

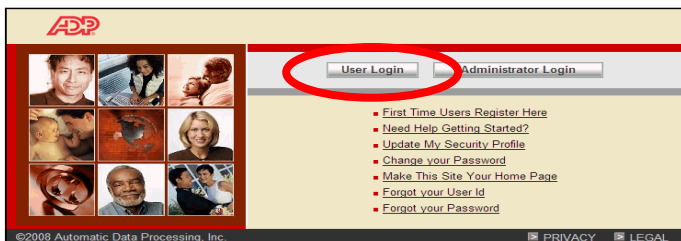
## Welcome to Employee Self Service!

Employee Self Service (ESS) allows you to manage your personal information without the need for emails and phone calls to Human Resources or Payroll. It will also replace Easy View as how you will access your “pay stub”.

This quick reference guide will provide an overview to the most commonly used functions. To find more detailed information on Employee Self Service please visit the Georgia State Payroll Website. <http://www.gsu.edu/hr/adp.html>

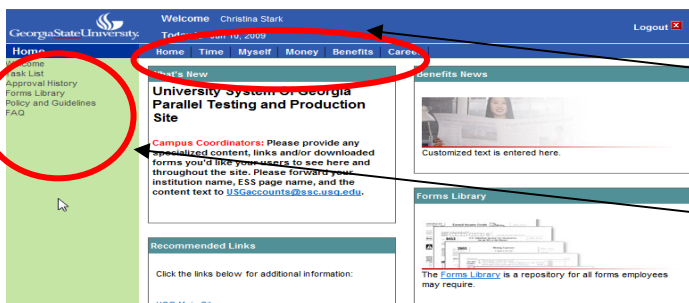
## Logon to Employee Self Service

1. After registering type <https://portal.adp.com> in your internet browser.



2. Select **User Login** and type the User Name and Password created during Registration.

## Navigation in Employee Self Service



Tabs: Home. Time. Mvself. Money. Benefits

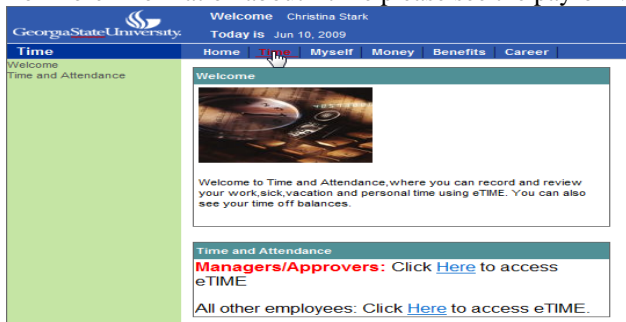
Tasks change when a different Tab is selected

## Home Tab

When you log in to Employee Self Service the first page will be the Home Tab as seen above. Georgia State Payroll and Benefits will use this tab to provide you with important information about upcoming events.

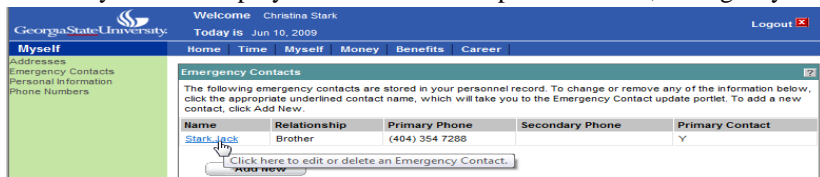
## Time Tab

The Time Tab provides easy access to Etime for employees to enter information about their hours worked and Vacation and Sick time. For more information about Etime please see the payroll website at <http://www.gsu.edu/hr/adp.html>



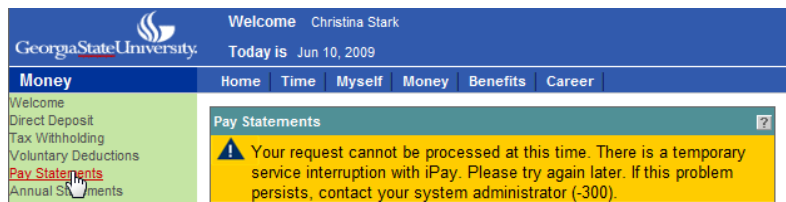
## Myself Tab

In the Myself Tab employees will be able to update Address, Emergency Contact and Phone Numbers online that use to require HR.



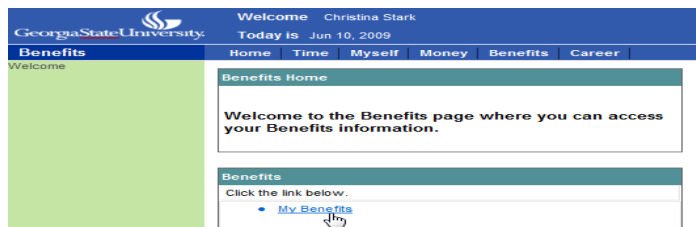
## Money Tab

In the Money Tab employees can view their **Paycheck** and **Annual Statement**, and update Direct Deposit, Tax Withholding, and Voluntary Deduction.

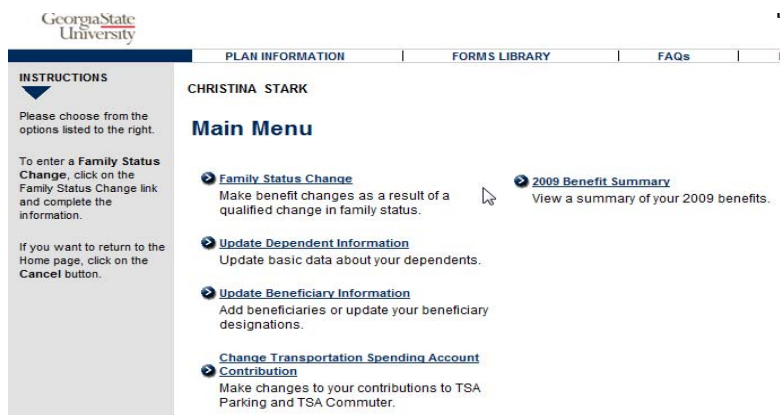


## Benefit Tab

The Benefits Tab will take you into the new Benefit system (BOSS) that will allow you to view your current benefits online and make changes during open enrollment and with a Family Status Change.



## Home Page of the New Benefit System (BOSS)



## Log Off

