



Employee Self Service (ESS) Instructions

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Getting Started

1. Access the Department's eHR homepage by inputting this web address:
<http://ehr.k12.hi.us/>
2. Click on the DOE Employee Login button.

System Availability
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)
*Please check System Messages after logging in for additional information on planned system outages.

Non-DOE Employee Login

* Username
* Password

Login

Reminder: Passwords are case sensitive.

* Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Registered users (non-employees):

Username is the Email Address you registered with.
Password is the password you registered with.

FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

DOE Employee Login

DOE Employee Login

Current Employees:

Username is your employee ID plus "@k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday:
7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250

3. To Sign in, enter your **employeeID@k12.hi.us** and click on the Next button.
4. You'll be prompted to input your password. Your password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES. Click on the Sign in button.

Important Message: For assistance with logging into eHR, please contact the IT Help Desk. Support requests may be made online using ServiceNow via <http://help.hidoe.org>. You may also call the IT Help Desk by telephone at (808) 564-6000, or for neighbor islands, please use the HATS line at 1-808-692-7250.



Accessing Employee Self-Service (ESS)

1. Click on the Employee Self-Service button.

The screenshot shows the eHR Home page. At the top left is the eHR logo and the Hawaii State Department of Education logo. To the right of the logo is the text "Hawa'i State Department of Education". Further right is a "Module" dropdown menu set to "Home". On the far right are links for "Home", "Help", and "Logout". Below the header is a welcome message: "Welcome [redacted] to the DOE Human Resources Management System!". There are two main sections: "System Messages" and "My Worklist". The "System Messages" section says "No current system messages available". The "My Worklist" section says "You have 13 pending cases in your worklist" and has a "Go to Pending Cases" button. Below these is a "Shortcuts" section with four buttons: "Apply for Jobs", "Apply for Programs", "COVID-19: Vaccination Status / Test Results Reporting", and "Employee Self-Service". A red arrow points to the "Employee Self-Service" button.

2. ESS Home Page will appear.

The screenshot shows the "Employee Self Service" Home page. At the top is the title "Employee Self Service". Below it are tabs for "Home", "Name", "Address", "Phones", "Email Address", and "Documents". The "Home" tab is selected. The page content includes a welcome message: "Welcome to your self-service portal that allows you to review, update, and download selected information." Below this is a box containing user information: "DOE ID: 12345678", "Name: Doe, John", "Business Title: Secondary Teacher", and "Work Location: Aloha High". Below this is a yellow box titled "Important action items:" with two bullet points: "Please go the the Email Address tab and enter a Personal Email Address." and "Please go to the Phone tab and enter your Mobile Phone Number." Below this is a section titled "Transaction History" with the text "Your Transaction History will display information of any downloads or changes you made." At the bottom is a table with the following structure:

| Transaction Date | Transaction Type | Transaction Summary | Status |
|------------------|------------------|---------------------|--------|
| No rows found | | | |



Name Change Request

1. Click on the *Name* tab

Employee Self Service

Home **Name** Address Phones Email Address Documents

Home

Welcome to your self-service portal that allows you to review, update, and download selected information.

2. At the bottom, click on the **New Name Change Request** button

Employee Self Service

Home Name **Address** Phones Email Address Documents

Current Legal Name

You may submit a request to update your name record by clicking on the New Name Change Request button below. You will receive an email notification once your request has been processed.

| Last Name | First Name | Middle Name | Suffix |
|-----------|------------|-------------|--------|
| Doe | John | | |

Name Change Request Status

You may only submit one (1) Name Change Request at a time. Please wait for the email notification that your submitted request has been processed before attempting to submit a new one.

| Request Submission Date | Last Name | First Name | Middle Name | Suffix | Name Change Status |
|-------------------------|-----------|------------|-------------|--------|--------------------|
| No rows found | | | | | |

3. Enter your name **exactly** as it appears on your Social Security Card. Click on the **Save** button.

[Return to Edit Employee Self Service](#)

Name

Employee Self Service

Enter in your name exactly as it appears on your Social Security Card.

* Last Name:
You may enter up to 30 characters.

* First Name:
You may enter up to 30 characters.

Middle Name:
You may enter up to 30 characters.

Suffix:
You may enter up to 30 characters.

4. You will receive an email notification and Notification of Personnel Action (Form 5) once your request has been processed.
It will also be logged on your Transaction History on the ESS Home Page.



Address Change Request

1. Click on the *Address* tab

The screenshot shows the 'Employee Self Service' portal. At the top, there are navigation tabs: Home, Name, Address, Phones, Email Address, and Documents. The 'Address' tab is highlighted with a red arrow. Below the tabs, the text reads: 'Home' and 'Welcome to your self-service portal that allows you to review, update, and download selected information.'

2. At the bottom, click on the **New Address Change Request** button

The screenshot shows the 'Employee Self Service' portal with the 'Address' tab selected. It displays the 'Current Address' section with a table of address information. Below this is the 'Address Change Request Status' section with a table of request submission dates. At the bottom, there is a 'New Address Change Request' button, which is highlighted with a red arrow.

| Address Type | Address Line 1 | Address Line 2 | City | State | Country | Zip Code |
|-------------------|------------------|----------------|----------|-------|---------|----------|
| Mailing / Current | 1234 Dole Street | | Honolulu | HI | USA | 96826 |

| Request Submission Date | Address Type | Address Line 1 | Address Line 2 | City | State | Zip Code | Address Change Status |
|-------------------------|--------------|----------------|----------------|------|-------|----------|-----------------------|
| | | | | | | | |

3. Enter in your address. Click on the **Save** button.

The screenshot shows the 'Address' form in the 'Employee Self Service' portal. It includes a 'Return to Edit Employee Self Service' link, a 'Save' button, and a section titled 'Enter in your address.' with fields for Address Type, Address Line 1, Address Line 2, City, State, and Zip Code.

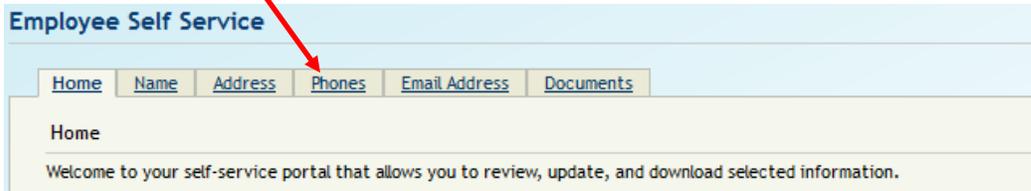
4. You will receive an email notification and Notification of Personnel Action (Form 5) once your request has been processed.
It will also be logged on your Transaction History on the ESS Home Page.



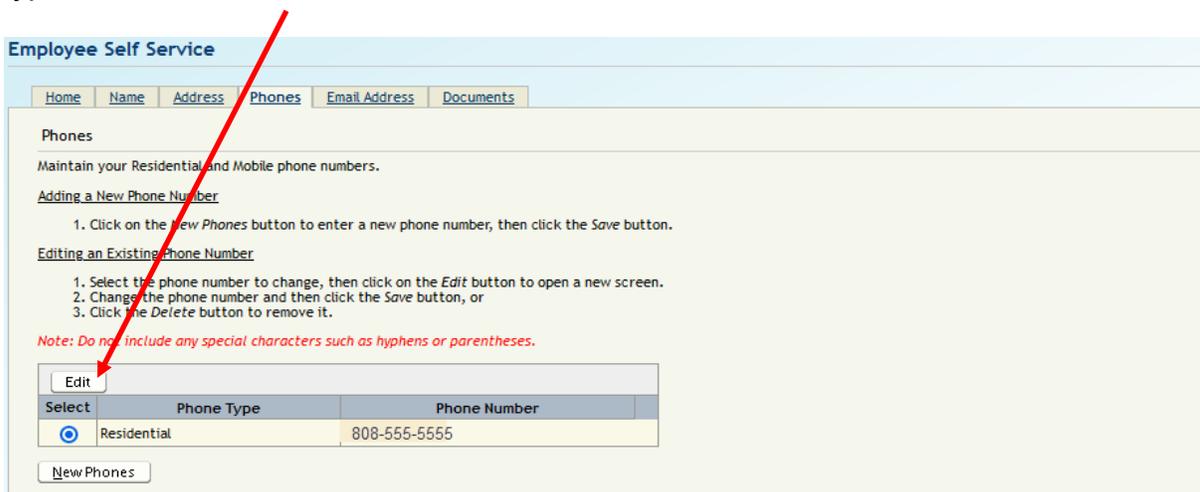
Phone Number Change

There are two (2) Phone Number Types: Residential and/or Mobile. You can only have one of each type.

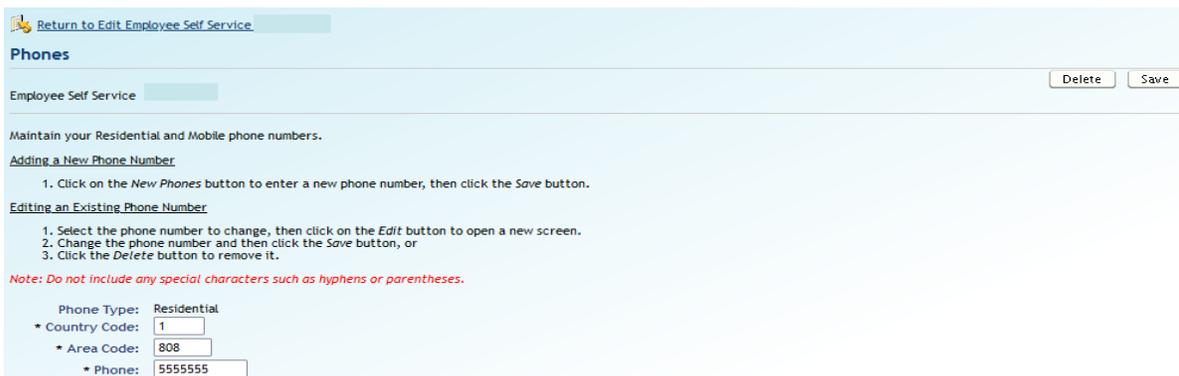
1. Click on the *Phones* tab



2. To change or delete an existing phone number, select the radio button next to the phone type. Click on the **Edit** button.



3. Enter in the phone number. Click the **Save** button.
To delete the phone number, click the **Delete** button.





- To add a new phone number type, click the **New Phones** button.

Employee Self Service

[Home](#) [Name](#) [Address](#) [Phones](#) [Email Address](#) [Documents](#)

Phones

Maintain your Residential and Mobile phone numbers.

[Adding a New Phone Number](#)

- Click on the *New Phones* button to enter a new phone number, then click the *Save* button.

[Editing an Existing Phone Number](#)

- Select the phone number to change, then click on the *Edit* button to open a new screen.
- Change the phone number and then click the *Save* button, or
- Click the *Delete* button to remove it.

Note: Do not include any special characters such as hyphens or parentheses.

| <input type="button" value="Edit"/> | | |
|-------------------------------------|-------------|--------------|
| Select | Phone Type | Phone Number |
| <input checked="" type="radio"/> | Residential | 808-555-5555 |

- Enter in the phone number. Click the **Save** button.

[Return to Edit Employee Self Service](#)

Phones

Employee Self Service

Maintain your Residential and Mobile phone numbers.

[Adding a New Phone Number](#)

- Click on the *New Phones* button to enter a new phone number, then click the *Save* button.

[Editing an Existing Phone Number](#)

- Select the phone number to change, then click on the *Edit* button to open a new screen.
- Change the phone number and then click the *Save* button, or
- Click the *Delete* button to remove it.

Note: Do not include any special characters such as hyphens or parentheses.

* Phone Type:

* Country Code:

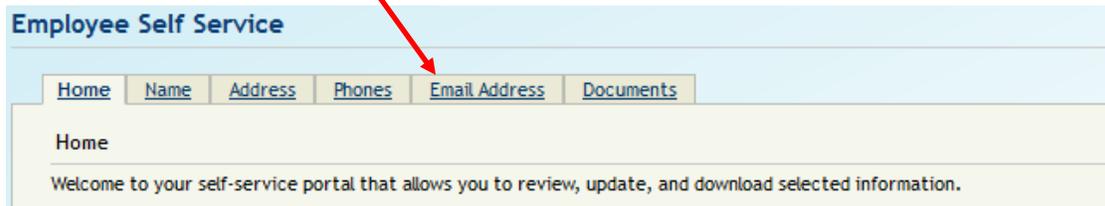
* Area Code:

* Phone:

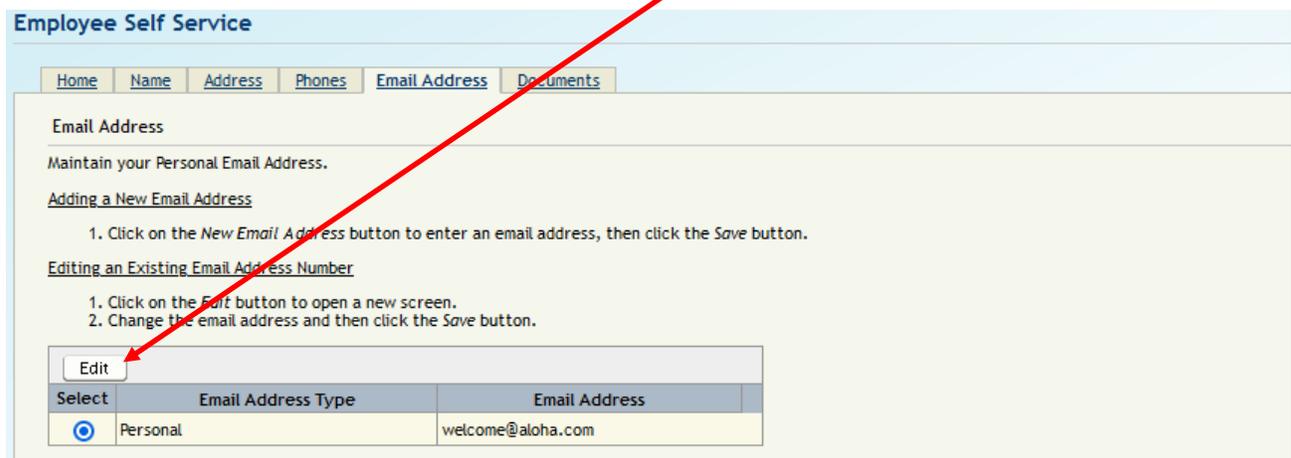


Email Address Change

1. Click on the *Email Address* tab



2. To change an existing email address, click on the **Edit** button.



3. Change the email address. Click the **Save** button.





- To add a new email address, click the **New Email Address** button.

Employee Self Service

[Home](#) [Name](#) [Address](#) [Phones](#) [Email Address](#) [Documents](#)

Email Address

Maintain your Personal Email Address.

[Adding a New Email Address](#)

- Click on the *New Email Address* button to enter an email address, then click the *Save* button.

[Editing an Existing Email Address Number](#)

- Click on the *Edit* button to open a new screen.
- Change the email address and then click the *Save* button.

| Select | Email Address Type | Email Address |
|--------|--------------------|---------------|
| | No rows found | |

- Enter in Email Address. Click the **Save** button.

[Return to Edit Employee Self Service](#)

Email Address

Employee Self Service

Maintain your Personal Email Address.

[Adding a New Email Address](#)

- Click on the *New Email Address* button to enter an email address, then click the *Save* button.

[Editing an Existing Email Address Number](#)

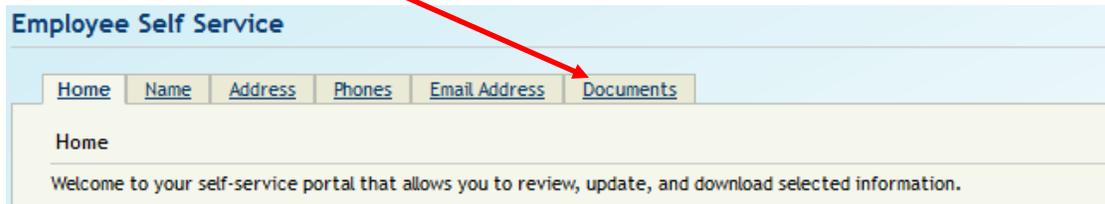
- Click on the *Edit* button to open a new screen.
- Change the email address and then click the *Save* button.

* Email Address:



Viewing Notification of Personnel Action forms (Form 5s)

1. Click on the *Documents* tab.



2. To view/download a copy of the Form 5, click on the “*Download*” link next to the Form 5 you wish to view.

