

Missouri State Employees Self- Service (ESS) Portal

An Introduction for Non-Active Employees



Created and Maintained by the Office of Administration

What is the Employee Self –Service Portal?

The Missouri State Employees Self-Service Portal (ESS) is a secure **web-based** information site that is accessible to active and non-active (former) employees who have received a paycheck from the state within the last five years.

ESS does not contain information for colleges and universities.

Currently, users of this site can:

- ✓ View pay check details from a given point forward.
- ✓ View leave balance summary information which is current as of the last regular pay cycle
- ✓ View statewide employee announcements
- ✓ Follow links to Benefits Providers (i.e., MCHCP, MOSERS, ING, etc.)—and in some cases, access account information without logging-in again on the provider's website

More features and services will be made available as time and resources allow.



Introduction

How this instructional guide can help

The Employee Self-Service Portal will be *very easy* to use.

This brief instructional guide will:

- ✓ Prepare you to complete the initial registration process
- ✓ Provide an overview of the variety of information the Portal can deliver to your desktop
- ✓ Explain how to obtain assistance (if needed) to ensure you get the most out of the Portal



Introduction

Getting ready...

The first step in using the ESS Portal will be to **REGISTER** as a new user.

To ensure the Portal is as secure as possible—and to *uniquely identify each person*, you will be asked some questions that must match information already entered about you in the State of Missouri's SAMII HR Payroll System.

To answer the registration questions, here's what you'll need to know:

- ✓ Are you an ACTIVE or INACTIVE EMPLOYEE
- ✓ Your LAST NAME
- ✓ The LAST 4 DIGITS OF YOUR SSN
- ✓ Your DATE OF BIRTH
- ✓ The AGENCY WHERE YOU LAST WORKED
- ✓ The DATE OF YOUR LAST CHECK
- ✓ Your LAST OFFICIAL WORK DAY WITH THE STATE



Introduction

Beginning the registration process

A web address for the Portal will be available on July 1, 2011. The web address will take you to the entry point for the ESS Portal.



Missouri State Employees Self-Service

This is a secure web-based employee self service portal that is accessible only to State of Missouri employees or former State of Missouri Employees who have received a paycheck from the state within the last five years. This site does not contain information for Colleges and Universities.

[Instructional Information for Current Employees](#)

[Instructional Information for Former Employees](#)

Currently users of this site can:

1. View pay check details from a given point forward.
2. View leave balance summary information which is current as of the last regular pay cycle.
3. View statewide employee announcements.
4. Follow links to Benefits Providers.

More features and services will be made available as time and resources allow.

Registration

If you have not previously created a unique User ID OR you cannot remember your User ID, please click the Register Now button below to begin the registration process. This process will require you to answer several identifying questions which will establish/refresh your Missouri State Employee Self Service Profile.

Register Now

Log In

Enter your unique User ID to go through the log in process.

Enter User ID:

Log In

Never logged in before OR forgot your User ID? If you have not previously created a unique User ID OR you cannot remember your User ID, **click on the 'Register Now' button** in the column to the left.

Missouri State Employees Self-Service
State of Missouri / Office of Administration / Contact Information

Beginning the registration process

To begin the registration process, “click” the **Register Now** button. Doing this will take you to a new page to answer the security questions required to create your secure log-in ID.

Registration

If you have not previously created a unique User ID OR you cannot remember your User ID, please click the Register Now button below to begin the registration process. This process will require you to answer several identifying questions which will establish/refresh your Missouri State Employee Self Service Profile.

Register Now

Registration

Answering the registration questions

This page displays the questions you must answer to further identify yourself in the registration process.



[Home](#)

Missouri State Employees Self-Service

Registration Questions

☐ Yes, I am an Active Employee
☒ No, I am not an Active Employee

You must answer these four questions correctly:

Last Name

Last Four Digits of Social Security Number

Date of Birth (MM-DD-YYYY)

Agency Where You Work

In addition, please answer the following questions correctly:

Last Check Date (MM-DD-YYYY)

Last Official Work Day (MM-DD-YYYY)

Answering the registration questions

You should begin by selecting: **NO, I am not an Active Employee**



[Home](#)

Registration Questions

☐ Yes, I am an Active Employee
☒ No, I am not an Active Employee

You must answer these four questions correctly:

Last Name

Last Four Digits of Social Security Number

Date of Birth (MM-DD-YYYY)

Agency Where You Work

In addition, please answer the following questions correctly:

Last Check Date (MM-DD-YYYY)

Last Official Work Day (MM-DD-YYYY)

Answering the registration questions

Then...

Type in your **Last Name**

Type in the **Last Four Digits of Your Social Security Number**

Type in your **Date of Birth**

Select the **Agency Where You Last Worked** from the drop-down list

Missouri State Employees Self-Service

[Home](#)

Registration Questions

You must answer these four questions correctly:

Last Name

Last Four Digits of Social Security Number

Date of Birth (MM-DD-YYYY)

Agency Where You Work

Last Check Date (MM-DD-YYYY)

Last Official Work Day (MM-DD-YYYY)

Registration

Answering the registration questions

Type in the **Date On Your Last Paycheck from the State**

Type in **Your Last Official Work Day with the State**

Then “click” **Next**



The image shows a screenshot of the Missouri State Employees Self-Service portal. On the left is a large image of the Missouri State Capitol dome. The main content area has a light blue background with the title "Missouri State Employees Self-Service" in a large, dark font. Below the title is a "Home" link and a "Registration Questions" section. There are two radio buttons: "Yes, I am an Active Employee" (selected) and "No, I am a Non-Active Employee". A black-bordered box highlights the registration questions section, which contains the text "In addition, please answer the following questions correctly:". Below this text are two rows of input fields. The first row is for "Last Check Date" with three input boxes and the format "(MM-DD-YYYY)". The second row is for "Last Official Work Day" with three input boxes and the format "(MM-DD-YYYY)". Below the input fields are two buttons: "Next" and "Cancel". At the bottom of the page, there is a blue banner with the word "Registration" in large white letters and a small image of yellow and orange flowers.

Missouri State Employees
Self-Service

[Home](#)

Registration Questions

☐ Yes, I am an Active Employee
☐ No, I am a Non-Active Employee

In addition, please answer the following questions correctly:

Last Check Date (MM-DD-YYYY)

Last Official Work Day (MM-DD-YYYY)

Next **Cancel**

Registration

Creating your secure log-in profile

The next phase in the Registration process will be to create your own unique User ID and password by following the instructions on the **Create a Secure Login ID** page.



STEP 1. The first action you must complete on this page is to create a **New User ID** that is uniquely yours.

Your ID **SHOULD NOT** resemble your social security number.

User ID Examples:

JohnSample123

John.Sample@oa.mo.gov

Creating your secure log-in profile

The screenshot displays the 'Registration' section of the Missouri State Employees Self-Service portal. A large grid of various icons (a star, a flip phone, a coffee maker, a flashlight, a ladybug, a pink ribbon, a tomato, a truck, lips, a horseshoe, a helmet, and a globe) is shown. A blue text box with a white border is overlaid on the grid, containing the following text:

In **STEP 2**, select ("click") a **Security Image** to accompany your User ID. If the "**More Images**" link is selected, 12 additional images will be shown.

An orange arrow points from the text box to a smaller grid of 12 additional security images, which includes a video camera, a piggy bank, a slice of pie, a musical note, roller skates, a cup of coffee, a top hat, a four-leaf clover, an hourglass, a can of cola, a blue ball with the number 2, and a heart. Below this grid is a link labeled 'More Images'. At the bottom of the page, there is a footer with the text 'Missouri State Employees Self-Service' and 'State of Missouri / Office of Administration / Contact Information'.

Registration

Employees

[More Images](#)

[More Images](#)

Missouri State Employees Self-Service
State of Missouri / Office of Administration / [Contact Information](#)

Creating your secure log-in profile

Once the Security Image has been selected, the image is displayed on the left side of the screen along with textboxes for you to enter and confirm your password.



Missouri State
Self-S

[Home](#) < [Registration](#)

Create a Secure Login ID

STEP 3. Create your unique **Password** following the instructions on the screen. Enter your Password again in the **Confirm Password** box and “click” **Submit**.

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IMPORTANT:

Your Password **CANNOT** be the same as your User ID and it **CANNOT** be your social security number.

Password Examples:

myESS2011?

PortalJust4Me!!!



The ESS Portal

After completing the registration process and securely logging-in, you will arrive at the **Missouri State Employees Self-Service (ESS) Portal**.



Missouri State Employees Self-Service

Welcome, DONALD P SAMPLE!

Your Agency/Organization:
JUDICIARY-OPERATING/INFORMATION TECHNOLOGY

Home

Log Out

Questions? Contact your payroll representative:
JANET L SMITH at 573-526-1234
[More Contact Information](#)

Home	Pay and Leave	Benefits	My Information
Welcome to the Missouri State Employees Self-Service Portal. On this site you will be able to:			
<ul style="list-style-type: none">• View pay check details• View leave balance summary information• Follow links to benefits providers• View statewide employee announcements			
More features and services will be made available as time and resources allow.			
Announcements			
02/07/2011	We save	More Information	
01/14/2011	Lifestyle Ladder Program Reminder	More Information	
12/30/2010	Birth Defects Prevention	More Information	
12/15/2010	MCHCP Early Retiree Reinsurance Program	More Information	
11/30/2010	When Stress Heats Up	More Information	
11/30/2010	National Influenza Vaccination Week: December 5-11th	More Information	
11/30/2010	Family History	More Information	

Missouri State Employees Self-Service
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Missouri State Employees Self-Service (ESS) Portal: An Introduction for Non-Active Employees

The ESS Portal

Through the ESS Portal, you can:

- ✓ View pay check details
- ✓ View leave balances
- ✓ Follow links to benefits providers
- ✓ View statewide employee announcements



ESS Portal

Missouri State Employees Self-Service

Welcome, DONALD P SAMPLE!

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Missouri State Employees Self-Service (ESS) Portal: An Introduction for Non-Active Employees



ESS Portal

You can view and print the details of specific pay checks.

Check Details		Help	Print Preview
DONALD R. SAMPLE 715 SHAWNEE STREET BETHLEHEM CITY, MO 64601			
Check Date:	01/09/2018		
Payroll Period:	01/01/2018 - 01/05/2018		
Check Net Amount:	\$2,181.67		
Wages		Amount	YTD Amount
GROSS WAGES		\$2,218.19	\$65,039.09
FEDERAL STATE TAXABLE WAGE		\$2,068.19	\$62,760.91
SOCIAL SECURITY TAXABLE WAGE		\$2,218.19	\$75
Pay		Rate	Hours Amount
REGULAR PAY	\$2,218.19	70.40	\$2,099.49
ANNUAL LEAVE GROSS PAY	\$1,300.00	36.00	\$900.00
Total:		106.40	\$3,000.00
Deductions		Amount	YTD Amount
COLLECTED SUPERSEDEDDED PAY		\$0.00	\$0.00
FEDERAL TAX WITHHELD		\$322.00	\$7,202.25
MOCKEY HEALTH PLAN		\$14.10	\$688.00
MOCKEY HEALTH PLAN PREMIUM SHARE		\$93.00	\$937.50
MO STATE ANNUAL LEAVE PLAN		\$100.00	\$5,000.00
SOCIAL SECURITY TAX DEDUCT		\$134.00	\$5,064.00
STATE TAX WITHHELD		\$149.00	\$2,900.00
Total:		\$812.10	\$22,006.75
Employer Contributions		Amount	YTD Amount
LEI INSURANCE DEDUCT DEDUCT		\$14.00	\$309.25
LONG TERM DISABILITY PREMIUM		\$10.00	\$251.00
MOCKEY HEALTH PLAN DEDUCT		\$322.00	\$8,294.00
MOCKEY HEALTH PLAN PREMIUM		\$94.00	\$932.24
MOCKEY RETIREMENT PLAN DEDUCT		\$944.00	\$8,323.50
RETIREMENT HEALTH PREMIUM		\$142.00	\$1,977.60
SOCIAL SECURITY TAX DEDUCT		\$149.00	\$5,000.00
Total:		\$1,875.00	\$22,988.59
Taxable Benefits		Amount	YTD Amount
ANNUAL LEAVE BENEFIT		\$1.19	\$42.00
Total:		\$1.19	\$42.00

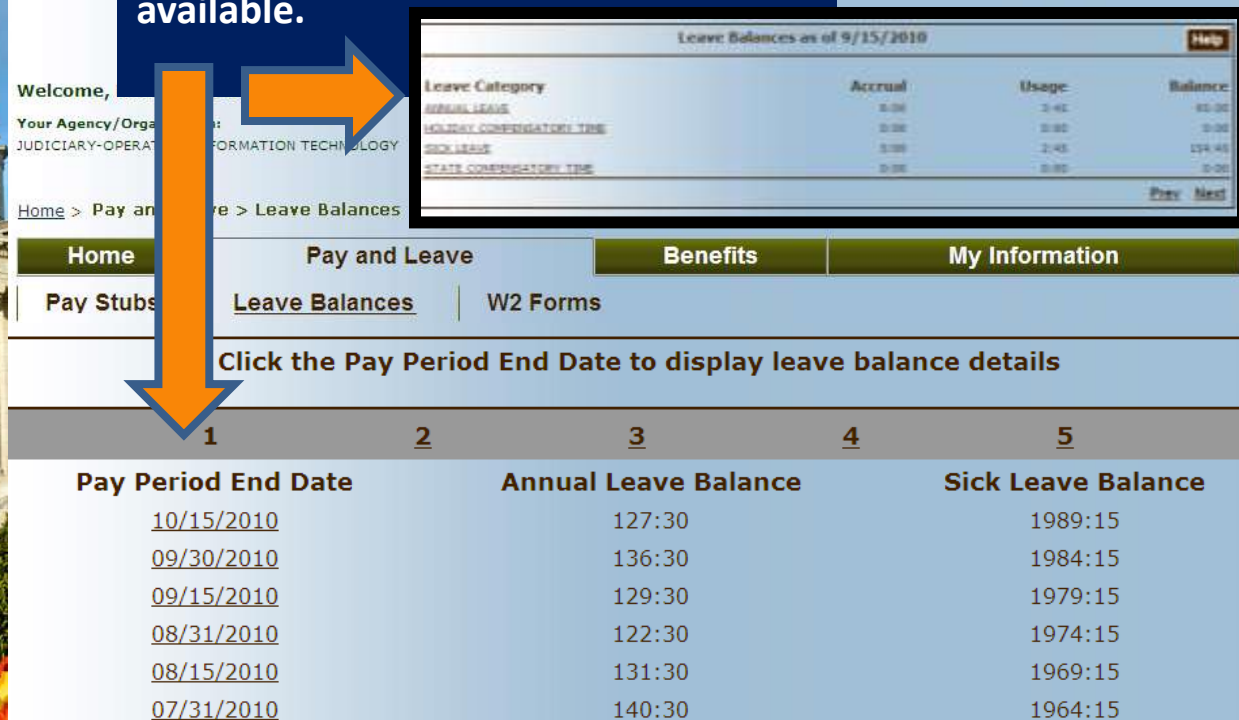
Click the Check Issue Date to display check details

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Check Issue Date	Pay Period End Date	Gross Wages	Net Pay	
<u>11/15/2010</u>	10/31/2010	\$3,250.50	\$2,320.16	
<u>10/29/2010</u>	10/15/2010	\$3,250.50	\$2,320.17	
<u>10/15/2010</u>	09/30/2010	\$3,250.50	\$2,320.17	
<u>09/30/2010</u>	09/15/2010	\$3,250.50	\$2,320.17	
<u>09/15/2010</u>	08/31/2010	\$3,250.50	\$2,320.17	

The ESS Portal: Pay and Leave

See a listing of annual and sick leave balances with up to 5 years of history displayed 12 months at a time.

Leave usage/balance details are also available.



The screenshot displays the ESS Portal interface. On the left, a navigation menu includes 'Home', 'Pay and Leave', 'Benefits', and 'My Information'. Under 'Pay and Leave', there are links for 'Pay Stubs', 'Leave Balances', and 'W2 Forms'. The main content area shows 'Leave Balances as of 9/15/2010' with a table of leave categories and balances. An inset window provides a detailed view of leave usage for the selected date.

Leave Category	Accrual	Usage	Balance
ANNUAL LEAVE	0:00	0:45	80:00
HOLIDAY COMPENSATORY TIME	0:00	0:00	0:00
SICK LEAVE	0:00	2:45	174:45
STATE COMPENSATORY TIME	0:00	0:00	0:00

Click the Pay Period End Date to display leave balance details

1	2	3	4	5
Pay Period End Date	Annual Leave Balance	Sick Leave Balance		
10/15/2010	127:30	1989:15		
09/30/2010	136:30	1984:15		
09/15/2010	129:30	1979:15		
08/31/2010	122:30	1974:15		
08/15/2010	131:30	1969:15		
07/31/2010	140:30	1964:15		

ESS Portal

The ESS Portal: Benefits

The **Benefits** module provides a listing of benefit providers with links to their website. In some instances, by “clicking” the link of a specific provider, you will automatically be logged into the benefit provider’s site. For other providers, you will be taken to the provider’s home page where you can choose to log-in separately.



ESS Portal

Missouri State Employees Self-Service

Welcome, DONALD P SAMPLE!

Your Agency/Organization:
JUDICIARY-OPERATING/INFORMATION TECHNOLOGY

Home > Benefits

[Home](#) [Pay and Leave](#) [Benefits](#) [My Information](#)

Benefits Links

- [Log Me In To Commuter Benefits Program \(ASI\)](#)
- [Log Me In To Missouri Cafeteria Plan \(ASI\)](#)
- [Log Me In To Missouri Consolidated Health Care Plan \(MCHCP\)](#)
- [Log Me In To Missouri State Employees' Retirement System \(MOSERS\)](#)
- [Take Me To Deferred Compensation Plan \(ING\)](#)
- [Take Me To Missouri Saving for Tuition Program \(MOST\)](#)
- [Take Me To Missouri Voluntary Life Insurance Commission \(MOVLIC\)](#)

The ESS Portal: My Information

The **My Information** module provides a way for you to change how you log-on to the ESS Portal.

This page also provides a link to obtain new **W4 Forms**.



Welcome, DONALD P SAMPLE!

Your Agency/Organization:
JUDICIARY-OPERATING/INFORMATION TECHNOLOGY

Questions? Contact your payroll representative:
JANET L SMITH at 573-526-1234
[More Contact Information](#)

[Home](#) > My Information

Home	Pay and Leave	Benefits	My Information
Password	W4 Forms		
Change Your Password 1. Enter Your Existing Password: <input type="password"/> 2. Enter New Password: <input type="password"/> 3. Confirm New Password: <input type="password"/> Submit Password Update		Click to change security image More Images Your Current Security Image: Your New Security Image: Submit Security Image Update	

Frequently Asked Questions

Included in the ESS Portal are a variety of ways to receive help with the registration and log-in process—and obtain assistance from someone within your agency if it is needed. For example, the **Frequently Asked Questions** page provides help with questions about the User ID and net pay.

A screenshot of the Missouri State Employees Self-Service portal. The page has a light blue background. At the top, it says "Missouri State Employees Self-Service". Below that, there's a section titled "FAQs" with the heading "What is my User ID?". The text explains that the User ID is used to access the portal and that it's important to remember it. It lists three options for the Online ID: email address, Active Directory Domain/User ID, and a custom Online ID. There's also a section titled "I don't know my net pay from my last paycheck. How can I find it?" which explains that Net Pay is take-home pay and lists ways to find it: bank statement, online banking, or contact the bank. A "Close Window" button is visible in the bottom right corner of the screenshot.

Missouri State Employees Self-Service

[Frequently Asked Questions](#)

FAQs

What is my User ID?

Your User ID is what you will use to access the Missouri State Employees Self-Service Portal on your return visit to the site. It will be important to remember your new User ID and password so that you don't have to re-register when you return.

You may enter any of these identifying items as your Online ID:

- Your email address
- Your Active Directory Domain/User ID which you use to logon to the state network
- Your Online ID (any word or combination of letters, numbers, and characters established by you) – see below

I don't know my net pay from my last paycheck. How can I find it?

Net Pay is your take-home pay—the amount that is deposited into your specified account or the paper check some may receive. Net Pay is your Gross Pay less any deductions.

If you participate in direct deposit, you can obtain your Net Pay information from:

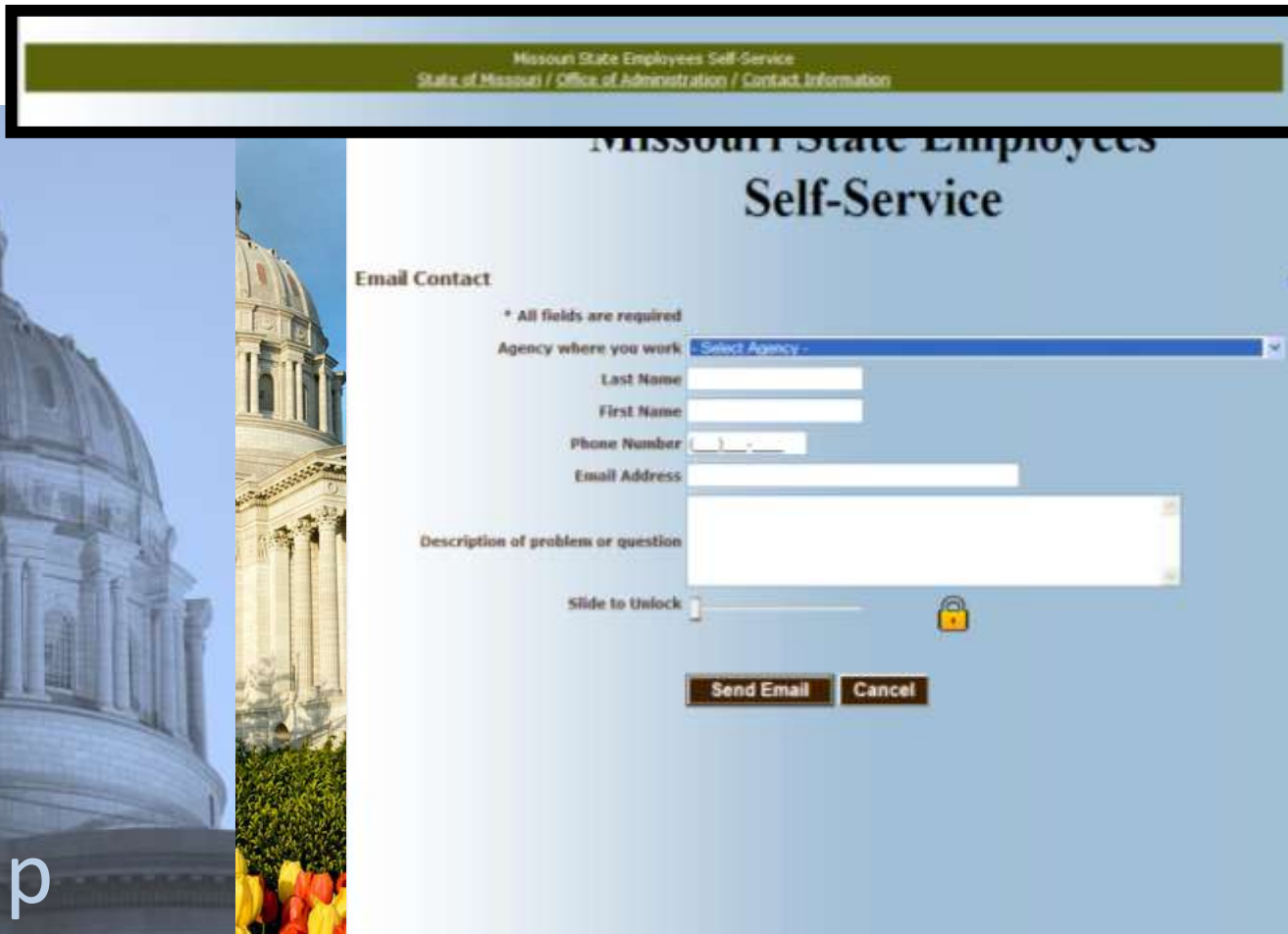
- your most recent bank statement;
- your bank's online banking system; or
- contact your bank directly.

If you have a Pay Card, you can contact the toll-free number on your card to obtain recent transactions including recent deposits to the card.

Close Window

Emailing an agency liaison

The **Email Contact** page opens a page in a new window that allows you to email a liaison in the agency where you last worked a question about the ESS Portal. You can access the Email Contact page by “clicking” the **Contact Information** link found at the bottom of each page in the ESS Portal.



The screenshot shows the 'Email Contact' form within the 'Missouri State Employees Self-Service' portal. The form is titled 'Email Contact' and includes a 'Close Window' link. It contains the following fields and elements:

- * All fields are required**
- Agency where you work:** A dropdown menu with the text 'Select Agency -'.
- Last Name:** A text input field.
- First Name:** A text input field.
- Phone Number:** A text input field with a placeholder for area code, number, and extension.
- Email Address:** A text input field.
- Description of problem or question:** A large text area for the user to describe their issue.
- Slide to unlock:** A slider control with a lock icon.
- Buttons:** 'Send Email' and 'Cancel' buttons.

The background of the slide features a large image of the Missouri State Capitol dome on the left and a smaller image of the dome on the right. The word 'Help' is written in large white letters at the bottom left of the slide.

Knowing who to call

Once you have registered and are logged-into the ESS Portal, you will also see the name and contact information for the individual/s who can help you at the top right corner of your ESS page.



Log Out

Questions? Contact your payroll representative:
JANET L SMITH at 573-526-1234
[More Contact Information](#)

Welcome, DONALD P SAMPLE!
Your Agency/Organization:
JUDICIARY-OPERATING/INFORMATION TECHNOLOGY

Home

Home Pay and Leave Benefits My Information

Welcome to the Missouri State Employees Self-Service Portal. On this site you will be able to:

- [View pay check details](#)
- [View leave balance summary information](#)
- [Follow links to benefits providers](#)
- View statewide employee announcements

More features and services will be made available as time and resources allow.

Announcements

02/07/2011	We save	More Information
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State of Missouri / Office of Administration / [Contact Information](#)



**Thank you for your interest
in this presentation.**

We hope the Missouri State
Employees Self-Service Portal
proves to be a valuable tool in
managing your work/life activities.



This Presentation Designed By:
State of Missouri
Office of Administration
Division of Personnel

STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

With Assistance From
OA/Information Technology Services Division
Enterprise Applications and Data Management

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