

Registering for Employee Self Service

Registering for Employee Self Service (ESS)

Step 1 – Open the ESS website in your browser

- ▶ Log into the ESS site by entering the following website into your browser's address bar:

<https://ess.ihris.gov.tt:7150/ess/signon.html>

You can also scan the QR Code using your smart device to open the ESS site.



Desktop View

The desktop view of the ESS login page features a dark blue background. At the top, the IHRIS logo is displayed alongside the text 'The Republic of Trinidad & Tobago Integrated Human Resource Information System'. Below this, the heading 'Employee Self Service' is centered. The login form consists of two white input fields labeled 'ESS User ID' and 'Password'. Below these fields are links for 'Forgot My Password' and 'Sign up for Employee Self Service'. A green 'Sign In' button is positioned below the links. At the bottom, there are two yellow boxes: 'Alerts' with a message about COVID-19 and 'Helpful Links' with a link to the 'Forgot My Password Manual'. The footer contains contact information and a copyright notice.

Mobile View

The mobile view of the ESS login page is a vertical layout. It features the same IHRIS logo and heading as the desktop view. The login form is adapted for a smaller screen, with the 'ESS User ID' and 'Password' fields stacked vertically. The 'Forgot My Password' and 'Sign up for Employee Self Service' links are also present. A green 'Sign In' button is located below the links. The 'Alerts' and 'Helpful Links' sections are also present, with the 'Alerts' message about COVID-19. The footer contains the same contact information and copyright notice.

- ▶ Click on the [Sign Up for Employee Self Service](#) link to begin the **ESS Registration** process.
- ▶ Go on to **Step 2**.

Registering for Employee Self Service (ESS) - continued

Step 2 – Enter your Personal Information



Before you begin, ensure that you have a copy of your **PAYSLIP** from the previous two (2) months on hand.

- ▶ First, enter your **Employee ID** number (Your Employee ID number can be found on your payslip above the **Name** field).
- ▶ Next, enter your **NIS Number** (The NIS Number can also be found on your payslip below the **Name** field).
- ▶ Then, enter your **Date of Birth** (The date format is entered as YYYY/MM/DD).
- ▶ After, click on the **NEXT** button to continue the **ESS Registration** process.

Desktop View & Mobile View

ESS Registration

To Begin, You will need any Payslip from the previous 2 months.

Employee ID 00204 ?

NIS Number 021120074 Your 9-digit NIS Number is located in the bottom right hand corner of your Payslip.

Date of Birth 1976/09/14 Use the Calendar to select your Date-of-Birth.

NEXT

Sample Payslip:

ALL DEDUCTIONS		4,610.00
ID 00204	Employee ID Number	
NAME		
KEANU REEVES		
HEALTH CHARGE	NIS NUMBER	NET SALARY
0.25	021120074	NIS Number

- ▶ Go on to **Step 3**.

Registering for Employee Self Service (ESS) - continued

Step 3 – Enter your Payroll Information



Two new fields will appear after clicking the **NEXT** button i.e. The **EARNING/DEDUCTIONS CHALLENGE** field and the **AMOUNT** field.

- ▶ Select an earning or a deduction value from the **Earning/Deduction Challenge** drop-down list.
- ▶ Enter the corresponding amount, as seen on your payslip, into the **Amount** field.
- ▶ Click on the **NEXT** button to continue the **ESS Registration** process.

Desktop View & Mobile View

- ▶ Go on to **Step 4**.

Registering for Employee Self Service (ESS) - continued

Step 4 – Enter your Email Address



When you click the **NEXT** button, an Email Address field will appear.

- ▶ Enter a valid email address in the **Email Address** field where you would like your ESS credentials to be sent.
- ▶ Click on the **NEXT** button to continue the **ESS Registration** process.

Desktop View & Mobile View

The screenshot shows the 'ESS Registration' form. At the top, there's a header 'ESS Registration' with a home icon and a menu icon. Below the header, there's a tab 'ESS Registration'. The main content area has a heading 'To Begin, You will need any Payslip from the previous 2 months.' followed by several input fields and instructions:

- Employee ID**: Input field with '00204' and a help icon (?)
- NIS Number**: Input field with '021120074'. Instruction: 'Your 9-digit NIS Number is located in the bottom right hand corner of your Payslip.'
- Date of Birth**: Input field with '1976/09/14'. Instruction: 'Use the Calendar to select your Date-of-Birth.'
- Earning/Deduction Challenge**: Dropdown menu with 'December/2021 - PAYE'. Instruction: 'From your 2 previous months Payslips, Choose an Earning or Deduction to use as verification, Enter the amount exactly as shown on your Payslip.'
- Amount**: Input field with '1290.00'. Instruction: 'For the corresponding Earning or Deduction, Enter the value exactly as seen on your Payslip'
- Email Address**: Input field with 'reevesk@gov.tt'. Instruction: 'Please enter a valid E-mail address where your ESS credentials will be delivered.'

At the bottom, there is a green **NEXT** button and a grey **Return To Login Page** button.

- ▶ Go on to **Step 5**.

Registering for Employee Self Service (ESS) - continued

Step 5 – Confirm your identity



When you click the **NEXT** button, a popup message will appear requesting a final identity confirmation.


- ▶ Click the **OK** button on the "Please do a final confirmation of your identity" popup message to close it

Desktop View & Mobile View

The screenshot shows the ESS Registration page with a popup message. The page fields include: NIS Number (021120074), Date of Birth (1976/09/14), Earning/Deduction Challenge (December/2021 - PAYE), and Amount (1290.00). The popup message says "Please do a final confirmation of your identity" and has an "OK" button.



A new statement appears on the ESS Registration page: "I hereby verify that I am indeed <Your Name> followed by a slider switch .

- ▶ Click on the slider switch  to confirm your identity.
- ▶ Then, click on the **REGISTER** button to continue the **ESS Registration** process

Desktop View & Mobile View

The screenshot shows the ESS Registration page with the final verification step. The page fields include: Amount (1290.00), Email Address (reevesk@gov.tt), and a statement "I hereby verify that I am indeed Keanu Reeves." followed by a slider switch. The "REGISTER" button is visible at the bottom right.

- ▶ Go on to **Step 6**.

Registering for Employee Self Service (ESS) - continued

Step 6 – Complete the ESS Registration process



When you click the **REGISTER** button, a message will alert you that your ESS Registration was successful.

- ▶ Click the **OK** button on the **"Registration Successful. Check your e-mail for your ESS Credentials in 15 mins."** popup message to close it

Desktop View & Mobile View

The screenshot shows the ESS registration form with fields for NIS Number (021120074), Date of Birth (1976/09/14), Earning/Deduction Challenge (December/2021 - PAYE), and Amount (1290.00). A white popup message is displayed in the center, stating "Registration Successful. Check your e-mail for your ESS Credentials in 15 mins." with an "OK" button.



After clicking **OK**, another message appears advising you to return to the PeopleSoft Sign On page.

- ▶ Click the **OK** button on the **"You can select the Return to Login Page button to return to the PeopleSoft Sign On Page"** popup message to close it

Desktop View & Mobile View

The screenshot shows the same ESS registration form as before. A white popup message is displayed in the center, stating "You can select the Return to Login Page button to return to the PeopleSoft Sign-On Page" with an "OK" button.

- ▶ Click on the **Return to Login Page** button to return to the **Employee Self Service Sign-in** page.
- ▶ Go on to **Step 7**.

Registering for Employee Self Service (ESS) - continued

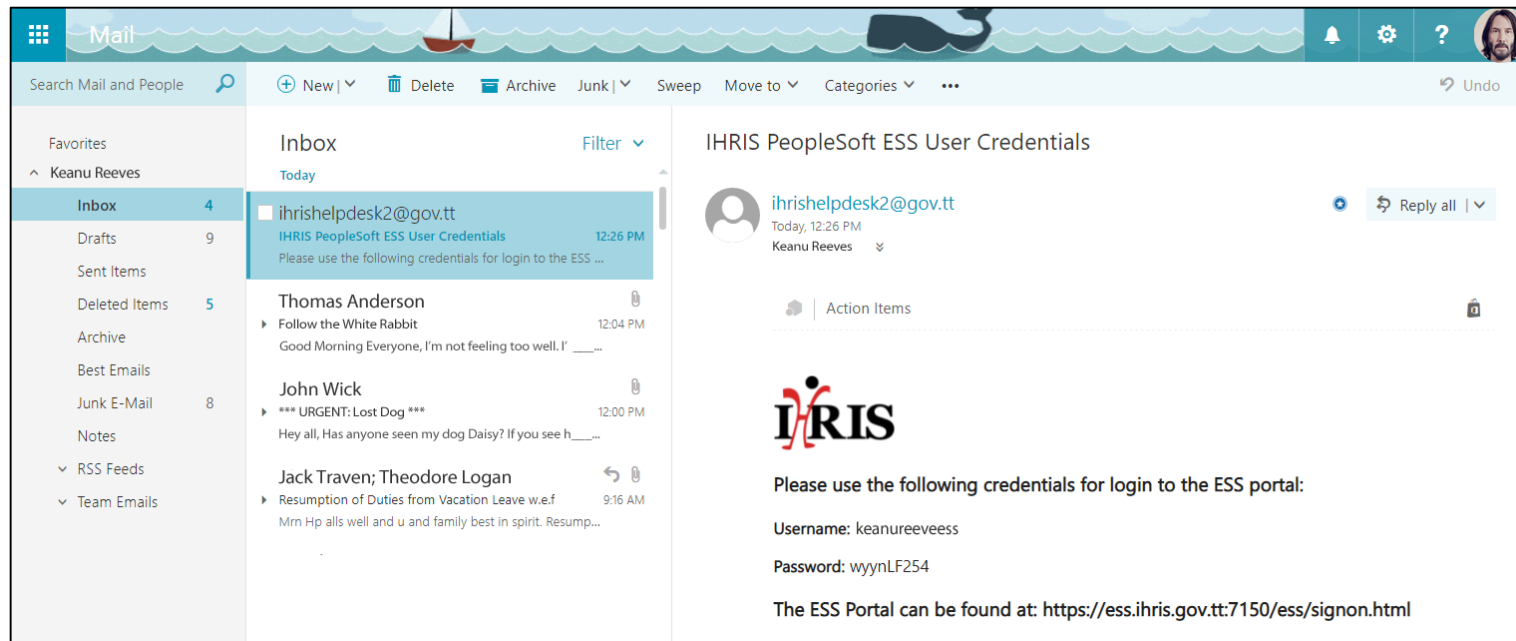
Step 7 – Retrieve your ESS Confirmation Email



After 15 - 30 minutes, check your email's inbox to see if the ESS Confirmation Email was sent.

- ▶ Open your email inbox in a separate tab in your web browser.
- ▶ Verify that you have received your ESS Confirmation Email.
- ▶ Take note of your **ESS User ID** and **Password**.

Desktop View & Mobile View




- ▶ Return to the **PeopleSoft Sign On** page either by **clicking the previous tab** in your browser, **scanning the QR Code** shown on Page 1-7 or **enter the ESS site** into the address bar (<https://ess.ihris.gov.tt:7150/ess/signon.html>).
- ▶ Go on to **Step 8**.

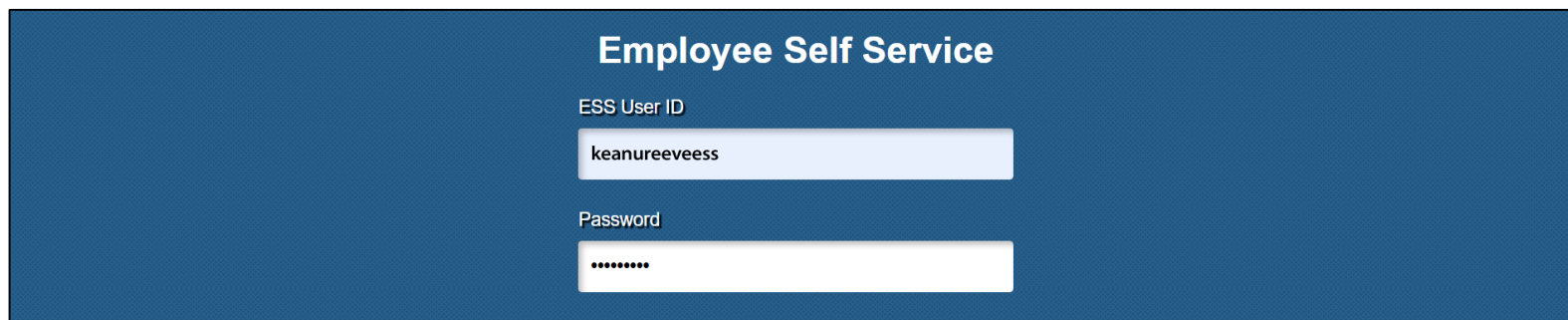
Registering for Employee Self Service (ESS) - continued

Step 8 – Logging in with your New ESS Credentials

On the **PeopleSoft Sign On** page:

- ▶ Enter the **ESS User ID** and **Password** that was sent in the ESS Confirmation e-mail.
- ▶ Click on the  button to continue

Desktop View & Mobile View



The screenshot shows the 'Employee Self Service' login page. It has a dark blue header with the title 'Employee Self Service'. Below the title, there are two input fields: 'ESS User ID' with the text 'keanureeveess' and 'Password' with masked characters '.....'. A green 'Sign In' button is located at the bottom right of the form area.



Clicking on the  button would give you entry into the ESS Portal and access to your ESS Profile.

Desktop View & Mobile View

