

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.

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

Colorado State University

Administrative Applications and Resources Home Reporting Research

System Updates

Welcome to AAR

AAR is designed to provide links to the administrative applications supported by the Information Systems Department.

All available applications are accessed using the region on the right side of the page (side menu). Click the pointer next to each section to reveal additional choices. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general information.

Click headers to expand menus

- Application Systems
 - Conflict of Interest (COI)
 - HR System
 - Kuali Financial System (KFS)
 - Kuali Research (KR)
 - TimeClock Plus
 - TimeClock Plus - Manager

Off-Campus - login through secure.colostate.edu. Be sure to establish [DUO: Dual Authentication](#) first.

2. You will be prompted to enter your eID and password.

Authentication Required

eID Login

Log in to IS Production Infrastructure

isifp291

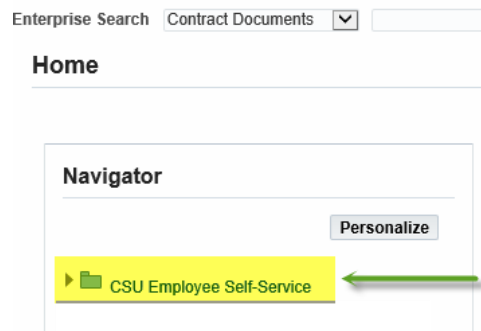
eName: CAMRAM

Password:

Disable Single Sign-On for this session

Login

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

