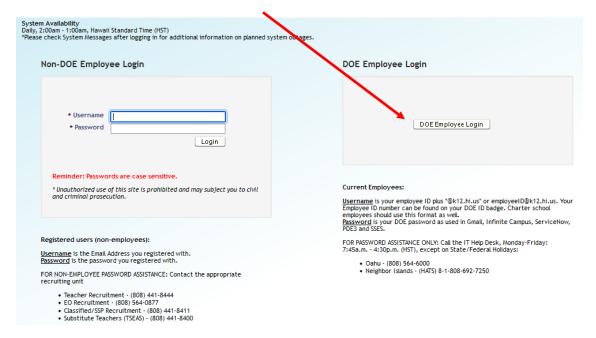# eHR

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/
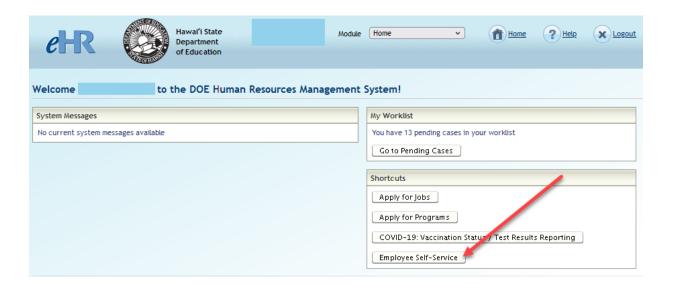
2. Click on the DOE Employee Login button.

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.
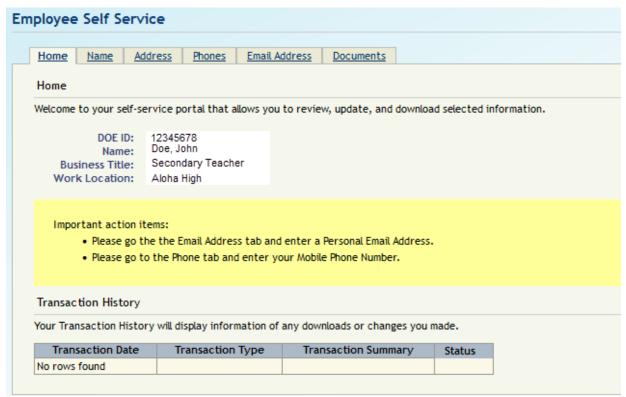
Accessing Employee Self-Service (ESS)

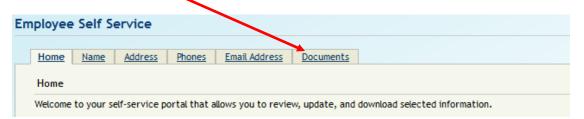1. Click on the Employee Self-Service button.

2. ESS Home Page will appear.

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.