

# Missouri State Employees Self- Service (ESS) Portal

**An Introduction for Employees**



Created and Maintained by the Office of Administration

# What is the Employees Self–Service Portal?

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

ESS does not contain information for colleges/universities.

## **Currently, Users of the Portal 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 Employees 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 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 work
- ✓ The ZIP CODE of your residence
- ✓ The NET PAY on your most recent check



# What is Net Pay?



Introduction

*In case you're wondering...*

**Net Pay is your take-home pay.**

It is the amount that is deposited into your specified bank account, or the paper check some employees still 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
- Contacting 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.

# Beginning the registration process

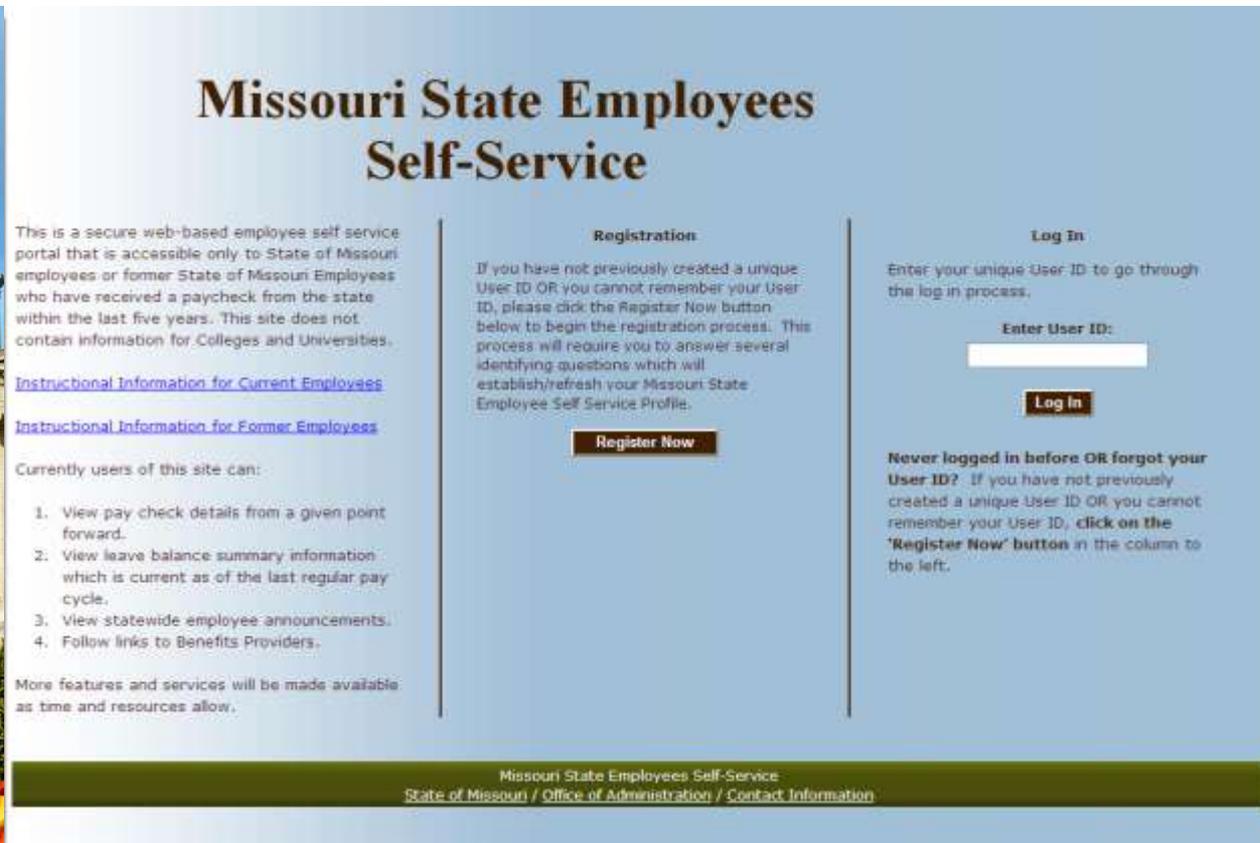
You can access the Missouri State Employees Self-Service (ESS) Portal by typing the following web address in your browser:

**<https://ess.mo.gov>**

The web address will take you to the entry point for the ESS Portal.



Registration



**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.



A screenshot of the Missouri State Employees Self-Service Portal registration page. A blue callout box highlights the "Register Now" button, with an orange arrow pointing to it. The page text includes: "Missouri State Employees Self-Service Portal", "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.", and a "Log In" button. The background of the page shows a list of services available to current users, such as viewing pay check details, leave balance summaries, and statewide employee information.

# Answering the registration questions

This page displays the questions each employee must answer to further identify themselves in the registration process.



## Missouri State Employees Self-Service

[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:

Zip Code of Residence  (#####)

Net Pay on Most Recent Paycheck  (#####.##) ?

# Answering the registration questions

You should begin by selecting: **YES, I am an Active Employee**



**Yes, I am an Active Employee**  
 **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:

Zip Code of Residence  (#####)  
Net Pay on Most Recent Paycheck  (#####.##) ?

# 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 Work** from options in the drop-down list

## Missouri State Employees Self-Service

[Home](#)

### Registration Questions

Yes, I am 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

Net Pay on Most Recent Paycheck

Next

Cancel

# Registration

# Answering the registration questions

Type in the **Zip Code of Your Residence**

Type in the **Net Pay on Your Most Recent Paycheck**

Then “click” **Next**

## Missouri State Employees Self-Service

[Home](#)

In addition, please answer the following questions correctly:

Zip Code of Residence  (#####)

Net Pay on Most Recent Paycheck  (#####.###) ?

**Next**

**Cancel**

Zip Code of Residence  (#####)

Net Pay on Most Recent Paycheck  (#####.###) ?

**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.



## Missouri State Employees Self-Service

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

### Create a Secure Login ID

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

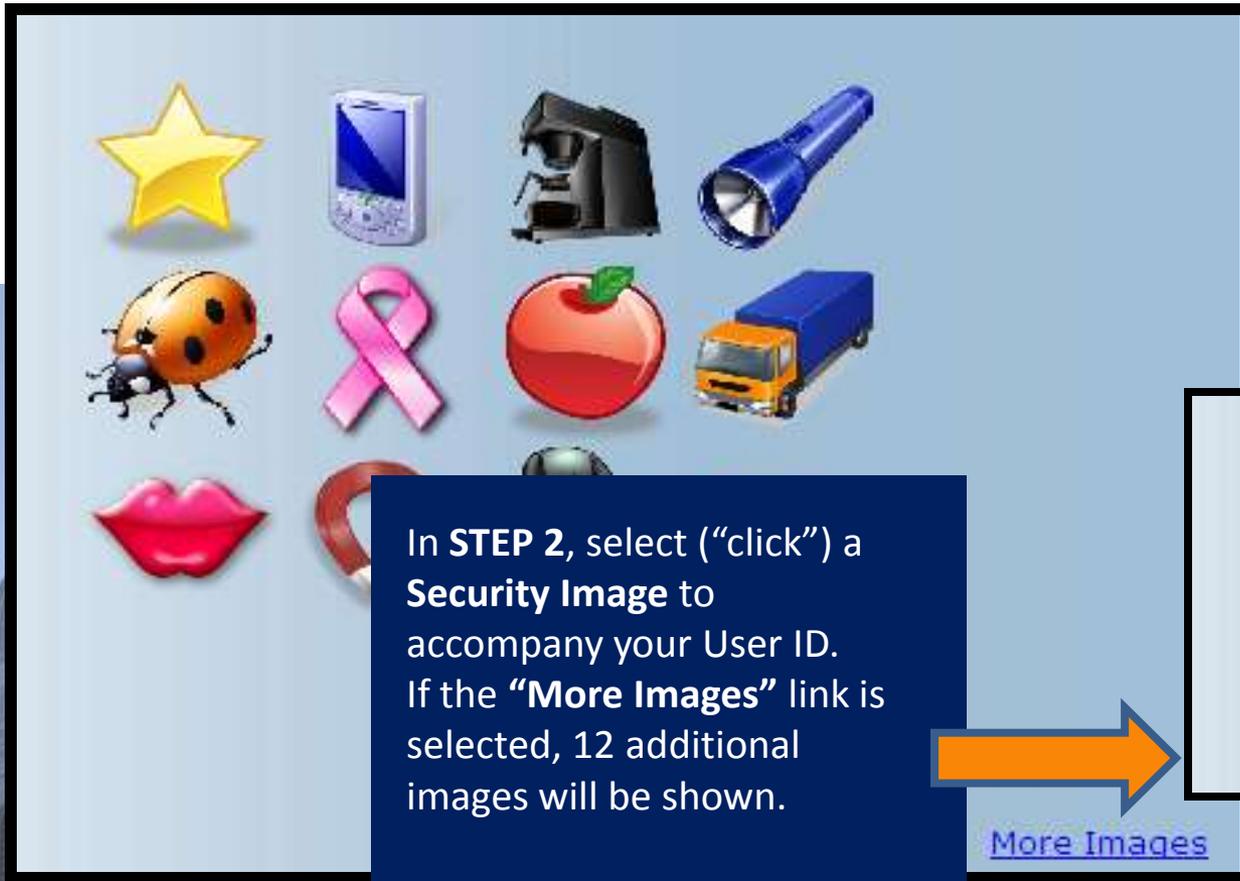
Your ID **SHOULD NOT** resemble your social security number.

#### User ID Examples:

JohnSample123

John.Sample@oa.mo.gov

# Creating your secure log-in profile



Employees



[More Images](#)

[More Images](#)

Registration

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**.

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

## 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**.



ESS Portal

**Missouri State Employees Self-Service**

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	<a href="#">More Information</a>
01/14/2011	Lifestyle Ladder Program Reminder	<a href="#">More Information</a>
12/30/2010	Birth Defects Prevention	<a href="#">More Information</a>
12/15/2010	MCHCP Early Retiree Reinsurance Program	<a href="#">More Information</a>
11/30/2010	When Stress Heats Up	<a href="#">More Information</a>
11/30/2010	National Influenza Vaccination Week: December 5-11th	<a href="#">More Information</a>
11/30/2010	Family History	<a href="#">More Information</a>

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

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



**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:

- [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	<a href="#">More Information</a>
01/14/2011	Lifestyle Ladder Program Reminder	<a href="#">More Information</a>
12/30/2010	Birth Defects Prevention	<a href="#">More Information</a>
12/15/2010	MCHCP Early Retiree Reinsurance Program	<a href="#">More Information</a>
11/30/2010	When Stress Heats Up	<a href="#">More Information</a>
11/30/2010	National Influenza Vaccination Week: December 5-11th	<a href="#">More Information</a>
11/30/2010	Family History	<a href="#">More Information</a>

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



# 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.



Welcome, DON SA  
 Your Agency/Organization: JUDICIARY-OPERATIONAL INFORMATION TECHNOLOGY

Home > Pay and Leave > Leave Balances

Home Pay and Leave Benefits My Information

Pay Stubs Leave Balances W2 Forms

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		
<a href="#">10/15/2010</a>	127:30	1989:15		
<a href="#">09/30/2010</a>	136:30	1984:15		
<a href="#">09/15/2010</a>	129:30	1979:15		
<a href="#">08/31/2010</a>	122:30	1974:15		
<a href="#">08/15/2010</a>	131:30	1969:15		
<a href="#">07/31/2010</a>	140:30	1964:15		

Leave Balances as of 9/15/2010 Help

Leave Category	Accrual	Usage	Balance
ANNUAL LEAVE	0:00	3:45	60:00
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

Print Next

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.



**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

Home > My Information

Log Out

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

Home	Pay and Leave	Benefits	My Information
------	---------------	----------	----------------

Password | W4 Forms

**Change Your Password**

1. Enter Your Existing Password:

2. Enter New Password:

3. Confirm New Password:

Submit Password Update

**Click to change security image**



[More Images](#)

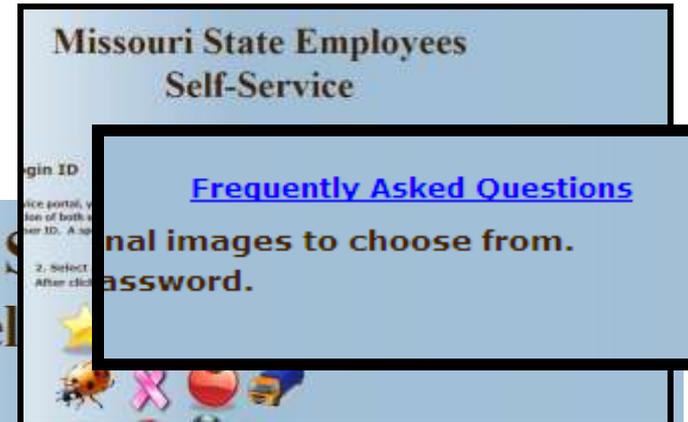
Your Current Security Image: 

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.



## Missouri State Employees Self-Service

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 an agency liaison with a problem or 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.



Help

A screenshot of the "Email Contact" form within the "Self-Service" portal. The form includes a "Close Window" link in the top right. A note states "\* All fields are required". The form fields are: "Agency where you work" (a dropdown menu showing "Select Agency"), "Last Name", "First Name", "Phone Number", and "Email Address". Below these is a large text area for "Description of problem or question". At the bottom, there is a "Slide to Unlock" indicator with a lock icon and two buttons: "Send Email" and "Cancel".

# 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](#)

**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	<a href="#">More Information</a>
01/14/2011	Lifestyle Ladder Program Reminder	<a href="#">More Information</a>
12/30/2010	Birth Defects Prevention	<a href="#">More Information</a>
12/15/2010	MCHCP Early Retiree Reinsurance Program	<a href="#">More Information</a>
11/30/2010	When Stress Heats Up	<a href="#">More Information</a>
11/30/2010	National Influenza Vaccination Week: December 5-11th	<a href="#">More Information</a>
11/30/2010	Family History	<a href="#">More Information</a>

Missouri State Employees Self-Service  
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

**[www.training.ia.mo.gov](http://www.training.ia.mo.gov)**