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).

3. FIRST TIME USE: Choose “California University”

FIRST TIME USE: Depress the “Forgotten/Expired Password?” option.
Instructions for First-Time Access to ESS

1. Enter your USERID & temporary password via letter.

2. Select “Change/Renew your password”

3. 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

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”
3. Choose an item from the list.

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.
Viewing Address and Emergency Contact Information

Viewing Bank Accounts Information Via ESS
Click on the Employee Self-Service tab.

Click on the word “Payroll”

Click on the Online Pay Statement link.

The current pay statement will automatically appear.

To view previous pay statements, choose “Show List of Available Pay Statements.”

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