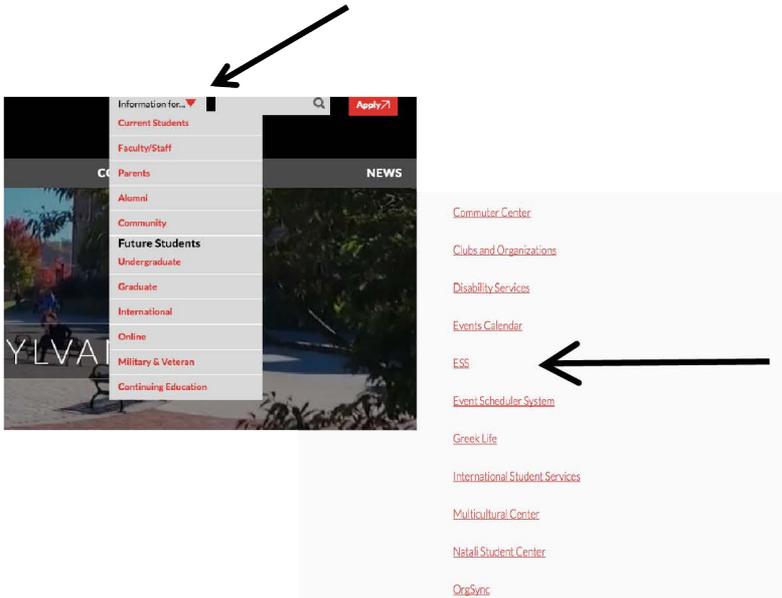


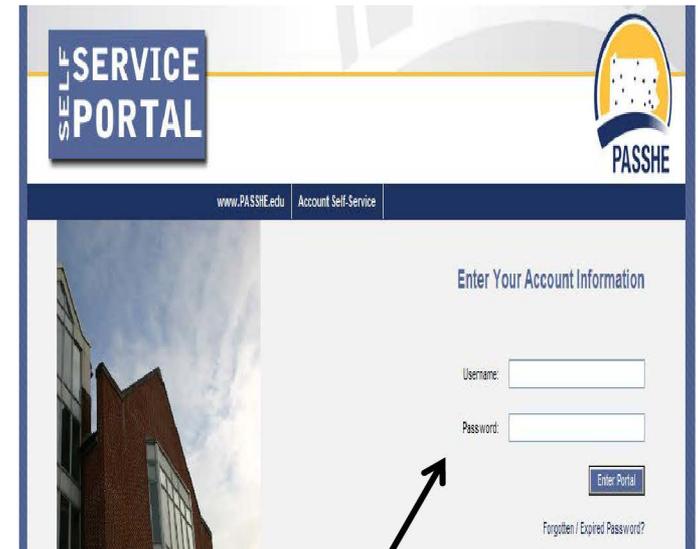
Instructions for Getting to the ESS Portal

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



1

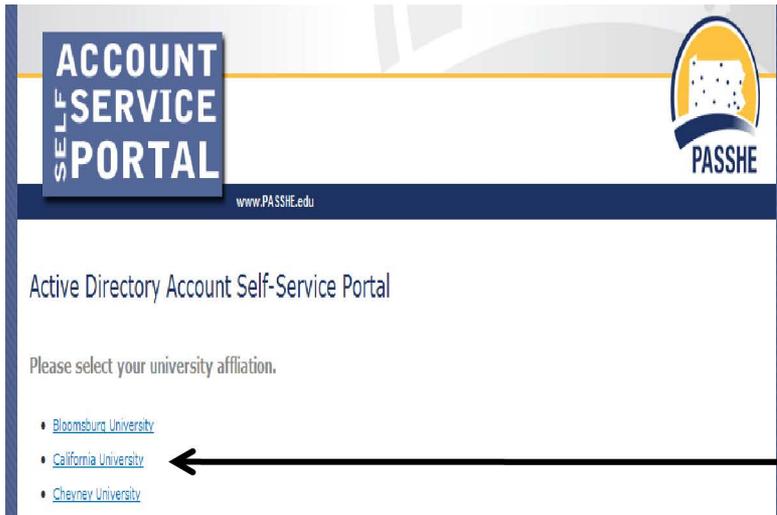
Choose “Current Students” from the “Information for ...” drop-down on the home page. Once on the student resources section, choose the red “ESS” link under “Campus Resources.”



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

ACCOUNT SERVICE PORTAL
SELF

www.PASSHE.edu

Welcome to the Active Directory Account Self-Service Portal!

Please select from the options below:

- [Change / Renew Your Password](#)
Use this page if you simply want to change your password, or if your password has expired and needs in order to use this tool, even if it is expired.
- [Setup Your Account for Self-Service](#)
All first-time users should run this tool prior to using any applications or sites provided by PASSHE. Cor self-service tools for account problems that may arise, such as forgetting your password. **You must run reset tool for forgotten passwords.**
- [Account Reset Tool](#)
If you have forgotten your password, you may reset your account here. If you have not previously set cannot use this tool.

4 Select "Change/Renew your password"

ACCOUNT SERVICE PORTAL
SELF

www.PASSHE.edu

You must first log on to use this feature.

Username:

Password:

5 Enter your USERID & temporary password via letter.

ACCOUNT SERVICE PORTAL
SELF

www.PASSHE.edu

Your password has expired and must be changed.

You must first log on to use this feature.

Username:

Old Password:

New Password:

Re-enter Password:

Password Change Requirements:

1. Password must be at least 8 characters in length
2. Must be different than your previous 3 passwords
3. Must not contain significant portions of your user account name or full name
4. Must have 3 of the 4 characteristics 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

Welcome
Pennsylvania State System of Higher Education

Home Employee Self-Service

Information

Welcome to the Self-Service Portal

My Portal Applications

Employee Self-Service

PASSES Account Status

Password expires in: 88 days, 22 hrs, 22 mins

Password Last Set: 06/09/2011 09:12 AM EDT
Password Expires: 09/07/2011 09:12 AM EDT

You have NOT run the setup tool for Account Self-Service!
Please go to the Account Self-Service Portal and run the setup tool.
[Account Self-Service Portal](#)

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

Home Employee Self-Service

Overview | Personal Information | Payroll | Help Documents

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 Num](#)

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

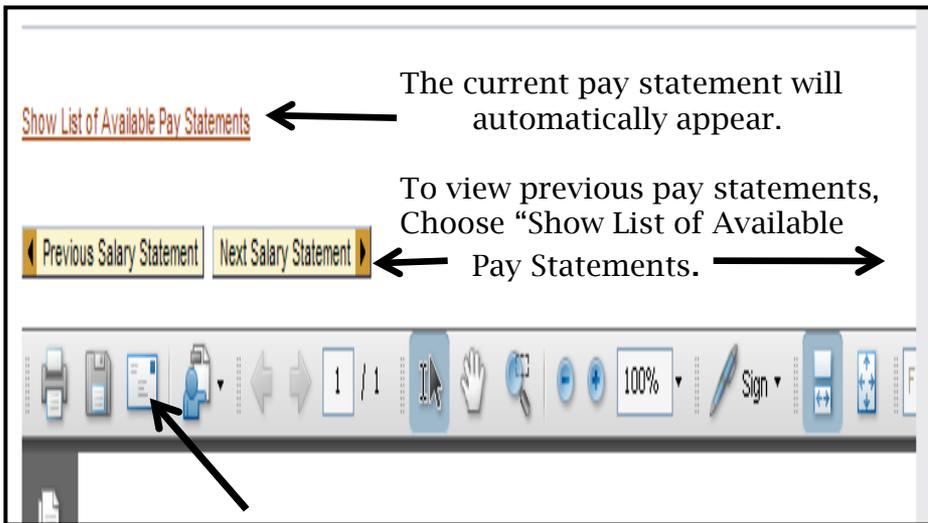
1 Click on the Employee Self-Service tab.



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](#)

Overview			
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.