



Viewing Notification of Personnel Action Forms (Form 5s)

08-21-2023



Getting Started

1. Click on the link in the email notification or 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

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/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

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, there is a 'Module' dropdown menu set to 'Home' and navigation links for Home, Help, and Logout. Below the header, a welcome message reads 'Welcome [redacted] to the DOE Human Resources Management System!'. The main content area is divided into three sections: 'System Messages' (No current system messages available), 'My Worklist' (You have 13 pending cases in your worklist, with a 'Go to Pending Cases' button), and 'Shortcuts'. The 'Shortcuts' section contains 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, there is a navigation bar with tabs for Home, Name, Address, Phones, Email Address, and Documents. The 'Home' tab is selected. Below the navigation bar, the page title is 'Employee Self Service'. A welcome message reads 'Welcome to your self-service portal that allows you to review, update, and download selected information.' Below this, user information is displayed in a table:

DOE ID:	12345678
Name:	Doe, John
Business Title:	Secondary Teacher
Work Location:	Aloha High

Below the user information, there is a yellow highlighted box with the heading 'Important action items:' and two bullet points:

- Please go the the Email Address tab and enter a Personal Email Address.
- Please go to the Phone tab and enter your Mobile Phone Number.

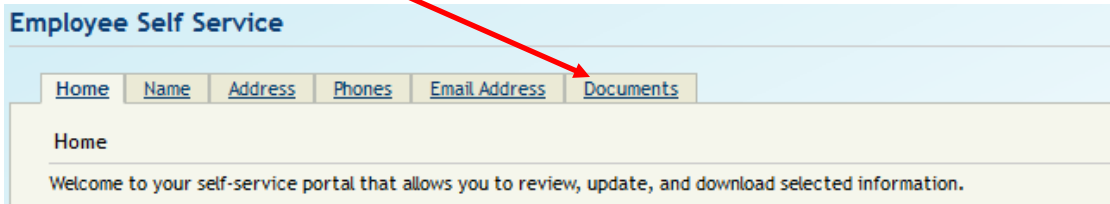
Below the yellow box, there is a section for 'Transaction History' with the text 'Your Transaction History will display information of any downloads or changes you made.' Below this text is a table:

Transaction Date	Transaction Type	Transaction Summary	Status
No rows found			



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.

