Employee Self Service (ESS) is accessed via the Administrative Applications and Resources (AAR) portal and is used to view and manage many elements of your employment information in a secure and confidential environment using your eID login credentials. You are able to update your name, mailing address, phone number and W-4 Withholding. You may also view your Direct Deposit details, Benefits, Job Profile, Earning History, Pay Advices and W-2.

1. **Access Employee Self-Service via Administrative Applications and Resources (AAR).** Under Application Systems, choose HR System.

   ![Administrative Applications and Resources](image)

   Contact Human Resources at (970) 491-MyHR (6947), if you receive these errors:
   a. “Could not display page” - try logging in through secure.colostate.edu first.
   b. “Server may be obsolete” - try using Internet Explorer to access AAR.

2. **Off-Campus - Utilize the CSU secure portal and DUO (dual authentication) for these errors:**
   a. “Could not display page” - try logging in through secure.colostate.edu.
   b. “Page will not load” – secure.colostate.edu.

2. You will be prompted to enter your eID and password.
3. On the Oracle Applications Home Page, expand the **CSU Employee Self-Service** menu.

4. The following options are available in ESS:
   a. **Personal Information** – you may **change** your name, address and phone number.
      - If you change your name, you must contact the HR Liaison in your department for them to verify the change (with SS card or ID).
   b. **Employee Information** – you may **view** your information and your HR Liaison can explain any details of your CSU employment.
   c. **Direct Deposit Information** – please return your Direct Deposit Form to HR if you need to update your banking information.
      - Return the form to:
        Human Resources – Payroll
        6004 Campus Delivery
        Fort Collins, CO 80523
   a. **Pay Advices** – you may **view** and print your monthly paystubs.
   b. **W-4 Tax Form** – you may **change** W-4 tax withholdings.
      - Changing your W-4 in ESS will update both the state and federal withholdings. If you wish for them to be different, please complete a W-4 and return it to HR.
   c. **Employee W-2** – you may **view** and print your annual W-2s.
   d. **CSU Benefits** – you may **view** your current benefits.
      - If you experience a **mid-year qualifying event**, you may update your benefits. Please contact HR within 30-days of the effective date should you need to initiate a change.
   e. **Leave Balances Report** – you may run this report to view your current sick and annual leave balances.