

*A web-based solution for  
judicial officers and employees  
to easily access their personal  
and employment related  
information.*

# Employee Self Service

## ESS Online Portal Tutorial



Idaho Supreme Court Human Resources Division

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# Employee Self Service Portal

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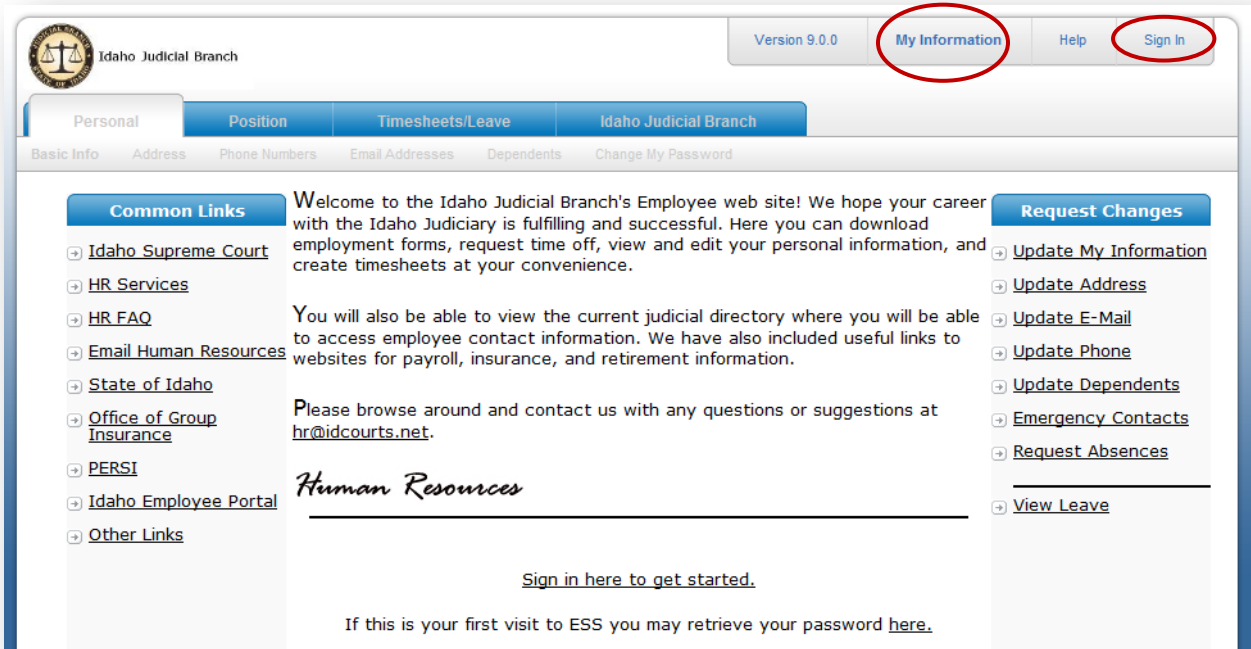
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# Welcome to the HR Employee Self Service (ESS) Online Portal

ESS is a web-based portal where judicial officers and employees can easily access their employee data securely online and view or change their personal information (i.e., date of birth, address, phone numbers, job history, etc.). Managers can also view job-related information relating to those they supervise.

> Below is the “**Home**” screen, to return here at any time, click **My Information**.



## -System Notes-

ESS has a built in 20 minute automatic idle log out. If you log in and leave ESS idle for 20 minutes, you will need to login again to access these secured resources.

*Logoff* - When done using ESS you can end your session by logging off or simply by closing all open browser windows.

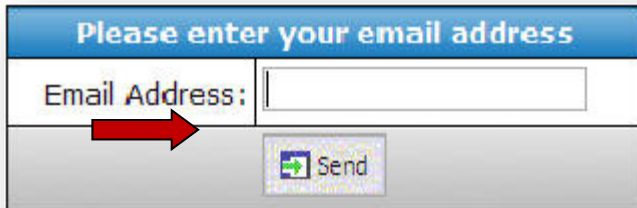
ESS is a web application, not a website. Use the Close, Cancel, and Back button provided within the application and not the back button on your browser.

This is a secure web application, so employees do not need to worry about their personal information being accessed.

## Getting Started

First, you need to create your ESS account and retrieve your password. You will be sent an email with a link to the ESS web application. Click on the link and you will go to a web page where you will be prompted to enter your email address:

- 1) Click "**sign in here to get started**" or **Sign In** in the top right corner of the screen (see screen shot on first page).
- 2) Enter your work email address and click **Send**.



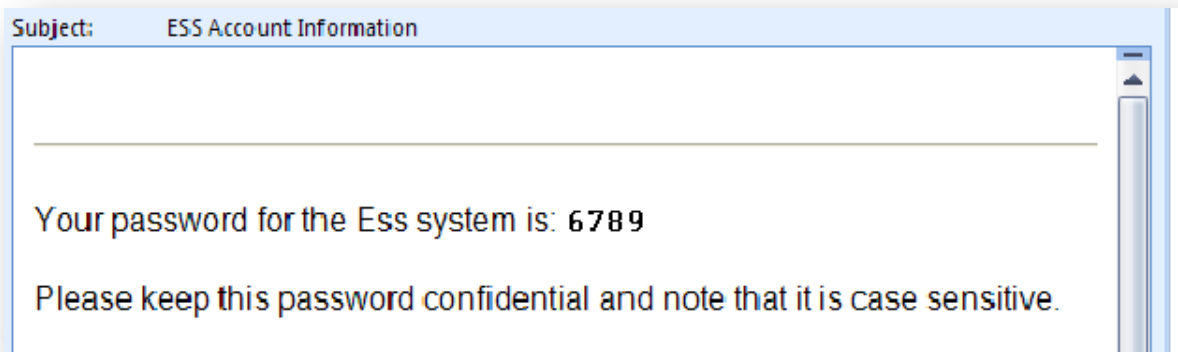
A screenshot of a web form titled "Please enter your email address". The form has a blue header with the title. Below the header, there is a label "Email Address:" followed by a text input field. A red arrow points to the input field. Below the input field is a "Send" button with a green arrow icon.

→ ESS will display the following message:

**Please check your email for your ESS account password.**

[Return to the login page](#)

- 3) Check your work email account for a message regarding your "ESS Account Information", similar to the one below:



## The Main Menu

The Main Menu allows navigation to all secured areas of ESS. Once you have received your logon and password, you will be able to access these features. You will also notice that on the “home” screen, there are **Common Links** and **Request Changes**:

- Common Links
- [Idaho Supreme Court](#)
- [HR Services](#)
- [HR FAQ](#)
- [Email Human Resources](#)
- [State of Idaho](#)
- [Office of Group Insurance](#)
- [PERSI](#)
- [Idaho Employee Portal](#)
- [Other Links](#)

**Common Links** has various links to common State of Idaho websites as well as documents employees may find useful.

- Request Changes
- [Update My Information](#)
- [Update Address](#)
- [Update E-Mail](#)
- [Update Phone](#)
- [Update Dependents](#)
- [Emergency Contacts](#)
- [Request Absences](#)

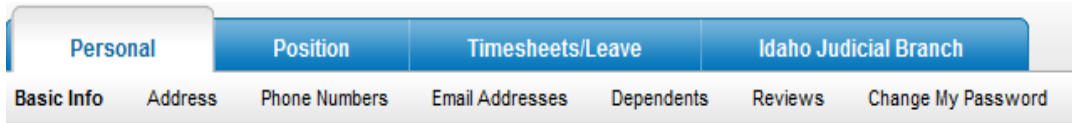
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- [View Leave](#)

**Request Changes** acts as a “shortcut” to update employee information or view leave.

## The Main Navigation Drop-Down Sub-Menus

The **Personal**, **Position**, **Timesheets/Leave**, and **Idaho Judicial Branch** main navigation menu items all have sub-menus that provide you with additional options. Those options are explained in further detail below in the order in which they appear. Any changes made will be automatically submitted to HR.



## Personal > Basic Info

### Basic Info

Last Name:		Dougherty	
First Name:		Peggy	
Employee Number:		842	
Date of Birth:		4/19/1962	Age: 51
Job Title:		Human Resource Specialist	
Date of Hire:		10/18/2000	
Marital Status:		Married	
<input type="button" value="Close"/>		<input type="button" value="Edit Name, Marital, Ethnicity info"/>	

***Your Personal Information*** - Displays Your Personal Information including Last Name, First Name, Employee Number, Date of Birth, etc.

This is where you can make changes to your name, marital status, and choose your ethnicity class for Equal Employment Opportunity reporting purposes.

## Personal > Address

**Home Addresses** – This is the address HR has on file for you. If you need to make changes, please do so here.

Employee Addresses				
Type	Address	City	State	Zip
Main	123 Main Street	Norwalk	CT	06851
<input type="button" value="Close"/>				



## Personal > Phone Numbers

### Phone Numbers

	Type	Number	Extension	Default
<input type="checkbox"/>	Office	208-947-7433		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cellular Phone	208-863-6840		<input type="checkbox"/>
<input type="checkbox"/>	Home Phone	208-863-6840		<input type="checkbox"/>

**Page 1**

**Employee Phone Numbers** – You can edit, delete or add a new phone number into your employee record here. Choose the **New** button to add a phone number. However, note that your Office phone number is the default and can only be changes by notifying the HR Office.

## Personal > Email Addresses

### Employee Email Addresses

	Type	Address	Default
<input type="checkbox"/>	Work	pdougherty@idcourts.net	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Home	msdough@cableone.net	<input type="checkbox"/>
			<b>Page 1</b>
<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Delete"/>			

**Employee Email Addresses** - An employee may add additional email addresses, however your Work Email is the default. To create an email, choose the **New** button.

## Personal > Dependents

### Dependents

Name	Description	Phone	Emerg. Contact	Alt. Phone
<u>Dougherty, Daniel</u>	Spouse	(208) 761-4406	Y	
<u>Fudge, Jakoub</u>	Children		N	

**Page 1**

**Employee Dependents** – You can **Add**, **Modify**, or **Delete** dependents or emergency contacts here.

## Personal > Change My Password

**Change My Password** – This is where you can change your password. Make sure to click the **Save** button to record your password change.

To change your password enter your old password, your new password, confirm the new password, then click the Save button.

Change Password	
Login ID:	support@perfectsoftware.com
Old Password:	••••
New Password:	••••••••
Confirm Password:	
Password Strength:	<div style="display: inline-block; width: 100%;"><div style="width: 100%; height: 10px; background-color: #008000;"></div><span style="float: right; font-weight: bold;">Strong</span></div>
<input type="button" value="Save"/>	

[Tips for creating a strong password](#)

## Position > View My Job History Records

Employee Job History				
Effective	Reason	Title	Supervisor	Pay Rate
4/21/2010	Promotion	Executive Secretary I	Sandoval, George S	\$2,168.57
6/18/2009	Merit Increase	Executive Secretary I	Bush, George S	\$1,886.00
7/11/2008	Promotion	Executive Secretary I	Bush, George	\$1,586.00
11/6/2007	Organizational Change	Executive Secretary I	Bush, George	\$52,000.00
2/18/2005	Merit Increase	Executive Secretary I	Bush, George	\$1,586.66
2/2/2004	Promotion	Executive Secretary I	Bush, George	\$1,533.00
11/22/2003	Merit Increase	Accountant	Bush, George	\$1,533.00
10/1/2001	Merit Increase	Accountant	Bush, George	\$1,533.00
8/16/1999	Market Adjustment	Accountant	Bush, George	\$1,000.00
2/27/1998	Merit Increase	Accountant	Bush, George	\$35.81
1/1/1996	Cost of Living Adjustment	Accountant	Twain, Mark	\$27.68
11/3/1995	Cost of Living Adjustment	Accountant	Twain, Mark	\$27.00

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Close

**View My Job History Records** - Employees can view their job history effective date, reason, title, supervisor and rate of pay, either hourly or if salaried, your monthly amount. To select a record and view more detailed information, choose the **Title** hyperlink in the desired job record.

Employee Job Information	
<b>Title:</b>	SSMC Ambassador
<b>Effective Date:</b>	9/25/2009
<b>Pay Rate:</b>	\$11.00
<b>Supervisor:</b>	Smith, Mary T
<b>Next Review Date:</b>	12/24/2009
<b>Division:</b>	None Specified
<b>Department:</b>	Sales & Reservations
<b>Location:</b>	Norwalk
<b>Company:</b>	Stepping Stones Museum
<b>Phone:</b>	(203) 899-0606
<b>Cost Center:</b>	None Specified

← Back

## Position > View My Direct Reports (Managers Only)

**Direct Reports** - Managers can view direct report information. ESS displays name, title and date of hire. Click on an **employee's name** to view more information about an employee.

Direct Reports		
Name	Job Title	Date of Hire
<a href="#">Russo, Vincent P</a>	Manager of Classes & Wkshps	8/25/2009
<input type="button" value="Close"/>		

## Timesheets/Leave > Accruals (Earned and Remaining)

**Leave Plans** - ESS will display the leave plan name for each type of leave available: time eligible, time accrued, time used, time pending, time available, and last accrued.

Time eligible will always be 96 hours of sick leave and 24 hours of health care leave per year for each employee, as this is all that is eligible to be earned during any year. The time eligible for vacation is based on years of service, as well as the employee's FLSA status. Time accrued and time used is calculated from the date you became eligible to start accruing leave to the date last accrued.

### Employee Attendance Plans

Plan	Time Eligible	Time Accrued	Time Used	Time Pending	Time Available	Last Accrued
Vacation Plan	0	133.875	194.75	0	55.945	8/31/2013
Comp Time	0	0	0	0	0	4/1/2013
Health Care Plan	24	24	1.25	0	22.75	8/31/2013
Sick Plan	96	80	51.5	0	361.93	8/31/2013

**Page 1**

If you need to know what your **leave balances** are while preparing your timesheet, click Hide Balances or Show Absences



[Hide Balances](#) [Show Absences](#)

Plan	Time Eligible	Carry Forward	Time Accrued	Time Used	Time Pending	Time Available	Last Accrued
Vacation Plan	0	116.82	133.875	194.75	0	55.945	8/31/2013
Comp Time	0	0	0	0	0	0	4/1/2013
Health Care Plan	24	0	24	1.25	0	22.75	8/31/2013
Sick Plan	96	333.43	80	51.5	0	361.93	8/31/2013


## Timesheet/Leave > Absences

Absences - Will display all leave taken.

### Employee Absences

Absence Type	Date	Hours	Notes
Vacation Leave	8/15/2013	9	
Vacation Leave	8/14/2013	9	
Vacation Leave	8/13/2013	9	
Vacation Leave	8/12/2013	9	
Sick Leave	7/29/2013	3.5	
Sick Leave	7/24/2013	4.25	
Vacation Leave	7/16/2013	2.25	
Vacation Leave	7/3/2013	9	
Vacation Leave	7/2/2013	9	
Vacation Leave	7/1/2013	9	
Vacation Leave	6/28/2013	8	
Vacation Leave	6/27/2013	9	

Page 1

 **Display:** All

Employees may filter the absence requests by type using the **Display** drop-down at the bottom of the screen.

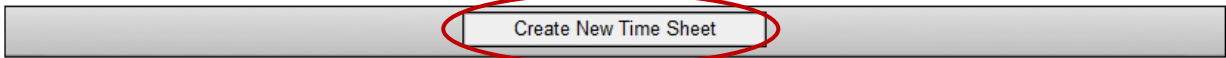
The **Create Absence Request** is available when an employee would like to request time-off in advance. When an employee uses this option, their supervisor will receive an email to approve or deny the request. Some supervisors may choose not to utilize this option for their employees, as they may prefer to give their approval verbally.

If this option is used in your office, please note that if you begin a timesheet prior to requesting time-off, the time-off will not transfer to your timesheet, you will need to manually enter that time-off. If, however, you request time-off several months in advance, when you begin the timesheet where the leave occurs, the time-off will automatically transfer to your timesheet. If you are unable to take the requested time-off and forget to cancel the request, you will need to adjust your timesheet accordingly.



# Timesheet/Leave > Timesheets

## Employee Time Sheets



In order for ESS to track employee leave taken, all employees are required to submit a timesheet. Click **Create New Time Sheet** to get started and a new timesheet will be created for your specific payroll period similar to the one below:

[Show Balances](#) [Show Absences](#)


Peggy Dougherty (Exempt) Pay Period: 10/1/2013 to 10/31/2013 ▾

Please see HR with questions about the timesheets.

	Code	Hours	
+ Tuesday (10/01/2013)	Hours Worked ▾	8.00	✗
+ Wednesday (10/02/2013)	Hours Worked ▾	8.00	✗
+ Thursday (10/03/2013)	Hours Worked ▾	8.00	✗
+ Friday (10/04/2013)	Hours Worked ▾	8.00	✗
	Code	Hours	
+ Monday (10/07/2013)	Hours Worked ▾	8.00	✗
+ Tuesday (10/08/2013)	Hours Worked ▾	8.00	✗
+ Wednesday (10/09/2013)	Hours Worked ▾	8.00	✗
+ Thursday (10/10/2013)	Hours Worked ▾	8.00	✗
+ Friday (10/11/2013)	Hours Worked ▾	8.00	✗

If you need to **create a timesheet for a different pay period**, select the **Pay Period** box and choose the timesheet you need to create. The timesheet will automatically be populated with 8 hours under hours worked. It will also automatically include any holidays.

[Show Balances](#) [Show Absences](#)

Peggy Dougherty (Exempt) Pay Period: 10/1/2013 to 10/31/2013 ▾ 

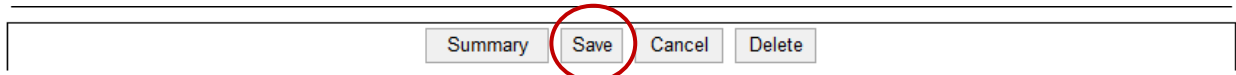
Please see HR with questions about the timesheets.

	Code	Hours	
+ Tuesday (10/01/2013)	Hours Worked ▾	8.00	✗
+ Wednesday (10/02/2013)	Hours Worked ▾	8.00	✗

- To **change the Code**, please use the drop-down arrow and select the appropriate code.
- To **add a line** to the timesheet, please click on the + sign to the right of the timesheet.
- To **delete a line**, please click on the X on the left. Sample below:

	Code	Hours	
+ Tuesday (10/01/2013)	Sick Leave ▾	8.00	✗
+ Wednesday (10/02/2013)	Health Care Appt. ▾	2.00	✗
+ Thursday (10/03/2013)	Hours Worked ▾	8.00	✗
+ Friday (10/04/2013)	Hours Worked ▾	8.00	✗

If you want to **save your timesheet**, but not submit it to your supervisor, you can save it and come back at a later time by clicking **Save** at the bottom of the timesheet.



If you are ready to **submit your timesheet** to your supervisor, first click **Summary**. You will see a summary of your timesheet week by week. Make sure to double check everything

Pay Period: 10/1/2013 to 10/31/2013  
*Submit this timesheet only when it is complete. Otherwise, return to the previous screen and [Save] until the end of the period.*

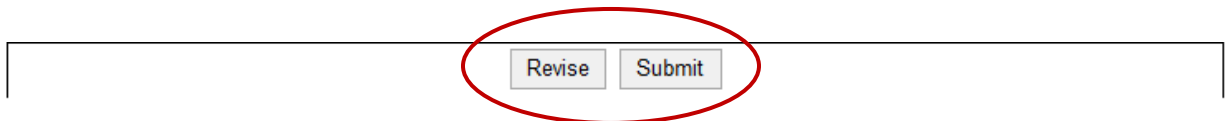
		Hours
Tuesday (10/01/2013)	Hours Worked	0
Tuesday (10/01/2013)	Sick Leave	8
Wednesday (10/02/2013)	Health Care Appt.	2
Wednesday (10/02/2013)	Hours Worked	6
Thursday (10/03/2013)	Hours Worked	8
Friday (10/04/2013)	Hours Worked	8
Saturday (10/05/2013)	Hours Worked	0
Sunday (10/06/2013)	Hours Worked	0
Monday (10/07/2013)	Hours Worked	8
Total Hours		40

is accurate.

If you need to change your timesheet, click **Revise** to make changes.

OR

If everything looks correct and are ready to **submit it to your supervisor for approval**, click **Submit** at the bottom of the timesheet. Note, it will be automatically sent to your supervisor.



## Idaho Judicial Branch > Reports

There are various “canned” reports available to employees. Please feel free to navigate through some of the reports. There are two reports that will be of importance to you:

1. **Judicial Branch, Employee Contact List.** This report will give you a list of all Judicial Branch employees and their work contact information.
2. **Attendance, My Attendance Statement.** This is a quick report which will show you all of your leave taken from your anniversary date to the accrual date, as well as your current leave balances.

**Report Library**

- Instructions
  - My Education
  - My Employee Profile
  - My Disciplinary Actions
  - My Incentive
  - My Skills
- Attendance
  - My Absences
  - My Attendance Statement
  - Timesheets
- Judicial Branch
  - Absences
  - Events and Holidays
  - Name List
  - Department Extension List
  - Employee Contact List
- Management
- Timesheets

This library of reports and forms is available to you at any time. Here you have the ability to view information pulled directly from the Human Resources system and/or Payroll system. Please note that the reports listed here are confidential, and you may have access to specific data based on your login ID that other employees cannot view. Please secure any printed or electronic copies of this information appropriately. Please select a report on the left, enter appropriate parameters if you are prompted, then choose [View Report] to open or download the report.

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*Please pick up your print jobs immediately as they contain confidential information.*

[View Report](#)

## Idaho Judicial Branch > Workflows

### My Tasks

Display:

	Task	Employee	Status	Modified
▶	<a href="#">Time Sheet</a>	Dougherty, Peggy	In Process: 10/1/2013	10/16/2013
				<b>Page 1</b>
<input type="checkbox"/> <b>Include tasks awaiting another user's actions</b>				

**Workflows** - Data change requests are generated when an address, phone, name or marital status request is made by an employee. The next recipient of a workflow receives an email notification that a request has been made. The recipient then approves or denies the request. A blue arrow in the left column signifies that you are responsible for a pending Task and should take the appropriate action to complete the task.








Selecting the task name will allow the recipient the ability to approve or deny a pending task. Tasks that have been completed will automatically be removed from the My WorkFlows screen.

## Idaho Judicial Branch > Documents

The **Document Library** provides access to many common employment forms (i.e., W4, PERSI Choice Enrollment Form, Nationwide 457 Deferred Compensation form, etc.) manuals, and other useful documents. Please feel free to navigate through the document library. If you would like to see a document added, please email HR and [hr@idcourts.net](mailto:hr@idcourts.net).

### Document Library

Click on the name of an item below to open that selected item.

 <a href="#">Forms</a>
 <a href="#">Manuals</a>
 <a href="#">Recruitment</a>
 <a href="#">Wellness</a>
 <a href="#">HR FAQ</a>
 <a href="#">HR Services</a>
 <a href="#">Timesheet Due Dates</a>

## Company > Help

**Help** - Choosing the **Help** menu item on the top right corner of the ESS screen displays this tutorial. To **exit** Help, hit the back button on your web browser. If you have additional ESS questions, please see your HR department.

