Missouri State Employees Self-Service (ESS) Portal

An Introduction for Employees

Created and Maintained by the Office of Administration

What is the Employees Self–Service Portal?

The Employees Self-Service Portal (ESS) is a secure **web-based** site that is accessible to State of Missouri employees who have received a paycheck from the state within the last five years.

ESS does not contain information for colleges/universities.

Currently, Users of the Portal Can:

✓ View pay check details from a given point forward.
✓ View leave balance summary information which is current as of the last regular pay cycle
✓ View statewide employee announcements
✓ Follow links to Benefits Providers (i.e., MCHCP, MOSERS, ING, etc.)—and in some cases, access account information without logging-in again on the provider's website

More features and services will be made available as time and resources allow.

How this instructional guide can help

The Employees Self-Service Portal will be *very easy* to use.

This brief instructional guide will:

✓ Prepare you to complete the initial registration process

✓ Provide an overview of the variety of information the Portal can deliver to your desktop

✓ Explain how to obtain assistance (if needed) to ensure you get the most out of the Portal

Getting ready…

The first step in using the ESS Portal will be to **REGISTER** as a new user.

To ensure the Portal is as secure as possible—and to *uniquely identify each person*, you will be asked some questions that must match information already entered about you in the SAMII HR Payroll System.

To answer the registration questions, here's what you'll need to know:

- ✓ Are you an ACTIVE or INACTIVE EMPLOYEE
- ✓ Your LAST NAME
- ✓ The LAST 4 DIGITS OF YOUR SSN
- ✓ Your DATE OF BIRTH
- ✓ The AGENCY where you work
- ✓ The ZIP CODE of your residence
- ✓ The NET PAY on your most recent check

What is Net Pay?

In case you're wondering…

Net Pay is your take-home pay.

It is the amount that is deposited into your specified bank account, or the paper check some employees still receive.

Net Pay is your Gross Pay less any deductions.

If you participate in direct deposit, you can obtain your Net Pay information from

- Your most recent bank statement
- Your bank's online banking system
- Contacting your bank directly

If you have a Pay Card, you can contact the toll-free number on your card to obtain recent transactions including recent deposits to the card.

Beginning the registration process

You can access the Missouri State Employees Self-Service (ESS) Portal by typing the following web address in your browser:

https://ess.mo.gov

The web address will take you to the entry point for the ESS Portal.

Beginning the registration process

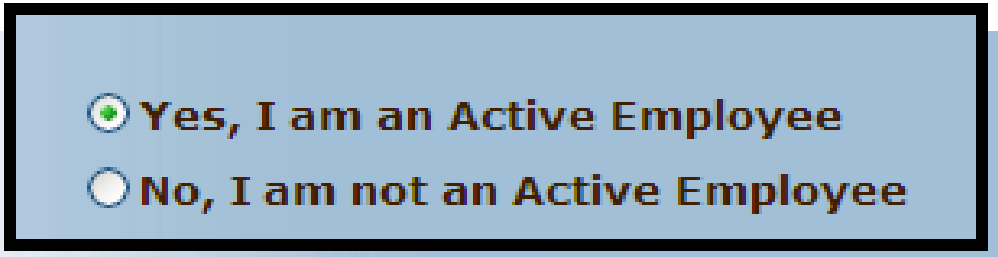
To begin the registration process, “click” the **Register Now** button. Doing this will take you to a new page to answer the security questions required to create your secure log-in ID.

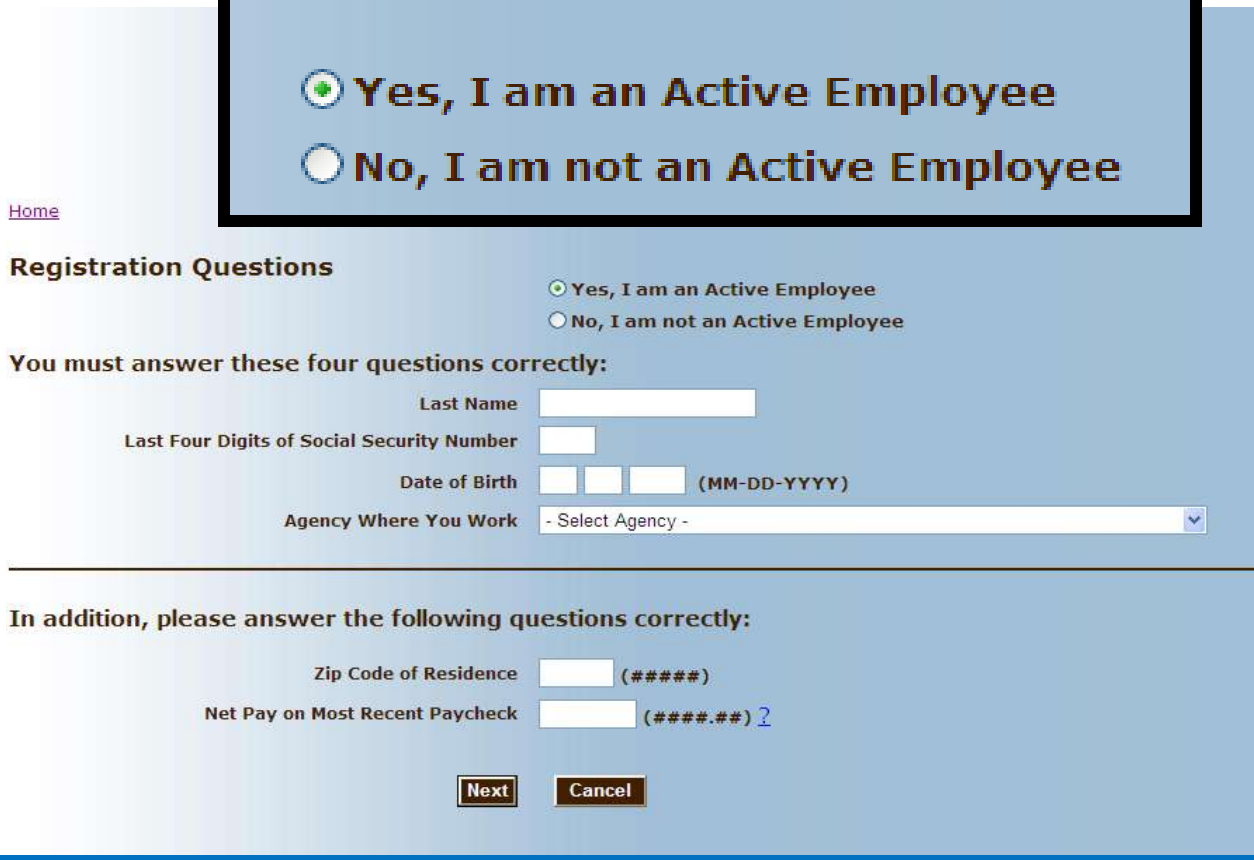
Answering the registration questions

This page displays the questions each employee must answer to further identify themselves in the registration process.

Answering the registration questions

You should begin by selecting: **YES, I am an Active Employee**





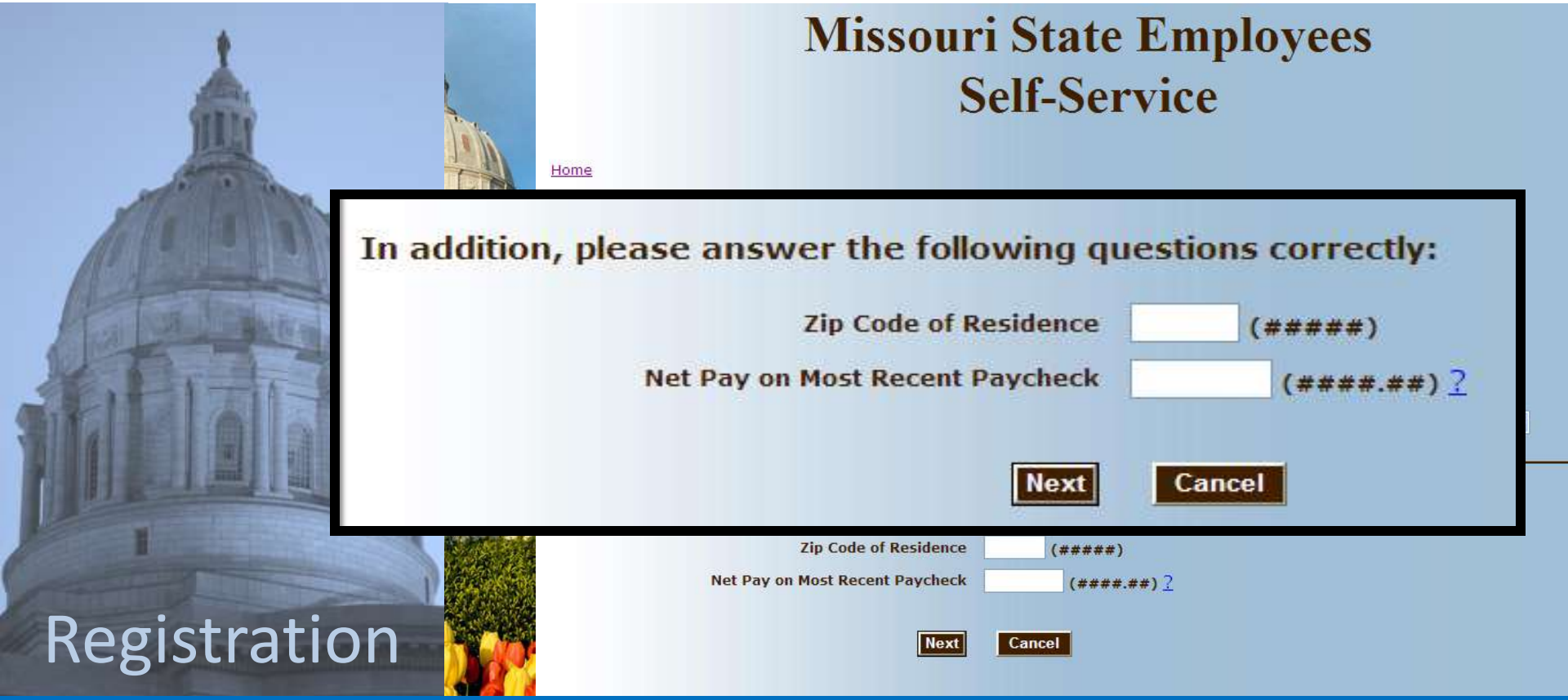
Answering the registration questions

Then…
Type in your **Last Name**
Type in the **Last Four Digits of Your Social Security Number**
Type in your **Date of Birth**
Select the **Agency Where You Work** from options in the drop-down list

Answering the registration questions

Type in the **Zip Code of Your Residence**
Type in the **Net Pay on Your Most Recent Paycheck**

Then “click” **Next**



Creating your secure log-in profile

The next phase in the Registration process will be to create your own unique User ID and password by following the instructions on the **Create a Secure Login ID** page.

STEP 1. The first action you must complete on this page is to create a **New User ID** that is uniquely yours.

Your ID **SHOULD NOT** resemble your social security number.

User ID Examples:

JohnSample123
John.Sample@oa.mo.gov

Creating your secure log-in profile

In **STEP 2**, select ("click") a **Security Image** to accompany your User ID. If the **"More Images"** link is selected, 12 additional images will be shown.

Employees

More Images

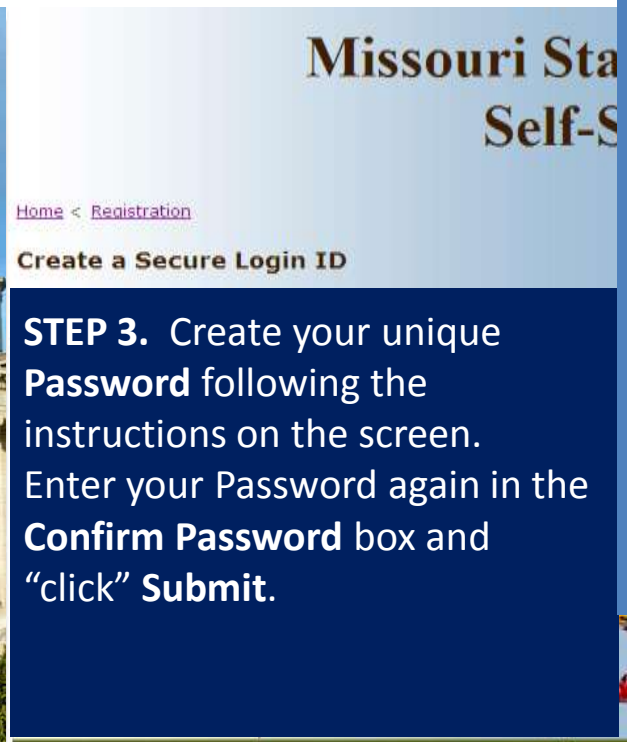
More Images

Missouri State Employees Self-Service
State of Missouri / Office of Administration / Contact Information

Registration

Creating your secure log-in profile

Once the Security Image has been selected, the image is displayed on the left side of the screen along with textboxes for you to enter and confirm your password.



STEP 3. Create your unique **Password** following the instructions on the screen. Enter your Password again in the **Confirm Password** box and "click" **Submit**.

IMPORTANT:

Your Password **CANNOT** be the same as your User ID and it **CANNOT** be your social security number.

Password Examples:

myESS2011?
PortalJust4Me!!!

The ESS Portal

After completing the registration process and securely logging-in, you will arrive at the **Missouri State Employees Self-Service (ESS) Portal.**

The ESS Portal

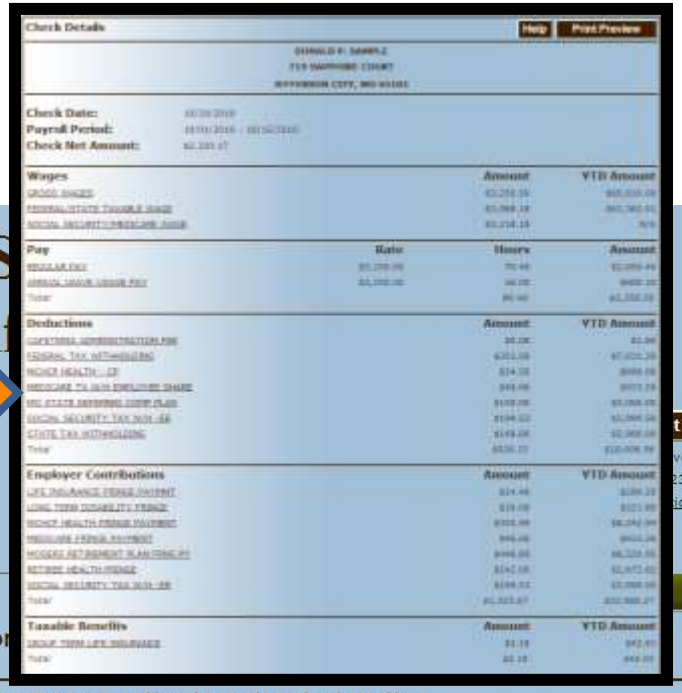
Through the ESS Portal, you can:

- ✓ View pay check details
- ✓ View leave balances
- ✓ Follow links to benefits providers
- ✓ View statewide employee announcements

The ESS Portal: Pay and Leave

The **Pay and Leave Balance** Module will allow employees who have been paid through SAM II HR within the last five years to complete many functions.

You can view and print the details of specific pay checks.



Home > Pay and Lea ay Stubs

Home | Pay and Leave

Pay Stubs | eave Balances | W2 For

Click the Check Issue Date to display check details

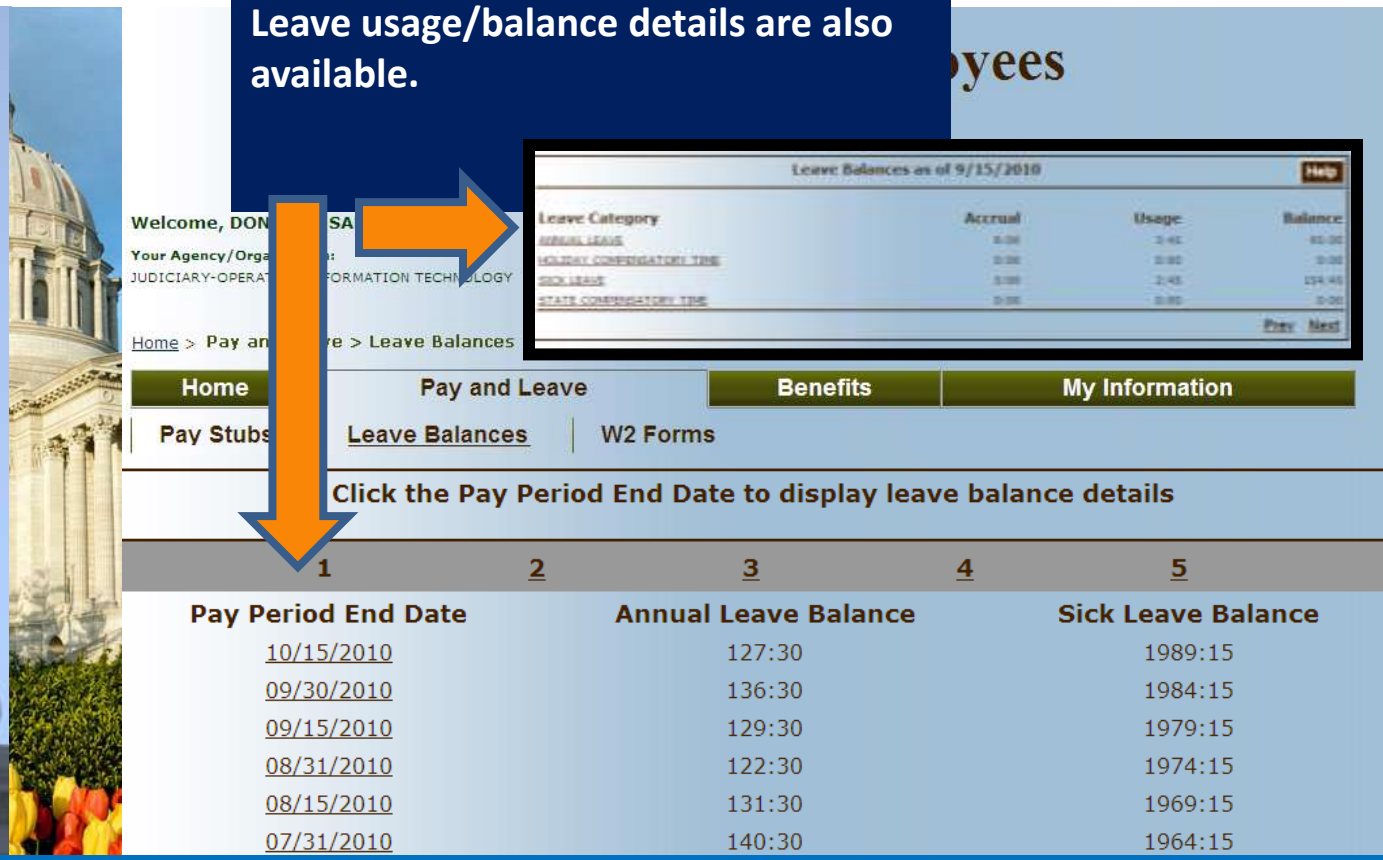
1 2 3 4 5

Check Issue Date	Pay Period End Date	Gross Wages	Net Pay
11/15/2010	10/31/2010	$3,250.50	$2,320.16
10/29/2010	10/15/2010	$3,250.50	$2,320.17
10/15/2010	09/30/2010	$3,250.50	$2,320.17
09/30/2010	09/15/2010	$3,250.50	$2,320.17
09/15/2010	08/31/2010	$3,250.50	$2,320.17

The ESS Portal: Pay and Leave

See a listing of annual and sick leave balances with up to 5 years of history displayed 12 months at a time.

Leave usage/balance details are also available.



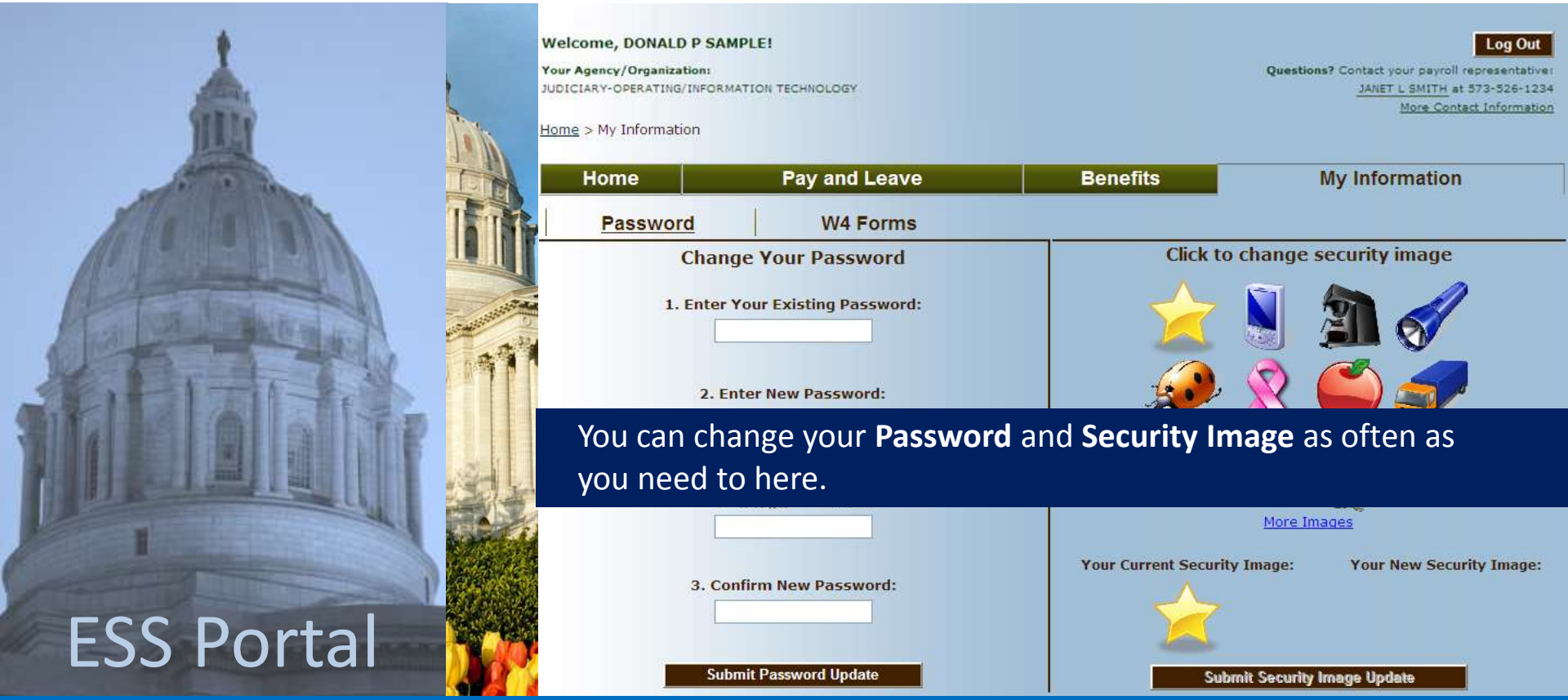
The ESS Portal: Benefits

The **Benefits** module provides a listing of benefit providers with links to their website. In some instances, by "clicking" the link of a specific provider, you will automatically be logged into the benefit provider's site. For other providers, you will be taken to the provider's home page where you can choose to log-in separately.

The ESS Portal: My Information

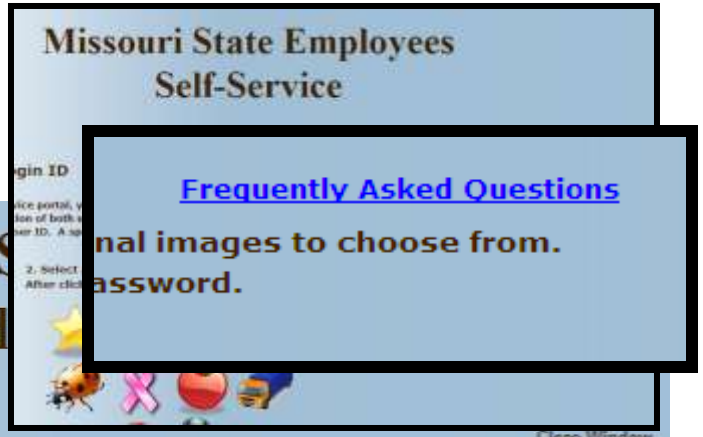
The **My Information** module provides a way for you to change how you log-on to the ESS Portal.

This page also provides a link to obtain new **W4 Forms**.



Frequently Asked Questions

Included in the ESS Portal are a variety of ways to receive help with the registration and log-in process—and obtain assistance from someone within your agency if it is needed. For example, the **Frequently Asked Questions** page provides help with questions about the User ID and net pay.



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FAQs

Close Window

What is my User ID?

Your User ID is what you will use to access the Missouri State Employees Self-Service Portal on your return visit to the site. It will be important to remember your new User ID and password so that you don't have to re-register when you return.

You may enter any of these identifying items as your Online ID:

- Your email address
- Your Active Directory Domain/User ID which you use to logon to the state network
- Your Online ID (any word or combination of letters, numbers, and characters established by you) – see below

I don't know my net pay from my last paycheck. How can I find it?

Net Pay is your take-home pay--the amount that is deposited into your specified account or the paper check some may receive. Net Pay is your Gross Pay less any deductions.

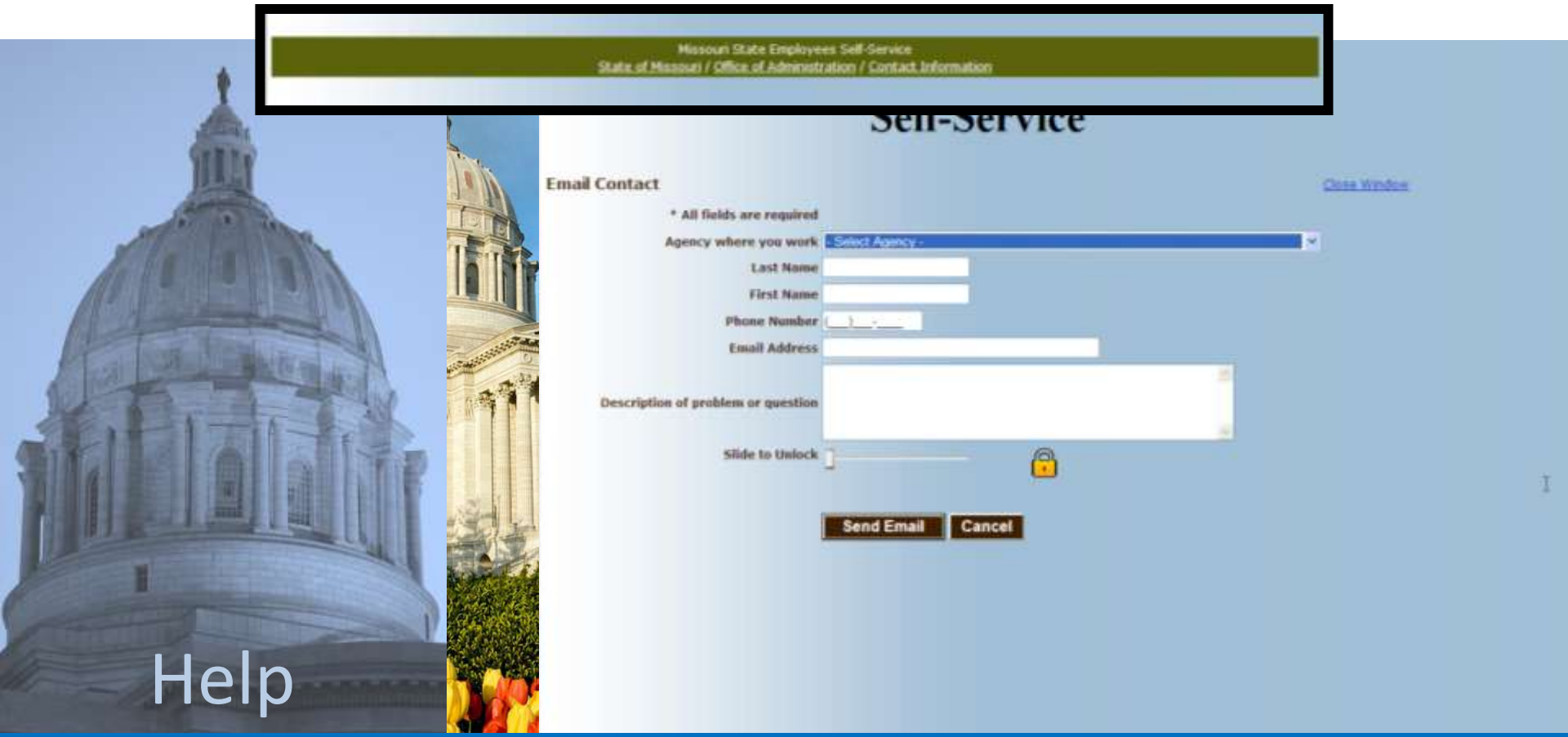
If you participate in direct deposit, you can obtain your Net Pay information from

- your most recent bank statement,
- your bank's online banking system, or
- contact your bank directly.

If you have a Pay Card, you can contact the toll-free number on your card to obtain recent transactions including recent deposits to the card.

Emailing an agency liaison

The **Email Contact** page opens a page in a new window that allows you to email an agency liaison with a problem or question about the ESS Portal. You can access the Email Contact page by "clicking" the **Contact Information** link found at the bottom of each page in the ESS Portal.



Knowing who to call

Once you have registered and are logged-into the ESS Portal, you will also see the name and contact information for the individual/s who can help you at the top right corner of your ESS page.

Thank you for your interest in this presentation.

We hope the Missouri State Employees Self-Service Portal proves to be a valuable tool in managing your work/life activities.

This Presentation Designed By:

State of Missouri
Office of Administration
Division of Personnel

STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

With Assistance From
OA/Information Technology Services Division
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