

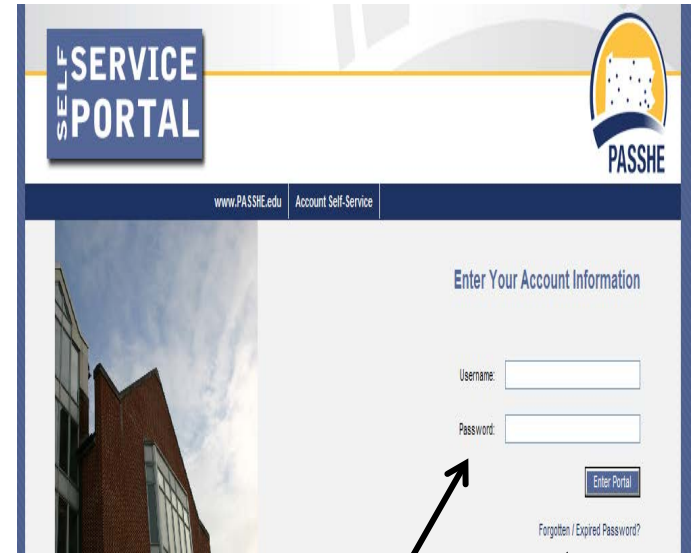
Instructions for Getting to the ESS Portal

To access ESS from the CALU homepage: www.calu.edu



1

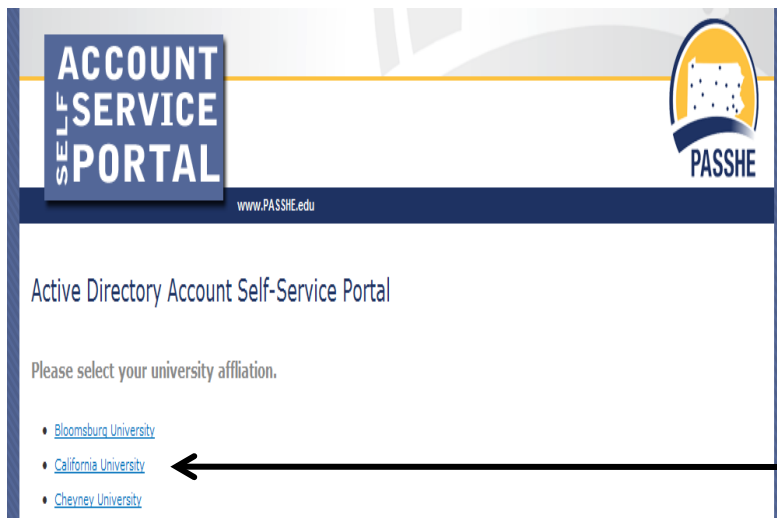
Choose "Employee Self-Service (ESS)" under the Quicklinks menu box at the right side of the homepage.



2

Enter your USERID and new password (after first time use)

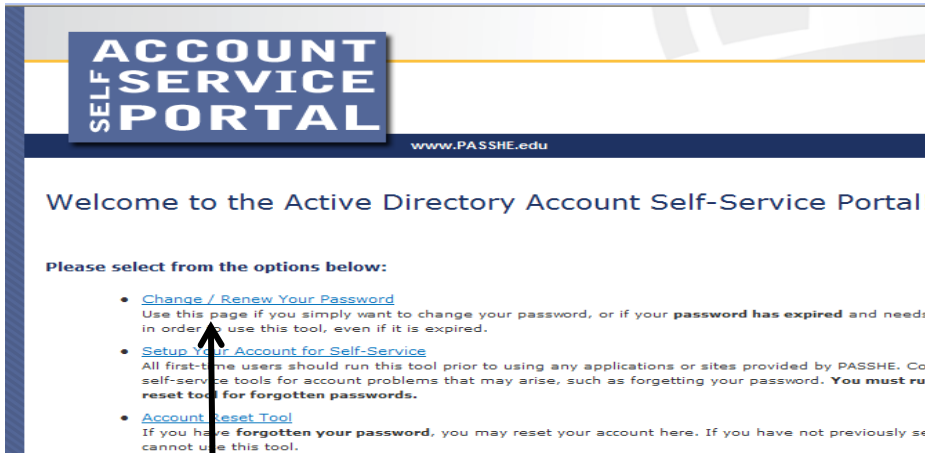
FIRST TIME USE:
Depress the "Forgotten/Expired Password?" option.



3

FIRST TIME USE:
Choose "California University"

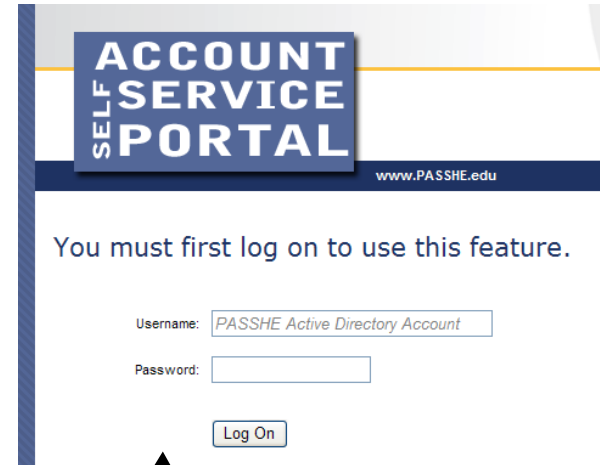
Instructions for First-Time Access to ESS



The screenshot shows the 'ACCOUNT SERVICE PORTAL' header with the URL 'www.PASSHE.edu'. Below the header, it says 'Welcome to the Active Directory Account Self-Service Portal!'. Underneath, it asks the user to 'Please select from the options below:' and lists three options: 'Change / Renew Your Password', 'Setup Your Account for Self-Service', and 'Account Reset Tool'. An arrow points from the 'Change / Renew Your Password' option to the instruction below.

4

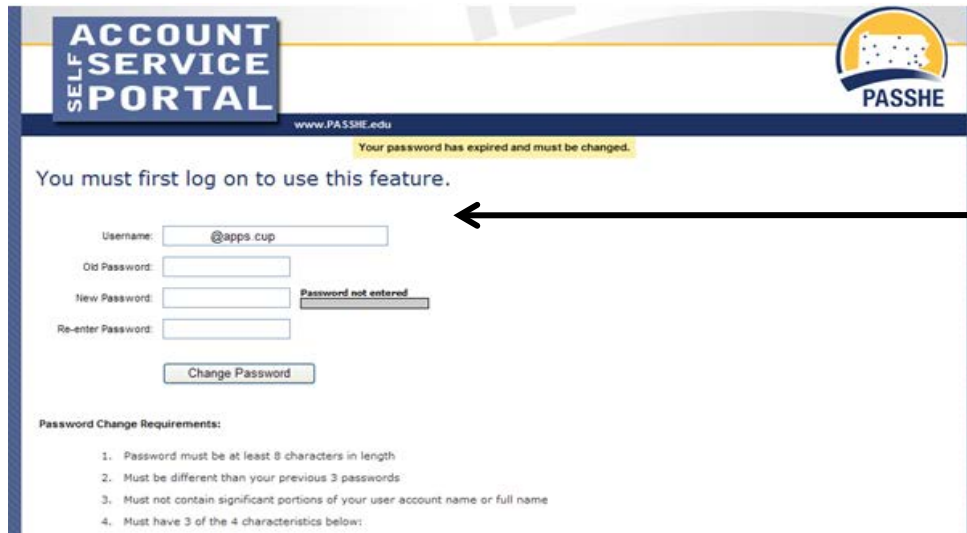
Select "Change/Renew your password"



The screenshot shows the 'ACCOUNT SERVICE PORTAL' header with the URL 'www.PASSHE.edu'. Below the header, it says 'You must first log on to use this feature.' There are two input fields: 'Username:' with the text 'PASSHE Active Directory Account' and 'Password:'. Below the password field is a 'Log On' button. An arrow points from the 'Log On' button to the instruction below.

5

Enter your USERID & temporary password via letter.



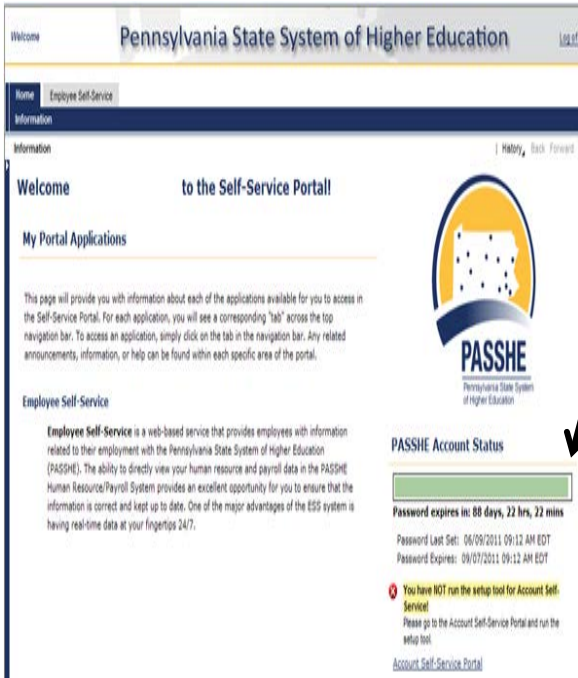
The screenshot shows the 'ACCOUNT SERVICE PORTAL' header with the URL 'www.PASSHE.edu' and the PASSHE logo. Below the header, it says 'Your password has expired and must be changed.' Underneath, it says 'You must first log on to use this feature.' There are four input fields: 'Username:' with the text '@apps.cup', 'Old Password:', 'New Password:' with a 'Password not entered' error message, and 'Re-enter Password:'. Below the input fields is a 'Change Password' button. At the bottom, there are 'Password Change Requirements:' listed as four numbered items. An arrow points from the 'Old Password' field to the instruction below.

6

Enter your temporary password into the "old password" box. Create your new password.

NOTE: Passwords must be at least 8 characters with a combination of uppercase, lowercase, and numbers/symbols.

Password Expiration



1

Note:
Password expiration date will be displayed. If your password expires, you will need to change it before you can log in to ESS.

Creating, Updating, and changing passwords:

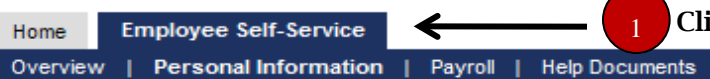
Choose “Change your Password”

Select CALIFORNIA UNIVERSITY, then select one of the three options.

1. Change your password (*to update or change an existing password.*)
2. Setup your account for self-service (*for new passwords and to set up a pin#*)
3. Reset your account (*if you forget your password: Pin # will be needed*)

NOTE: If you set up your account, it is important to remember your pin #

Instructions for Viewing Personal Information Via ESS



1 Click on the Employee Self-Service tab.

2 Click on the word “Personal Information”

Personal Data

Display your basic personal and employment information.

Address

Display your main address and any other address(es) stored in the HCM system. Here you may also update your primary contact number and/or campus address.

Emergency Contact

Display or update your emergency contact information. If you do not have a contact stored, you may also add an emergency contact.

Bank Information

Display your bank and account information.

3

Choose an item from the list.

View Personal Data

Full Name: Ken Heath A
Personnel Number: 0010707

Personal Data

Title:
First Name: Heath
Middle Name: A
Last Name: Ker
Suffix:
Date of Birth: 4/5/19
Gender: Female

Employment Data

Position: Student Worker
Classification: Student Worker

Viewing Address and Emergency Contact Information

View Address Detail

Full Name: Doe, Jane J
 Personnel Number: 00068054

Name	Location
Permanent residence	99 Jane Drive
Campus address	

To see the address detail, select a row from the table above.

Permanent residence

Address: 99 Jane Drive
 City: Jane
 County: 26 FAYETTE
 State: PA ZIP Code: 15413
 Country: USA
 Primary Contact Number: (724) 999-9999



[Update Primary Contact Number](#)

Click here to update your phone number

Emergency Contact Information

Full Name: Kerestine, Heather A
 Personnel Number: 00107078

Emergency Contact Data

Name:
 Country:
 Street:
 City:
 State: ZIP Code:
 Primary Number:

You may add up to three additional phone numbers for your emergency contact. To add a number and enter the phone number (and extension if applicable). To remove a number, set the

Phone Number 1: Number: Ext:
 Phone Number 2: Number: Ext:
 Phone Number 3: Number: Ext:

You currently do not have a stored emergency contact.



[Add Emergency Contact](#)

Click here to update your emergency contact information.

Viewing Bank Accounts Information Via ESS

View Bank Account Details

Full Name: Doe, Jane J
 Personnel Number: 00068054

Bank Type	Name of Bank
Primary Bank	PARKVALE SAVINGS BANK
Secondary Bank	PARKVALE SAVINGS BANK

To see the account detail, select a row from the table. The first row is automatically displayed below.

Account Details

Payee: Doe, Jane J
 Postal Code / City: 15413 Jane
 Bank Country: USA
 Bank ABA Number: 243073852 PARKVALE SAVINGS BANK
 Bank Account: *****9999 Checking Savings
 Payment Method: Direct Deposit

View Bank Account Details

Full Name: Doe, Jane J
 Personnel Number: 00068054

Bank Type	Name of Bank
Primary Bank	PARKVALE SAVINGS BANK
Secondary Bank	PARKVALE SAVINGS BANK

To see the account detail, select a row from the table. The first row is automatically displayed below.

Account Details

Payee: Doe, Jane J
 Postal Code / City: 15413 Jane
 Bank Country: USA
 Bank ABA Number: 243073852 PARKVALE SAVINGS BANK
 Bank Account: *****9999 Checking Savings
 Payment Method: Direct Deposit
 Standard Value: \$20.00

Viewing Pay Statements via ESS

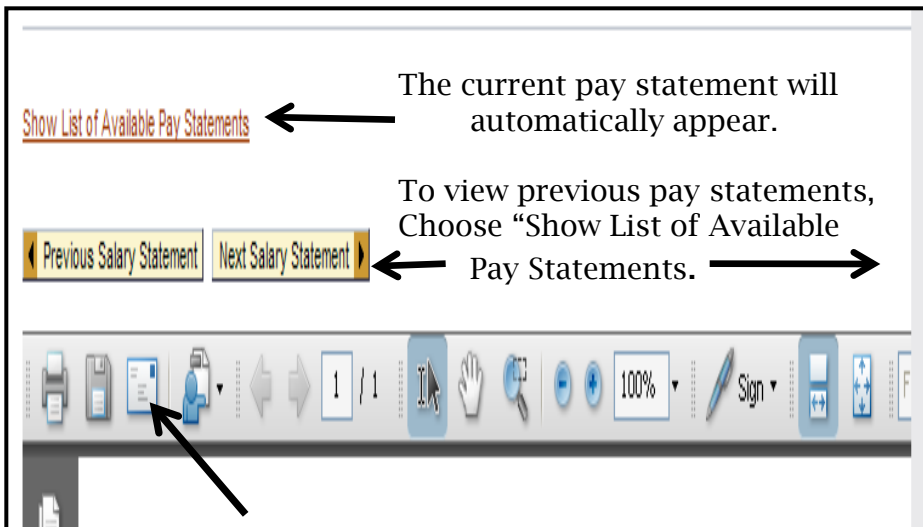
1 Click on the Employee Self-Service tab.



2 Click on the word "Payroll"

3 Click on the Online Pay Statement link.

Display an online version of current and past pay statements.



Online Pay Statement

[Hide List of Available Pay Statements](#)

Pay Date	Gross Pay	Net Pay
02/25/2011	1,203.00 USD	871.85 USD
02/11/2011	1,395.48 USD	997.37 USD
01/28/2011	1,203.00 USD	1,749.11 USD
01/14/2011	1,088.25 USD	740.61 USD
12/30/2010	1,088.25 USD	753.19 USD

Row 1 of 130

[Previous Salary Statement](#) [Next Salary Statement](#)

To print a pay statement, simply click on the printer icon.