Employee Self Service (ESS) Instructions

06-05-2023

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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.

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.

2. ESS Home Page will appear.

Name Change Request

1. Click on the *Name* tab

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

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

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

    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 Address Change Request** button

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    Current Address

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

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

    Address Change Request Status

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

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

    New Address Change Request

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

    Return to Edit Employee Self Service

    Address

    Save

    Employee Self Service

    Enter in your address.

    Address Type: Mailing / Current
    * Address Line 1: [   ]
      You may enter up to 50 characters.
    Address Line 2: [   ]
    * City: [   ]
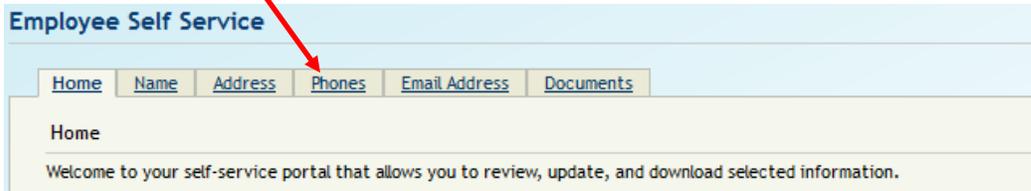   * State: [Hawaii ∨]
    * Zip Code: [   ]

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.
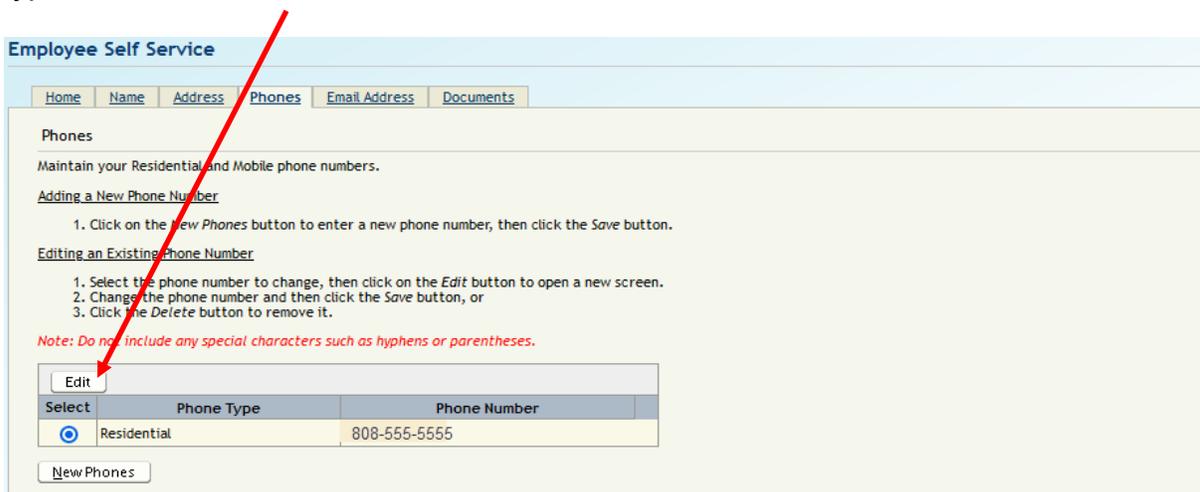
Phone Number Change

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

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    Home

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

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

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    Phones

    Maintain your Residential and Mobile phone numbers.

    Adding a New Phone Number

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

    Editing an Existing Phone Number

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

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

    | Edit |
Select	Phone Type	Phone Number
⦿	Residential	808-555-5555

    | New Phones |

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

    🔧 Return to Edit Employee Self Service
    Phones

    Employee Self Service

    | Delete | Save |

    Maintain your Residential and Mobile phone numbers.

    Adding a New Phone Number

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

    Editing an Existing Phone Number

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

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

    Phone Type:　Residential
    * Country Code: [1]
    　* Area Code: [808]
    　　* Phone: [5555555]

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

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Phones

Maintain your Residential and Mobile phone numbers.

Adding a New Phone Number

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

Editing an Existing Phone Number

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

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

Edit		
Select	**Phone Type**	**Phone Number**
◉	Residential	808-555-5555

New Phones

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

Return to Edit Employee Self Service

Phones

Save

Employee Self Service

Maintain your Residential and Mobile phone numbers.

Adding a New Phone Number

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

Editing an Existing Phone Number

    1. Select the phone number to change, then click on the *Edit* button to open a new screen.
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Note: Do not include any special characters such as hyphens or parentheses.
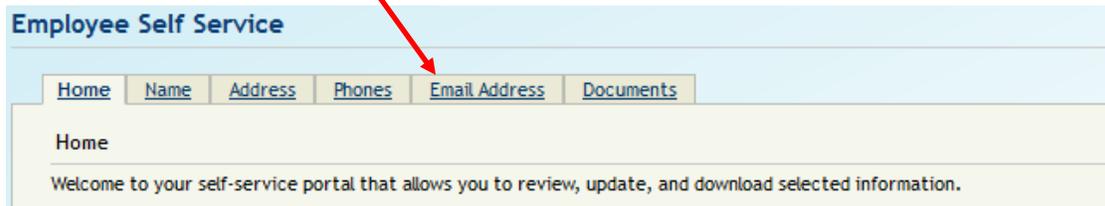
    * Phone Type: [▼]
    * Country Code: [1]
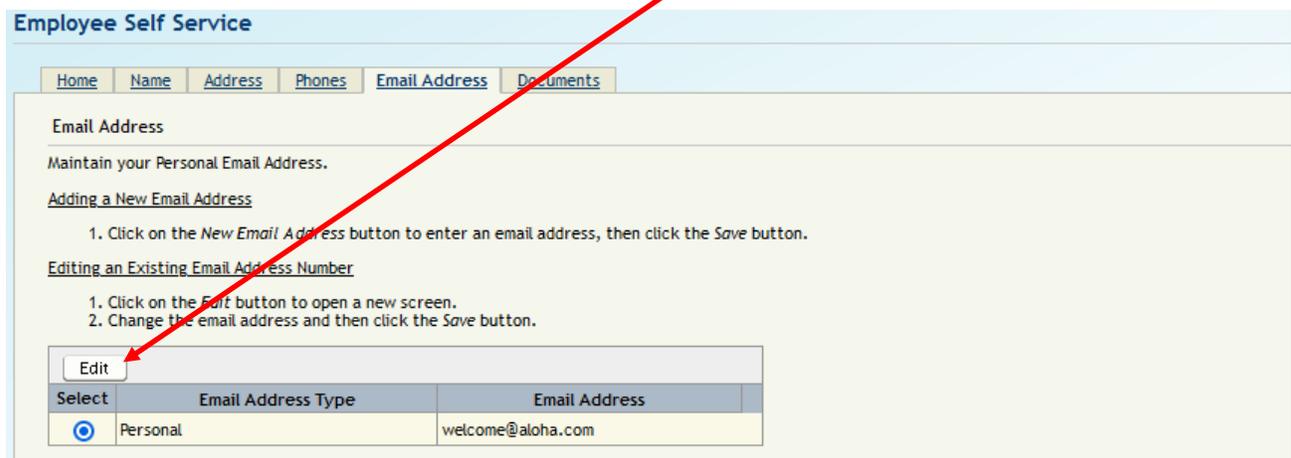   * Area Code: [ ]
    * Phone: [ ]

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.

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

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

Viewing Notification of Personnel Action forms (Form 5s)

1. Click on the *Documents* tab.

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Home

Welcome to your self-service portal that allows you to review, update, and download selected information.
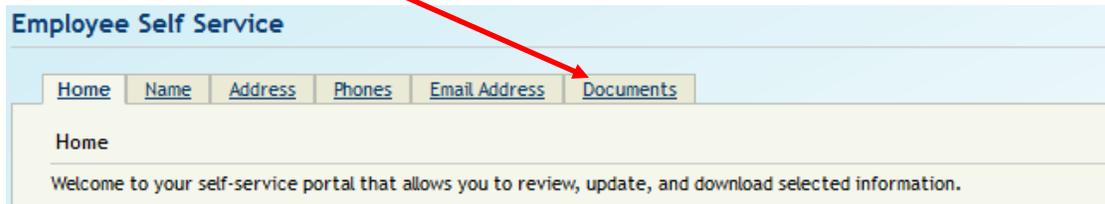
2. To view/download a copy of the Form 5, click on the "*Download*" link next to the Form 5 you wish to view.

Employee Self Service

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Documents

Documents that you can download are displayed below. Please click on the Download link to download your document.

Note: Personnel Action Forms (Form 5s) prior to July 2010 are not available for download.

Document Date	Document Type	Document Label	Document
05/09/2023	Personnel Action Form	Personnel Action Form - 05/09/2023 (Data Change)	Download