ESS
Employee Self-Service
(also Retiree Self-Service)

The City of Tucson now offers an Employee Self-Service (ESS) website for viewing individual pay stubs; the same site also is used by retirees receiving a monthly pension from the City. This ESS web site provides a robust history of past pay events, deductions, and other information specific to you; only you can view your records on ESS through your individual login. Some features of the website are not available at this time. Many of these additional features will be activated in the coming months and years.

The ESS link is located on the Human Resources (HR) home page: http://cms3.tucsonaz.gov/hr
Please bookmark the HR home page for ease of access to ESS in the future.

On the HR home page, the ESS link, "**EMPLOYEE SELF SERVICE (ESS)**" is located at the bottom of the center column; the center column has a white background.
Click on the link and it takes you to the ESS instructional web page.

The ESS instructional web page has a variety of resources:
- Frequently Asked Questions
- Four short "How To" videos that walk you through how to find information within the site
- An "ESS Manual" providing "How To" instruction that also explains which parts of ESS are not in use at
  this time.
- Two Login links:
    - One at the top of the blue column on the left
    - The other at the bottom of the center white column

- **DO NOT FOLLOW** the instructions on how to determine your User Name and Password that is just
  above the Login in link at   the bottom of the center white column (It says:)

> - Your User Name is a 6-digit employee ID number. If your ID is less than 6
>   digits, add the appropriate number of zeros in front of it. Your initial password
>   was set to the format of MMDDSSN4; which is your 2-digit month of birth, 2-
>   digit day of birth, and the last 4 digits of your SSN.

Please note:
- These instructions are provided along with the CTRA newsletter and a pay stub for your December pension. The format of this pay stub was changed to provide your "ESS User Name" and "Initial ESS Password" which are located underneath your mailing address.
- **You are encouraged to change your password. Please remember and save your new password so you will always be able to log in to your ESS account.**
- Your official City retiree pay stub can be printed from the ESS site after you log in to your account.

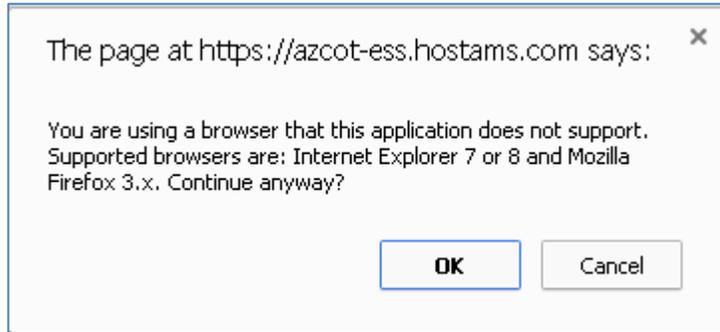**For Retirees, the initial password follows the following format:**
- Your ESS User Name is your old Employee-ID. If your Employee-ID is 12345, your ESS login User Name is "012345"; it must be 6-digits long; note the zero required at the beginning of the example Employee ID.
- Retiree initial passwords are in the format MMDDYYYY. If you were born on January 8, 1950 your password will be 01081950. "01" for January (MM), "08" for the eighth day (DD), and 1950 (YYYY). In other words MMDDYYYY = 01081950

Now click on the Login link to access the Employee Self-Service site. This internet site is accessible anywhere and from virtually any device that can connect to the internet.
Many users will receive the following message immediately after successfully logging in:

The page at https://azcot-ess.hostams.com says: ✕

You are using a browser that this application does not support. Supported browsers are: Internet Explorer 7 or 8 and Mozilla Firefox 3.x. Continue anyway?

[OK]   [Cancel]

Select OK. The ESS site was tested on a variety of PCs, smart phones, with a variety of web browsers; they all worked for the portions of the site currently being used by the City. The only difference was how the various web pages displayed.

All pay stubs will be viewable through ESS prior to completion of direct deposits or mailing of negotiable checks. **Payroll must be run within HRM for pay stubs to be created.** This means that only one pay stub is available for printing: your December 2013 pay stub. However, previous payroll deductions, amounts, etc. are viewable, just not in the pay stub format.

Starting now, please take the time to familiarize yourself with the ESS offering. View the videos as they are very helpful. You will want to view the first video immediately: "**View and print historical pay statements (see video)**". Check out the ESS manual for more detailed information. And don't forget to look at the "Frequently Asked Questions" as they will be updated to answer commonly asked questions.

Pay special attention to verifying your Personal Information, Address, and Emergency contact. Much of this information is old or missing. Should your information need to be updated, or if you have questions, please contact the Retirement Office.

One last note: When using ESS and selecting different options, a yellow status bar is displayed at the bottom. Some ESS menu selections take longer to display results than others. The yellow status bar makes you aware that your selection request is being processed.

Good luck, and welcome to ESS!