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.


   **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.
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