

Employee Self Service (ESS) – Getting Started

To access Employee Self Service, from any web browser go to <https://www.empselfservice.com>. (For best results Internet Explorer version 6.0 or Netscape version 6.0 or higher are recommended).

Sign up

Click on the “Sign up” link (underneath the Password box) and perform the following steps to setup your account:

1. **Company** step - Enter **FCEOC** in the company access name field and click on “Next>>”. Keep this company access name in mind, as it needs to be entered any time you login to ESS.
2. **Authentication** step – The following entries are needed to verify who you are and to set up your account. Enter the required information and click on “Next>>”:
 - **Last Name** – Enter your last name. This field is not case sensitive and should match the last name your payroll department has on file.
 - **Last 4 digits of Social Security Number** – Enter the last four digits of your social security number.
 - **Employee Number** – Enter the employee number used by your payroll department. This number may be found on your previous pay stubs on the right hand side, above the Pay Period.
3. **User Name** step – Enter the following information and click on “Next>>” to create your user name and password.
 - **User Name** – Choose a user name that you will use to login to ESS in the future. The user name is case sensitive and must be unique. This field defaults to a name that does not exist within your company. Feel free to change it to something you will remember.
 - **Email Address** – Enter the email address that should be used for correspondence from Employee Self Service. This may include email notification of new pay stubs, notification of password changes and a welcome message upon completion of the signup process.
 - **Password** – Enter your password in the “Choose Password” field and then retype it in “Confirm Password”. Please note your password must meet the minimum requirements specified on the Employee Signup page (i.e. “Your password must have a minimum length of 8 characters, may not contain your user name and must contain at least one digit or one sign.”).
 - **Secret Question** – Choose a question from the list provided and enter your answer in the box below. This information is used by the system to recover your password (if you forget it) automatically.
4. **Terms of Use** step – Read through the Terms of Use and if you agree to it, select “Accept” and then click on “Next>>”. Choosing “Decline” and “Next>>” cancels the sign up process.
5. **Preferences** step – Setup your initial account preferences by checking the desired boxes and clicking on “Proceed”. These preferences may be changed at any time from the “My Account” section within Employee Self Service.
 - **Email notification of new pay stub** – To be notified when a new pay stub is available in ESS, check the box next to “Send me an email when a new pay stub is available.” The notification will be sent to the email address specified in the User Name step.
 - **No longer print my pay stub** – Since you will now have access to your pay stubs at any time, you can notify EOC that you no longer wish to have a copy of your pay stub printed and mailed by checking the box “Save paper, don’t print my pay stub”.

If at any time you wish to leave the sign up process, click on the “Cancel” button. If you have completed the User Name step prior to canceling, the next time you access Employee Self Service, simply login at <https://www.empselfservice.com> with the user name and password

created and you will be presented with the Terms of Use. If you cancel prior to completing the User Name step, you will need to go to the Sign up link and go through the sign up process again.

Logging in to ESS after the initial sign up process

After completing the sign up process, the next time you login to Employee Self Service simply go to <https://www.empselfservice.com> and enter the following and click on the “Login” button.

- **User Name** – This is the user name created during signup.
- **Company Access Name** – after the “@” enter *FCEOC*. This is our company access name for Employee Self Service.
- **Password** – This is a password created and confirmed during signup.

What if I forget my Password?

Your password may be reset by going to <https://www.empselfservice.com> and clicking on the “Forgot Password?” link.

1. Enter your User Name and the Company Access Name (*FCEOC*) and click on “Next>>”. The following are used to authenticate you as a user. Enter the required information and click on “Next>>”
 - **Last 4 digits of Social Security Number** – Enter the last four digits of your social security number.
 - **Employee Number** – Enter the employee number used by your payroll department. This number may be found on your previous pay stubs on the right hand side, above the Pay Period.
3. • Enter your new password and confirm it. Remember, your password must meet the minimum requirements specified on the Password Recovery page. After clicking on “Next>>” your password will be reset and you will be logged into Employee Self Service. After changing your password, you will receive an email notification that your password has been changed.

Questions?

Call the Payroll department with any questions regarding this service.

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