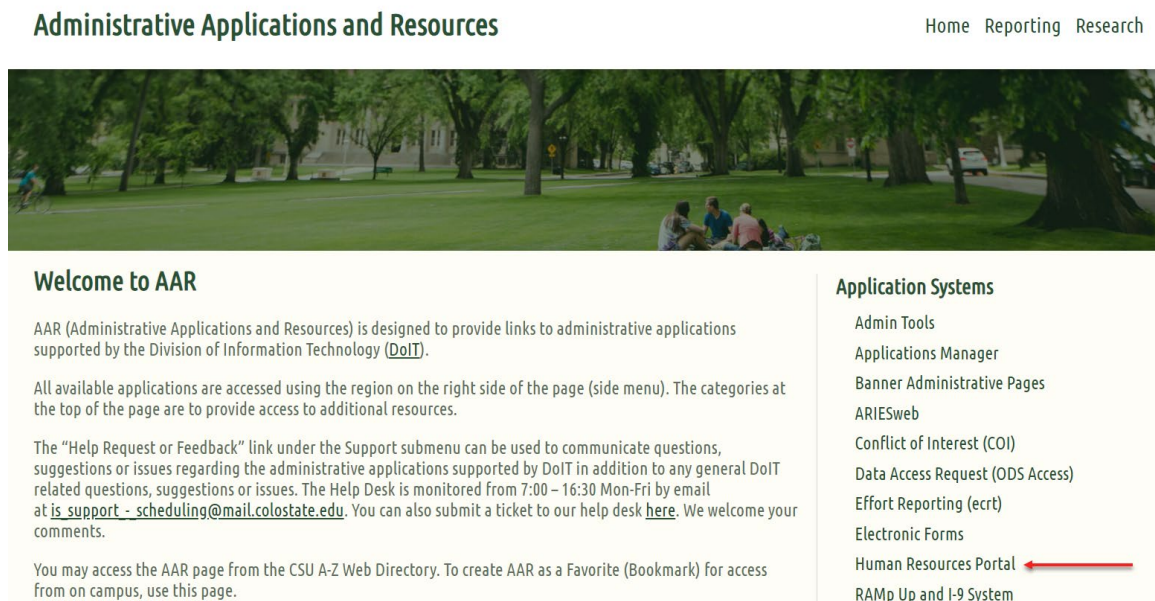Employee Self Service (ESS) is accessed via the Administrative Applications and Resources (AAR) portal and is used to securely manage your employment information using eID login credentials. You are able to update your name, mailing address, phone number, direct deposit, and W-4 Withholding. You may also view your benefits, job profile, earnings history, pay advices and W-2.

Employee self-service is accessed via the Administrative Application and Resources site under "Human Resources Portal." To access employee self-service, you must first connect through the GlobalProtect VPN. Access to the campus network requires DUO two-factor authentication.

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



2. You will be prompted to enter your NetID name and password.

**3.** On the Oracle Applications Home Page, expand the **CSU Employee Self-Service** menu.
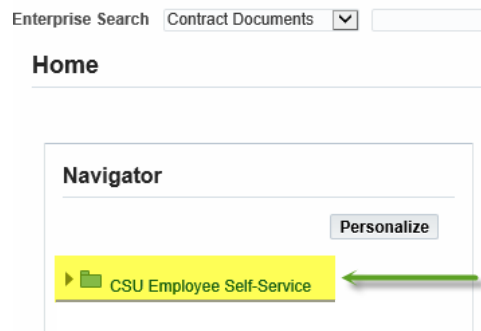


**4.** The following options are available in ESS:



a. **Personal Information** – 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** – view employee information, your HR Liaison can explain any details of your CSU employment

c. **Direct Deposit Management** – update your Direct Deposit details.

a. **Pay Advices** – view and print your paystubs

b. **W-4 Tax Form** – 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 paper W-4 and return it to HR.

c. **Employee W-2** – view and print your annual W-2

d. **CSU Benefits** – view your current benefits (faculty and admin pro only)

- 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** – view your current sick and annual leave balances

f. **Total Compensation Report** – view the contributions you and CSU make to your medical and dental insurance, retirement plan; view your leave accrual value and salary

g. **Payslip Modeler** – this tool allows employees to try changing tax withholding settings, voluntary retirement contributions, and more and view an estimate of the changes on their paycheck