



# ESS

## Employee Self Service





# Objectives

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By the end of this lesson, you will be able to:

- Use ESS to initiate and route a variety of actions
- Assist customers with HR Connect questions or problems



# Employee Self-Service Page



Employee Report Output Menu

## About Me

- ▶ **My Information**  
View or update your personal and emergency contact information.
- ▶ **Self Service Guide**  
View a guide to your self service options.



Welcome to HR Connect - The HR and services portal for employees. Manage your career, update your personal information, get benefits information and so much more.

## ePerformance

- ▶ **ePerformance**  
Create, maintain, and perform routine administrative tasks on your performance documents.



## HR Connect Help

- ▶ **HR Connect-2-Learn Training Resource Center**  
This center offers learning and other helpful resources to support you in completing most HR Connect functions.  
If you are unable to find a tool or resource and are interested in training [contact us](#).
- ▶ Have a question? - [eMail us](#)

## Links to HR Tools

- ▶ **Employee Express**  
Update your payroll information: taxes, allotments, health insurance, savings bonds, and thrift savings contribution.
- ▶ **Fed Tax Withholding Calculator**  
Estimate Federal tax biweekly withholding rates.
- ▶ **Salary Tables**  
View the latest Federal salary tables and related information.
- ▶ **NFC Employee Personal Page**  
View your earnings statement, W-2, and payroll deductions.
- ▶ **Thrift Savings Plan (TSP)**  
Review your account balance or loan amount, change fund allocations, and perform interfund transfers
- ▶ **Soc Sec Benefit Planner**  
Learn about and calculate social security benefits.
- ▶ **Benefits, Life Events Planner**  
Obtain information about Federal benefits, health/life insurance, and long term care.
- ▶ **First Gov**  
Access Federal Government resources, information, and services and link to state/local governments.
- ▶ **Safety and Health Info Mgmt**  
Safety and Health Information Management System (SHIMS). Use this link to initiate a claim for Workers' Compensation and/or medical benefits relating to a work-related illness or injury.

## Learning & Development

The below links will connect you to your organization's learning management system's homepage.

- ▶ LearnATF
- ▶ GAO Learning Center
- ▶ HUD/HVU
- ▶ Treasury TLMS (non-IRS)
- ▶ Treasury ELMS (IRS)



- ▶ **Gov Online**  
Serves as the Government-wide one-stop resource to obtain high quality e-Training product and services.
- ▶ **Law Enforcement Training**  
Obtain skills and knowledge to meet demanding challenges of a Federal law enforcement career.
- ▶ **Treasury Executive Institute**  
Offers learning opportunities to meet the needs of the Department's senior executives.
- ▶ **USDA Graduate School**  
Provides career-related courses from the Government's continuing education institution.

## Last Login

Your last successful login was NOV 02, 2009 08:08 a.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

## My Career Info

- ▶ **IRS Only**  
Search for jobs available only to IRS employees.
- ▶ **Job Search - USAJOBS**  
Looking for a new job? Check out job listings from USAJOBS.
- ▶ **Print Position Description**





# ESS-My Information

Employee

Report Output

Menu

**Menu**

Search:

▶ [My Favorites](#)

## MY INFORMATION

**Name:** LastName,FirstName **PD #:** 95515A

[Enplid:](#) 00001

**Position Title:** Revenue Officer GS-1169-11 / 2

**Supervisor of Record:** ManagerLast,First

NOTE: Historical employee information is based on when your bureau converted to HR Connect.

[Tell Me When](#)

### [Personal](#)

Review and update your personal information including your name, education, home address, work location, telephone numbers, e-mail, emergency contact, and other items about you.

To view the timetable for updates, click [here](#).

### [Employment](#)

View your job-related data such as position, grade, work schedule, and last promotion date.

### [Notification of Personnel Actions](#)

View your SF-50 Notification of Personnel Action.

### [Compensation](#)

View your salary data and bonus/award history.

### [Leave](#)

Check out your leave balances.

### [Performance](#)

View your current rating of record and performance history.

### [Benefits](#)

Review your Retirement, TSP, health insurance, life insurance, Medicare, and FECA benefits.

[Retirement](#) (Only use this option if you want to initiate a Retirement Action.)

[Tell Me More](#)

Initiate a Retirement Action if planning to retire within the next 30-60 days.

[Resignation](#) (Only use this option if you want to initiate a Resignation action.)

[Tell Me More](#)

Initiate a Resignation Action if you have decided to resign from your position.

[Back](#)

? Have a question? Send an [e-mail](#).



# My Information-Personal

Employee

Report Output

Menu

**Menu**

Search:

- ▶ My Favorites
- ▶ ePerformance
- Report Output

Personal Data

Education

Address

Work Location

Phone / E-mail

Emergency Contacts

## MY INFORMATION - PERSONAL



Click EDIT to change your information. When finished click SAVE ALL.

HR Connect no longer displays Race and National Origin (RNO) code, since it has been replaced by a new Race and Ethnicity (R&E) code. Employees are strongly urged to use the "My Information" link and update the new R&E information, so that accurate data is reported to the Equal Employment Opportunity Commission. Submission of this new R&E information is voluntary.

**Name:** Smith, John A

**PD #:** 94760A

[Emplid:](#) 12345

**Position Title:** Information Technology Special

GS-2210- 05 / 6

**Name:** Smith, John A

**Gender:** Male

[Disability:](#) No Handicap

[Veterans' Preference:](#) 1-None

**Date of Birth:** 01/01/1961

[Race and Ethnicity:](#) Not Hispanic/Latino

Edit

Edit

Edit

Edit

Edit

Edit

White

Save All

Next >>

Cancel



Have a question? Send an [e-mail](#).



# Exercise 1

## My Information Updates





# Exercise 1 -- Name Change

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As an employee you recently were married so you will need to submit a name change action, update your phone numbers, and update your Emergency Contact information. Also you have moved to a different building in the same city so you will need to submit a change in work location.



# Exercise 1 Name Change

Employee Report Output Menu

Menu

Search:

»

- My Favorites
- ePerformance
- Report Output

## MY INFORMATION - UPDATE NAME

Name: Smith, John A PD #: 94760A  
Emplid: 12345  
Position Title: Information Technology Special GS-2210- 05 / 6

### Requested Name Change

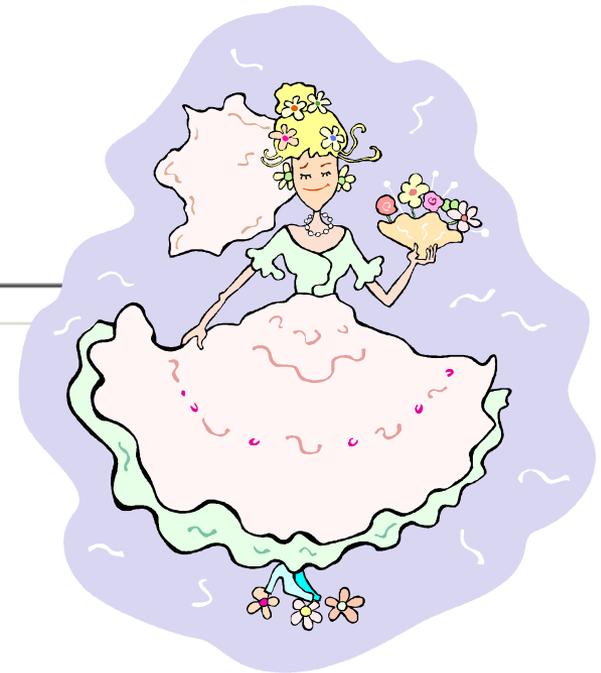
Name Prefix: Mr  
First Name: John  
Middle Name: A  
Last Name: Manager  
Name Change should take effect on this date: 06/20/2010 (mm/dd/yyyy)  
Reason for Change: Due to marriage

Your HR office will contact you if verification is needed.

To view a suggested list of other people you may want to notify, click [here](#).

After selecting OK, be sure to click SAVE ALL to complete.

OK Cancel





# Exercise 1-- Work Location

Employee

Report Output

Menu

**Menu**

Search:

- ▶ My Favorites
- ▶ ePerformance
- Report Output

Personal Data

Education

Address

**Work Location**

Phone / E-mail

Emergency Contacts

## MY INFORMATION - WORK LOCATION



Edit your building/work location address information directly on this page. When you are finished, click SAVE ALL. You may only update your work location if the city where you work has not changed. Any changes to your work address will be effective immediately.

**Note:**

Please use the Contact Us link to notify your HR office of your changes if:

- The building/work location you wish to select does not display in the Building Location dropdown or
- There is a future or pending action in progress you cannot change your work location.

**Name:** Smith, John A

**PD #:** 94760A

**Emplid:** 12345

**Position Title:** Information Technology Special

GS-2210- 05 / 6

### WORK LOCATION ADDRESS

**Building Description:**  (See note above)

**Address Line 1:** 1001 SOUTH 1200 WEST

**Address Line 2:**

**Address Line 3:**

**State:** UT

**City:** OGDEN

**Postal Code:** 84404-4749

**County:** WEBER

Save All

<< Previous

Next >>



# Exercise 1 Phone Change

Employee

Report Output

Menu

**Menu**

Search:

- My Favorites
- ePerformance
- Report Output**

Personal Data

Education

Address

Work Location

**Phone / E-mail**

Emergency Contacts

## MY INFORMATION - PERSONAL



Edit information directly on this page. Click ADD to enter new information. Click DELETE to remove information. When finished click SAVE ALL. For changes to your business phone or e-mail, contact your local help desk for instructions.

**Name:** Smith,John A

**PD #:** 94760A

**Emplid:** 12345

**Position Title:** Information Technology Special GS-2210- 05 / 6

### PHONE

Customize | Find | View All | First 1-3 of 3 Last

#### Phone Type

Telephone (Use no spaces or characters)

Ext

Business 1	123/555-1234		Add	Delete
FAX	123-555-9876		Add	Delete
Home	123/555-5643		Add	Delete

### E-MAIL

#### E-mail Type

#### E-mail Address

Business	John.A.Smith@irs.gov	Add	Delete
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Save All

<< Previous

Next >>

Cancel All



Have a question? Send an [e-mail](#).





# Exercise 1 Emergency Contacts

Employee

Report Output

Menu

**Menu**

Search:

- ▶ My Favorites
- ▶ ePerformance
- Report Output

Personal Data

Education

Address

Work Location

Phone / E-mail

Emergency Contacts

## MY INFORMATION - EMERGENCY CONTACT



Click EDIT to change or update information. Click DELETE to remove a contact. Click ADD A CONTACT to enter new information. When finished click SAVE ALL.

**Name:** Smith, John A

**PD #:** 94760A

**Emplid:** 12345

**Position Title:** Information Technology Special GS-2210- 05 / 6

Contact	Relationship to Employee	Primary	Edit
Jamie Manager	Spouse	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Jack Smith	Father	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



Have a question? Send an [e-mail](#).

[My Information Menu](#)





# Employee Self Service - Review

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- What does ESS stand for?
- Name three things you can change through ESS?



# Questions & Answers

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