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

Created and Maintained by the Office of Administration
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.*
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
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
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.
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.
Answering the registration questions

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

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

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.
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.

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

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.
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

MISSOURI STATE EMPLOYEES SELF-SERVICE

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/07/2011</td>
<td>We save</td>
<td></td>
</tr>
<tr>
<td>01/14/2011</td>
<td>Lifestyle Ladder Program Reminder</td>
<td></td>
</tr>
<tr>
<td>12/30/2010</td>
<td>Birth Defects Prevention</td>
<td></td>
</tr>
<tr>
<td>12/15/2010</td>
<td>MCHCP Early Retiree Reinsurance Program</td>
<td></td>
</tr>
<tr>
<td>11/30/2010</td>
<td>When Stress Heats Up</td>
<td></td>
</tr>
<tr>
<td>11/30/2010</td>
<td>National Influenza Vaccination Week</td>
<td></td>
</tr>
<tr>
<td>11/30/2010</td>
<td>Family History</td>
<td></td>
</tr>
</tbody>
</table>

Missouri State Employees Self-Service
State of Missouri / Office of Administration / Contact Information
The ESS Portal: Pay and Leave

The **Pay and Leave Balance** Module will allow current and former employees who have been paid through SAM II HR within the last five years to complete many functions.

The details of specific pay checks can be viewed and printed.

**Pay and Leave Balance** Module for current and former employees paid through SAM II HR within the last five years.

<table>
<thead>
<tr>
<th>Check Issue Date</th>
<th>Pay Period End Date</th>
<th>Gross Wages</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2010</td>
<td>10/31/2010</td>
<td>$3,250.50</td>
<td>$2,320.16</td>
</tr>
<tr>
<td>10/29/2010</td>
<td>10/15/2010</td>
<td>$3,250.50</td>
<td>$2,320.17</td>
</tr>
<tr>
<td>10/15/2010</td>
<td>09/30/2010</td>
<td>$3,250.50</td>
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</tr>
</tbody>
</table>
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 **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.
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**.

You can change your **Password** and **Security Image** as often as you need to here.
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.
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.
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.
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.