains links for 'Overview', 'Personal Information', 'Benefits', 'Leave & Time', 'Payroll', and 'Help Documents'. The 'Payroll' link is highlighted in white. Below the navigation bar, the 'Payroll Overview' section is visible, with a link for 'Update W-2 Election'.

2 Click on the word "Payroll"

3 Click on "Update W-2 Election"

Update W-2 Election

PASSHE employees have the option to view and print their W-2 form via the Self-Service Portal. If you wish to click the option below to receive it electronically. If you are currently receiving an electronic form and wish

If you elect the electronic option, you will not receive a paper copy of your W-2 via the U.S. Mail.

I Wish to Receive My W-2 Form Electronically I Wish to Receive My W-2 in Paper Form

4 Choose "I wish to receive My W-2 Electronically"

5 Mark the box indicating that you have read the disclosure notice. Then, choose "Continue with Electronic Enrollment."

The screenshot shows the 'Electronic Form W-2 Disclosure Notice' page. It contains a list of 10 numbered items explaining the requirements for electronic W-2 delivery. At the bottom, there is a checkbox labeled 'I have read the above notice and agree to receive my W-2 form only in electronic format.' Below the checkbox are two buttons: 'Cancel Election' and 'Continue with Electronic Enrollment'.

NOTE: Electronic W2s are usually available as early as 2 weeks before paper W2s are mailed. Paper W2s are mailed for all employees not choosing electronic W2s. No paper W2s are mailed if the electronic W2 option has been elected.

Instructions for Viewing/Printing W2s

1

Click on the Employee Self-Service tab.



2

Click on the word "Payroll"

Payroll Overview

[Display W-2 Form](#)

Display your W-2 form.

3

Click on "Display W-2 Form". Enter your Social Security Number when prompted.

Online Forms W-2/W-2c

4

Highlight the year you wish to view. Note: Some years may have more than one if additional W2 was necessary for reporting purposes.

Select a W-2 form below and then click the Display icon

Year	Form Description	Created Date
2018	W-2 - Wage and Tax Statement	01/12/2019
2018	W-2 - Wage and Tax Statement	01/12/2019
2017	W-2 - Wage and Tax Statement	01/13/2018
2017	W-2 - Wage and Tax Statement	01/13/2018

5

Click the "Display" option. The W2 will appear in the bottom section of the screen.

Display

6

To print your W2, right click and choose "Print" from the menu.

Click Here to Open W-2

Previous Form Next Form Hide

IRS W-2 Form Information
PASSHE W-2 Form Highlights
Problems Printing your W-2? Click Here

NOTE:

W2s will only be available here if you have elected the electronic W2 option and will be there for years. .

Employer's FEIN number 25-1590694	Employer's EIN number 00059122	Employer's FEIN number 25-1590694	Employer's EIN number 00059122
Employer's name, address, and ZIP code PENNSYLVANIA STATE SYSTEM OF HIGHER EDUC 2986 N 2nd St Harrisburg PA 17110-0000		Employer's name, address, and ZIP code PENNSYLVANIA STATE SYSTEM OF HIGHER EDUC 2986 N 2nd St Harrisburg PA 17110-0000	

Instructions for Viewing Leave Balances Via ESS

1 Click on the Employee Self-Service tab.



2 Click on the word "Leave & Time"

[Display Leave Balances](#)



3 Click on the words "Display Leave Balances"

Display your leave types and their balances.

Display Leave Balances

NOTE: Due to biweekly payroll processing and the deadline for printing pay statements, leave balance information on the printed document may differ from the information shown below.

Leave Balances

Absence Type	Deductible to	Earned Leave	Used	Future Approved	Available Balance	Unit
Annual Leave	1/14/2012	124.01	1.00	0.00	123.01	Hours
Personal Carryover	4/8/2011	15.50	15.50	0.00	0.00	Hours
Personal Leave	1/14/2012	7.50	0.50	0.00	7.00	Hours
Sick Family Leave	1/14/2012	37.50	0.00	0.00	37.50	Hours
Sick Leave	1/14/2012	42.01	27.50	0.00	14.51	Hours

Your combined sick and sick family leave is: 52.01 hours.

Leave Plan Descriptions

i Sick Leave and Sick Family Leave are combined above as they are on your printed pay statement. The sick family balance may be used for family or personal illness.

Comp Time Balances

Absence Type	Deductible to	Earned Leave	Used	Future Approved	Available Balance	Unit
AFSCME Comp Time	12/31/9999	18.50	18.50	0.00	0.00	Hours
AFSCME Comp Time	12/31/9999	17.00	16.75	0.00	0.00	Hours
AFSCME Comp Time	1/8/2011	25.50	18.25	0.00	0.00	Hours

Instructions for Displaying Absences Via ESS

1 Click on the Employee Self-Service tab.



2 Click on the word "Leave & Time"

[Display Absences](#)



3 Click on the words "Display Absences"

Display a listing of the days you have taken leave and days submitted for in the future.

Display Absences


Search Options


Enter the start date and end date for the period you wish to view:

Start Date: 
End Date: 

4 Choose start and end dates.
Click "Display Results"

Start Date: 
End Date: 

 If the absence was an entire working day, then no start or end time will show.

 Clicking the column header will sort the table by selected column.

Results Table

Filter by Absence Type	Show All Absences				
Absence Type	Start Date	End Date	Start Time	End Time	Hours
Personal Leave	1/3/2011	1/3/2011			7.50
Personal Leave	1/7/2011	1/7/2011			7.50
Compensatory Leave	1/11/2011	1/11/2011	2:30 PM	4:00 PM	1.50
Compensatory Leave	1/14/2011	1/14/2011	3:00 PM	4:00 PM	1.00
Personal Leave	2/8/2011	2/8/2011	3:30 PM	4:00 PM	0.50
Sick Leave	2/9/2011	2/9/2011			7.50
Sick Leave	2/14/2011	2/14/2011			7.50
Sick Leave	2/15/2011	2/15/2011	8:00 AM	1:30 PM	5.00
Annual Leave	2/17/2011	2/17/2011	3:00 PM	4:00 PM	1.00
Sick Leave	2/24/2011	2/24/2011			7.50
Personal Leave	2/28/2011	2/28/2011	1:00 PM	1:30 PM	0.50

Instructions for Leave Requesting Via ESS

1 Click on the Employee Self-Service tab.



2 Click on the word "Leave & Time"

3 Click on the words "Employee Leave Request"

[Employee Leave Request](#)

Employees can enter new leave requests and view the status of previous requests.

Employee Leave Request - Main Menu

Employee Name: Doe, Jane J

Employee Number: 00068054

Select an option and click "Continue".

- Create New Leave Request
- View Status of Submitted Requests
- Cancel A Leave Request

Continue ▶

NOTE:

Leave requests should be for the current calendar year only. No future year leave requests should be entered until the new leave year begins.

Instructions for Leave Requesting Via ESS

Employee Leave Request - Create New Request

Leave Request

Name (Last, First, MI):

Employee Number:

1. Select the type of leave you are requesting.

Leave Type: *

1

Choose the type of leave from the menu.

[Display Leave Balances](#)

2. Enter the date / time range for your leave request

Start Date: *

Start Time (24 Hour Format): * :

End Date: *

End Time (24 Hour Format): * :

2

Select the start and end dates. Change the start and end time if leave is less than a full day.

3. Click the "Calculate Hours" button to check your time.

Hours:

3

Click on the words "Calculate Hours"

If your leave request requires additional remarks, enter them here.

Additional Remarks (Optional):

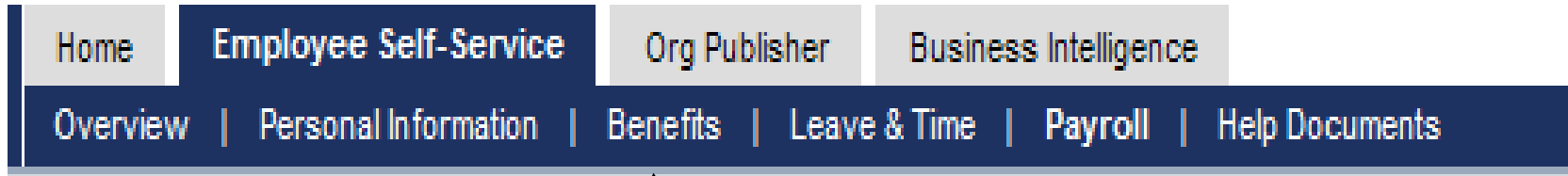
Medical Appointment Start Time: : Enter in 24 hour format

4

Choose "Review & Submit Leave Request". Then, review the entry & click "Submit Leave Request".

Instructions for Viewing Benefit Information Via ESS

1 Click on the Employee Self-Service tab.



2 Click on the word "Benefit"

3 Click on the words "Benefits Participation Overview"

Display your currently enrolled benefits programs.

Benefits - Participation Overview

Show Plans As Of:  [What does this mean?](#)

Plan Participation Overview

Enrolled Plans		
Plan	Begin Date	End Date
HMO Keystone West (PEBTF)	1/1/2011	12/31/9999
Vision/Hear/Pres/DenPPO(PEBTF)	8/27/2006	12/31/9999
Basic Group Life Insurance	2/27/2006	12/31/9999
Voluntary AD&D Employee	2/27/2006	12/31/9999
Voluntary AD&D Spouse	2/27/2006	12/31/9999
Voluntary Life Employee	2/27/2006	12/31/9999
Voluntary Life Spouse	4/15/2006	12/31/9999
SERS Class AA = 6.25%	2/27/2006	12/31/9999
Get Healthy Non Par (PEBTF)	10/9/2010	12/31/9999

4 Select an item from the list.

Viewing Help Documents Via ESS

1 Click on the Employee Self-Service tab.














2 Click on the words "Help Documents"

Employee Self-Service Online Documentation

Employee Self-Service Help Documents

Select the document below to view information:

-  [Introduction to Employee Self-Service](#)
-  [Getting Started with Employee Self-Service](#)
-  [Account Alerts](#)
- Personal Information**
 -  [Personal Data](#)
 -  [Address and Contact Information](#)
 -  [Direct Deposit / Bank Information](#)
 -  [Family / Related Persons](#)
 -  [Spouse or Domestic Partner Attestation](#)
 -  [Ethnicity / Race Information](#)
 -  [Education Information](#)
- Benefits**
 -  [Benefits Participation Overview](#)
 -  [FSA Enrollment](#)
 -  [PEBTF Health Enrollment](#)
 -  [SSHE Health Enrollment](#)
 -  [Voluntary Life Insurance Enrollment](#)
 -  [SECA Enrollment](#)
- Leave and Time**
 -  [Display Leave Balances](#)
 -  [Display Absences](#)
 -  [Employee Leave Request](#)
 -  [Record Working Time](#)
- Payroll**

3 Select a topic.