



EMPLOYEE SELF SERVICE (ESS)



Scan the QR Code
using your smart
device to begin.



Employee Self Service (ESS)

May 2023
Version 1.3

End-User Instructional Guide

Oracle PeopleSoft 9.2

IhRIS Human Resource Training Material

Employee Self Service (ESS)

Version 1.3

Revision: May 2023

Contributors: Rodney Mahabir and Preddie Partap

Reviewers: Shastine Mohammed, Gyanmattie Maharaj, Nicole Guerra and Trudy Steer

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Welcome to Employee Self Service (ESS)

What is Employee Self Service (ESS)?

Employee Self-Service (ESS) is a part of the IhRIS/PeopleSoft application that all public officers have access to, not just HR and Payroll employees. ESS will allow all end-users (HR, Payroll and Public Servants alike) to review their own employee profile, banking information and periodical payslips to ensure that their records are accurately and efficiently maintained in the IhRIS/PeopleSoft system by their respective HR and Payroll departments. ESS can further help Ministries and Departments rectify inconsistencies within employee data and improve the accuracy, efficiency and performance of proper record keeping through effective data administration.



What's in it for you?

The following functionalities are now available to public officers with ESS 9.2:

- Create your own ESS User ID to promptly assess your Employee Profile
- Change/Update your ESS Password as often as required
- Setup an Authentication Question/Response for added security to your Employee Profile
- Assign an email address to designate where your payslips and other IhRIS/PeopleSoft notifications should be sent
- View your own Personal Information and Bank Account information
- View, sort, print and download payslips to your PC, Tablets or Smart Devices

What is Employee Self Service? – continued

The Employee Self Service (ESS) Process

1. The **ESS Process** begins with both the HR and Payroll Users viewing, updating and correcting employee records in the IhRIS/PeopleSoft database.
2. Public Officers can login to the ESS Portal and review both their personal and banking information online.
3. If any inaccuracies are found, the employee can download, complete and sign the **Data Maintenance Form** and submit it either by email or hand-deliver it to their respective HR or Payroll Departments.

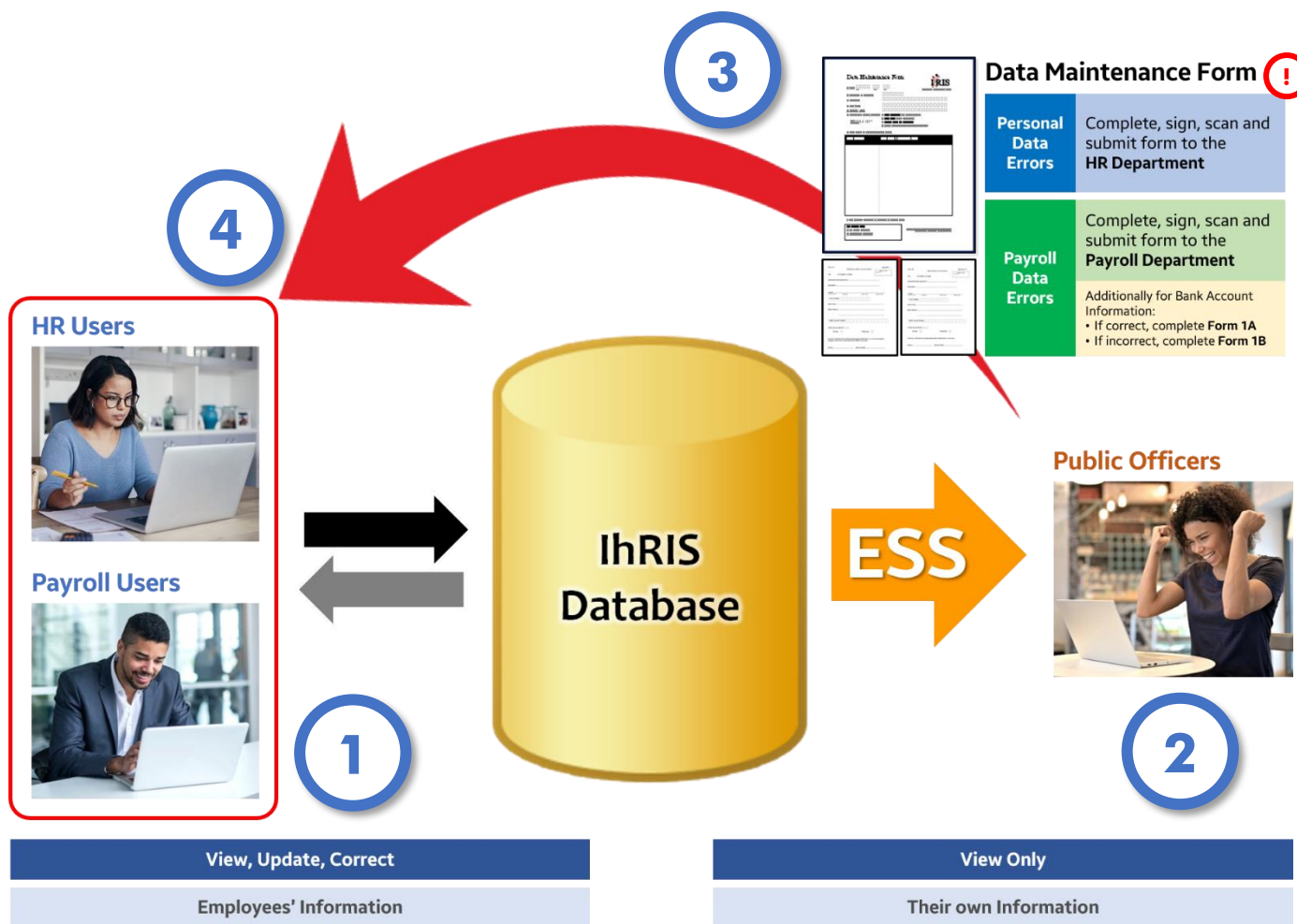
Please note for Bank Information

- If correct, complete and submit **Form 1A – Verification of Bank Account Number**.
- If incorrect, complete and submit **Form 1B – Input of Bank Account Number**.

Please note:

- **Personal Data errors**, such as Name, Address, or NIS Numbers, must be submitted to the **HR Department**.
 - **Payroll Data errors**, such as Bank Account Number or Bank Details, must be submitted to the **Payroll Department**.
4. Once validated, the HR and Payroll Departments will make the relevant corrections.

How Employee Self Service works?



After you submit the **Data Maintenance Form** and/or **Form 1A – Verification of Bank Information** and **Form 1B – Input of Bank Account Number**, the respective HR or Payroll department would investigate the accuracy of the data claim being submitted. Once justified, the data would be corrected in the IhRIS/PeopleSoft database. The form would then be acknowledged and signed by the Head of Department and filed in the employee's hard-copy file.

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>



Desktop View

A screenshot of the ESS login page on a desktop browser. The page has a dark blue background. At the top, there is a header with the IHRIS logo and the text "The Republic of Trinidad & Tobago Integrated Human Resource Information System". Below this, the title "Employee Self Service" is centered. There are two input fields: "ESS User ID" and "Password". Below these fields are links for "Forgot your username or password?" and "Sign up for Employee Self Service". A green "Sign In" button is centered 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

A screenshot of the ESS login page on a mobile device. The page is displayed in a vertical orientation. The header and title are at the top. The input fields for "ESS User ID" and "Password" are below the title. The links for "Forgot your username or password?" and "Sign up for Employee Self Service" are below the input fields. A green "Sign In" button is centered below the links. The "Alerts" and "Helpful Links" boxes are at the bottom. The footer contains contact information and a 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

ESS Registration

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

Employee ID

?

NIS Number

Date of Birth

NEXT

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

Use the Calendar to select your Date-of-Birth.

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

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.

Earning/Deduction Challenge: December/2021 - PAYE 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: 1290.00 For the corresponding Earning or Deduction, Enter the value exactly as seen on your Payslip

NEXT

Return To Login Page

- ▶ 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

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.
Earning/Deduction Challenge	December/2021 - PAYE		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	1290.00		For the corresponding Earning or Deduction, Enter the value exactly as seen on your Payslip
Email Address	reevesk@gov.tt		Please enter a valid E-mail address where your ESS credentials will be delivered.

NEXT

Return To Login Page

- ▶ 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.

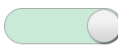
- ▶ Click the **OK** button on the "Please do a final confirmation of your identity" popup message to close it

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

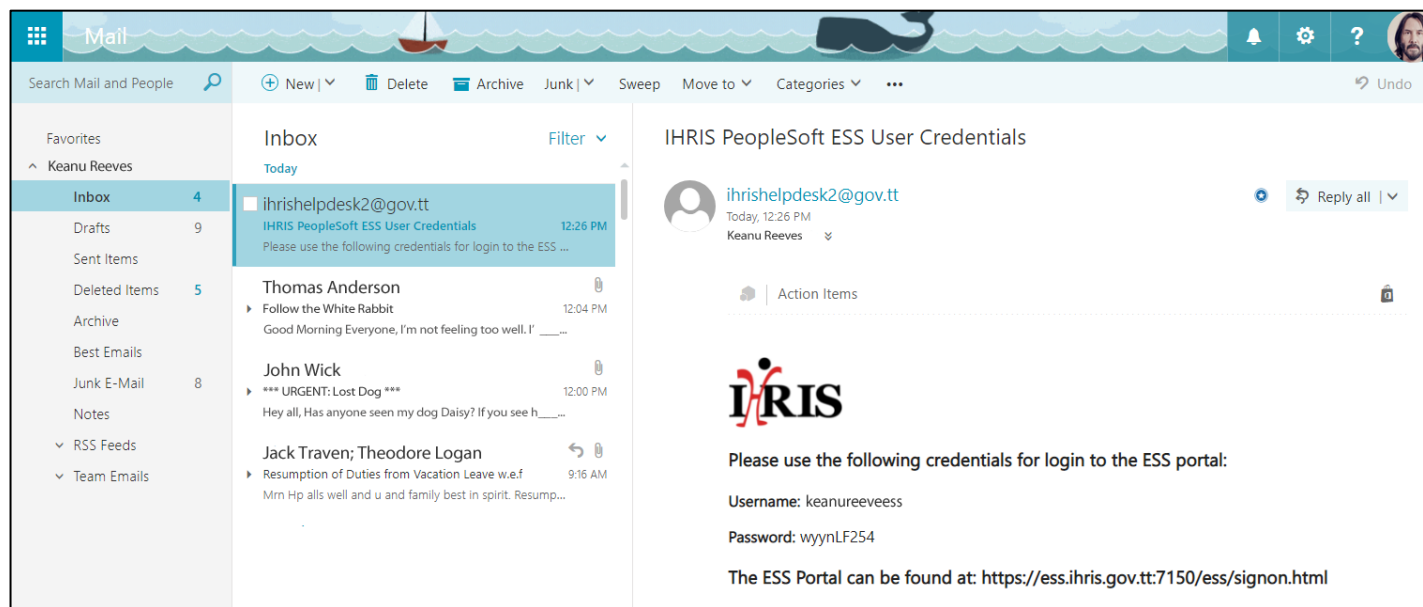
Step 7 – Retrieve your ESS Confirmation Email



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 **Employee Self Service Sign-in** 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**.

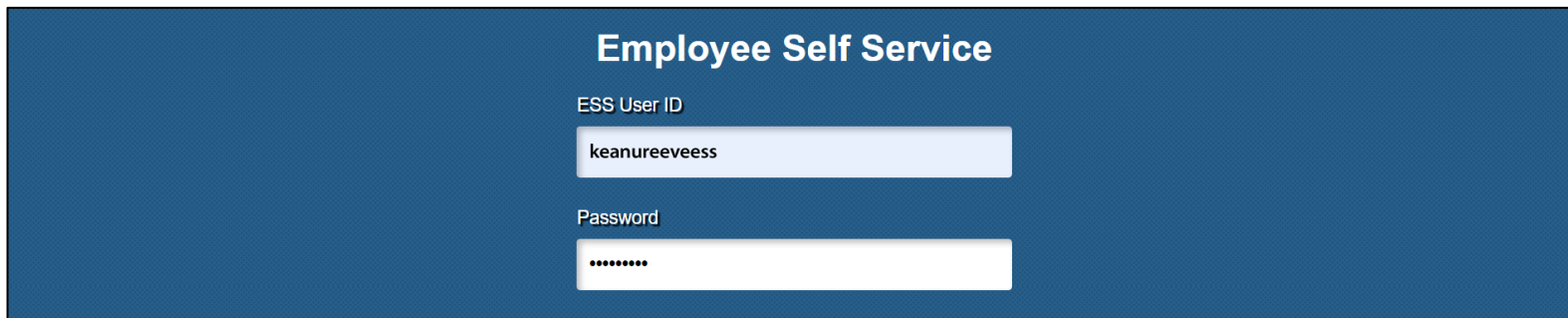
Registering for Employee Self Service (ESS) - continued

Step 8 – Logging in with your New ESS Credentials

On the **Employee Self Service Sign-in** 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' sign-in 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



Changing your Password

Changing your Password

Step 1 – Access the General Profile Information page

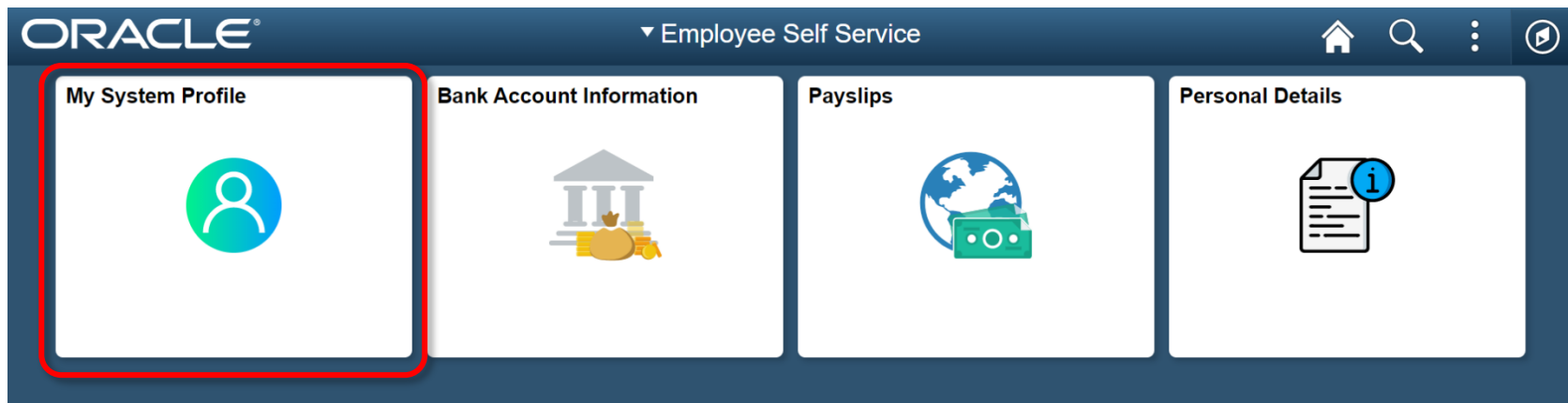
From the **Employee Self Service Homepage**:

- ▶ Click on the **My System Profile ESS** tile.





Clicking the My System Profile ESS tile will take you to the General Profile Information page.

Desktop View & Mobile View



- ▶ Go on to **Step 2**.



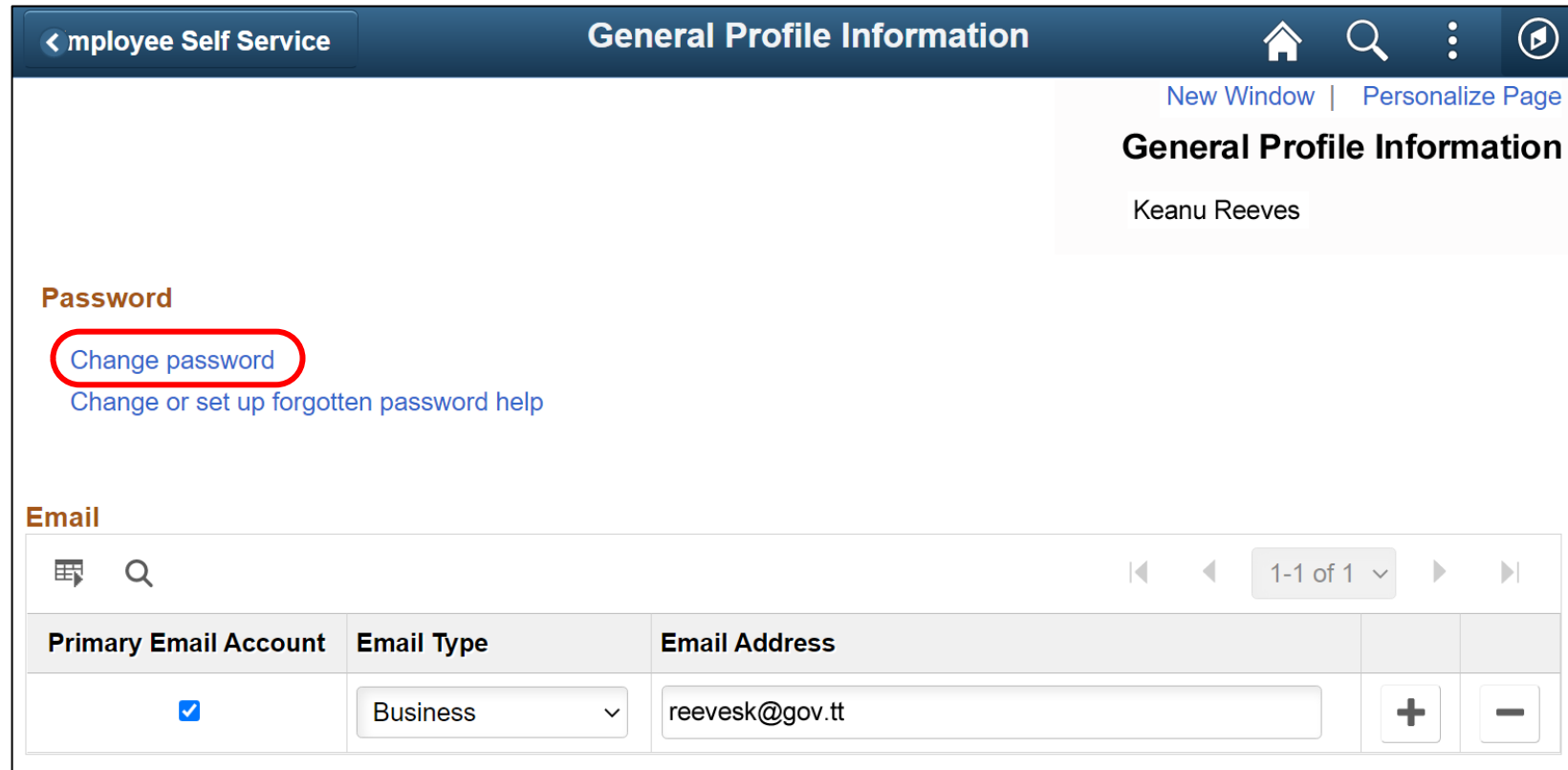
You can also access both the My System Profile ESS tile and Change My Password tile by clicking the Navigator  icon in the NavBar  menu (See page 1-22 and page 1-37 respectively).

Changing your Password - continued

Step 2 – Access the Change Password page

- From the **General Profile Information** page, click on the [Change Password](#) link (circled below).

Desktop View & Mobile View



The screenshot shows the 'General Profile Information' page. At the top, there's a navigation bar with 'Employee Self Service' and 'General Profile Information'. Below this, there's a section for 'General Profile Information' with the name 'Keanu Reeves'. Under the 'Password' section, the 'Change password' link is circled in red. Below it, there's a link for 'Change or set up forgotten password help'. Under the 'Email' section, there's a table with one row showing a primary email account with type 'Business' and address 'reevesk@gov.tt'.

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	reevesk@gov.tt	+	-




Clicking the Change Password link will take you to the Change Password page.

- Go on to **Step 3**.

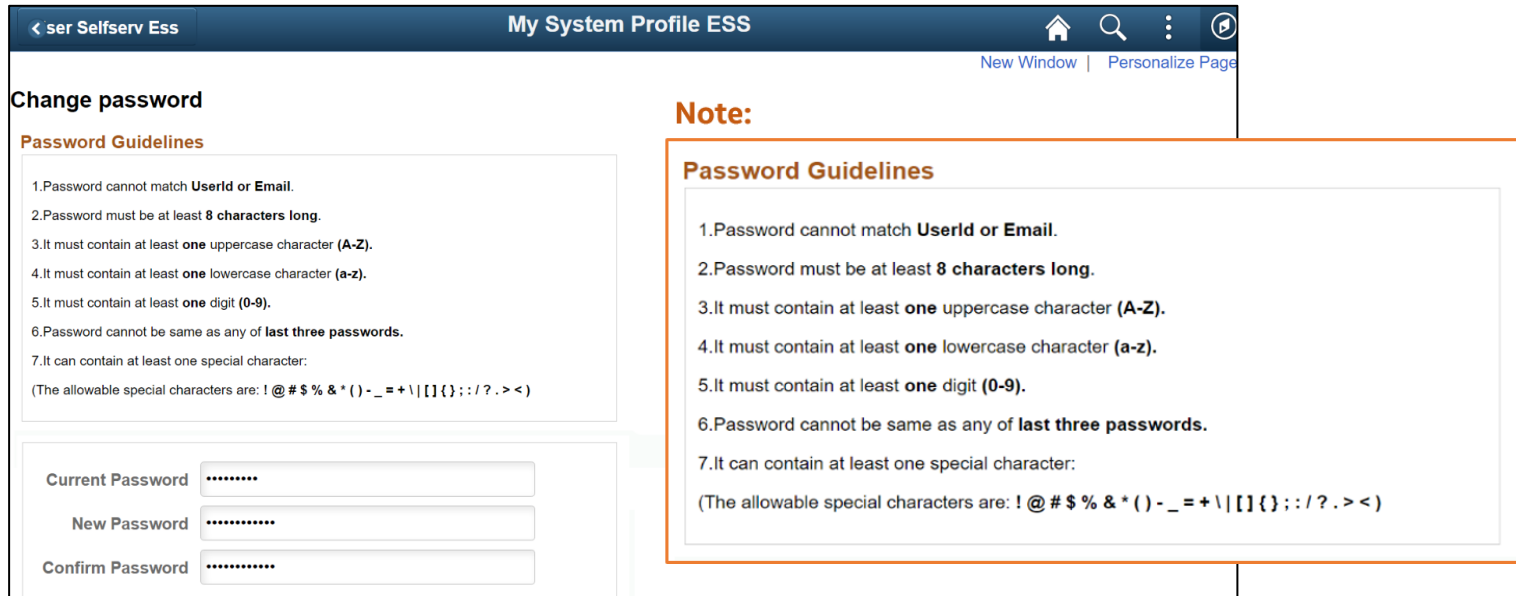
Changing your Password - continued

Step 3 – Change your Password

On the **Change Password** page:

- ▶ Enter your **Current Password** (the same password you received when you completed the **ESS Registration** process).
- ▶ Next, enter a **New Password** (Please follow the **Password Guidelines** outlined on the **Change Password** page).
- ▶ Then, re-enter your New Password into the **Confirm Password** field.
- ▶ Finally, click the  button to complete the process.

Desktop View & Mobile View



Change password

Password Guidelines

- 1.Password cannot match **UserId** or **Email**.
- 2.Password must be at least **8 characters** long.
- 3.It must contain at least **one** uppercase character (**A-Z**).
- 4.It must contain at least **one** lowercase character (**a-z**).
- 5.It must contain at least **one** digit (**0-9**).
- 6.Password cannot be same as any of **last three passwords**.
- 7.It can contain at least one special character:
(The allowable special characters are: ! @ # \$ % & * () - _ = + \ | [] { } ; : / ? . > <)

Current Password

New Password

Confirm Password

Note:

Password Guidelines

- 1.Password cannot match **UserId** or **Email**.
- 2.Password must be at least **8 characters** long.
- 3.It must contain at least **one** uppercase character (**A-Z**).
- 4.It must contain at least **one** lowercase character (**a-z**).
- 5.It must contain at least **one** digit (**0-9**).
- 6.Password cannot be same as any of **last three passwords**.
- 7.It can contain at least one special character:
(The allowable special characters are: ! @ # \$ % & * () - _ = + \ | [] { } ; : / ? . > <)




Clicking the  button will take you back to the General Profile Information page.

- ▶ Go on to **Step 4**.

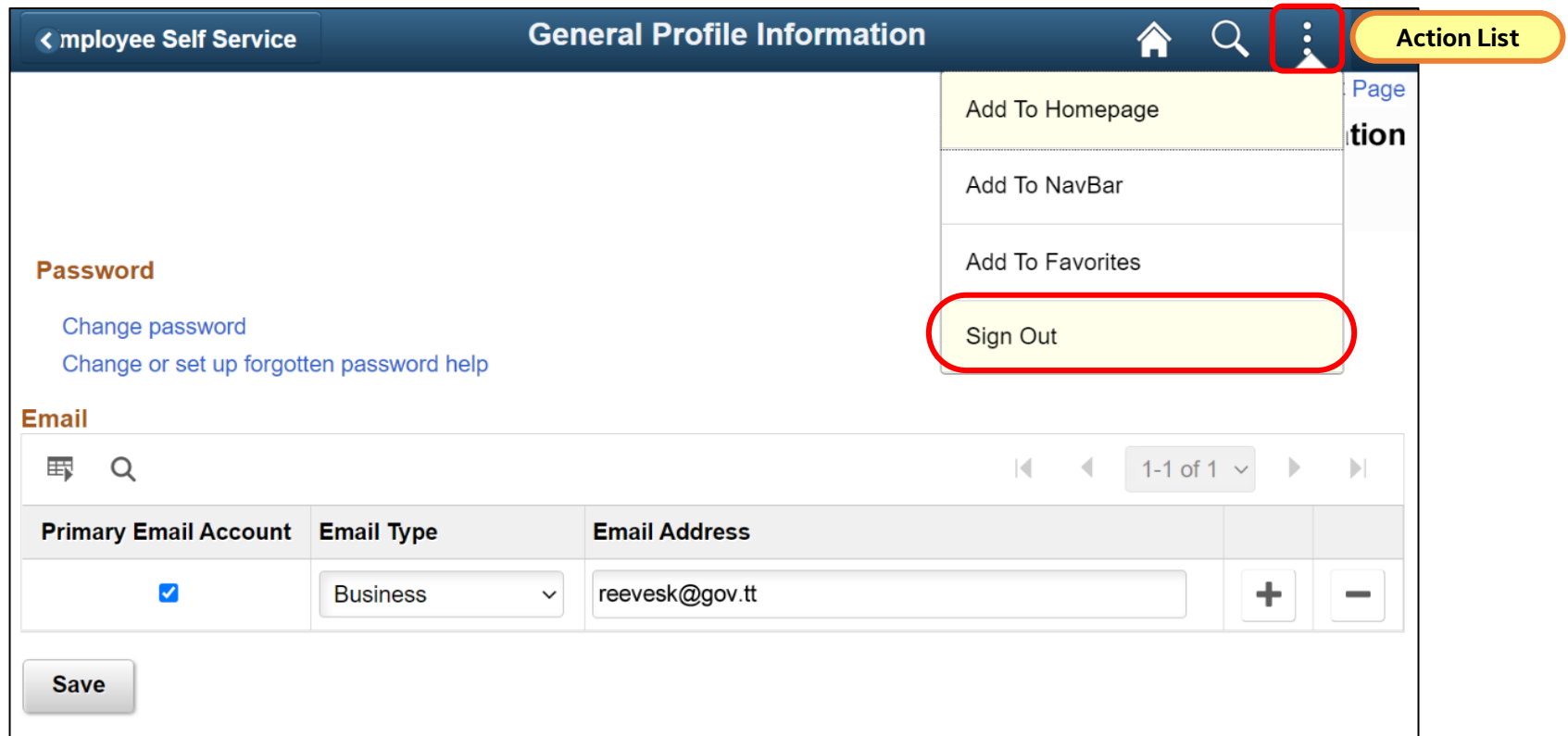
Changing your Password - continued

Step 4 – Save the Transaction

On the **General Profile Information** page:

- ▶ Click the **Save** button to save this transaction.
- ▶ Next, click on the **Action list** icon  located in the **ESS Navigation Bar** at the top of the page.
- ▶ In the **Action List** menu, click the “**Sign Out**” option to return to the **Employee Self Service Sign-in** page.

Desktop View & Mobile View



Employee Self Service General Profile Information

Password

[Change password](#)
[Change or set up forgotten password help](#)

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	reevesk@gov.tt	+	-

Action List

- Add To Homepage
- Add To NavBar
- Add To Favorites
- Sign Out**


Save

- ▶ Go on to **Step 5**.

Changing your Password - continued

Step 5 – Access the ESS Portal with your New Password

On the **Employee Self Service Sign-in** page:

- ▶ Enter your ESS User ID and your New Password into the **ESS User ID** and **Password** fields respectively.
- ▶ Click on the  button to gain access into the ESS Portal.

Desktop View & Mobile View

- ▶ Go on to **Step 6**.

Changing your Password - continued

Step 6 – Access the ESS Portal with your New Password – continued



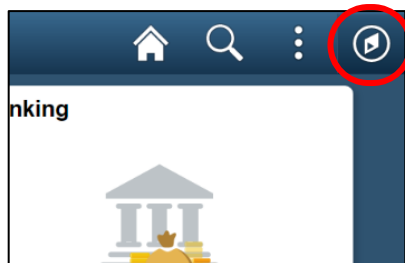
Clicking on the **Sign In** button should give you entry into the ESS Portal and access to your ESS Profile.

Desktop View & Mobile View

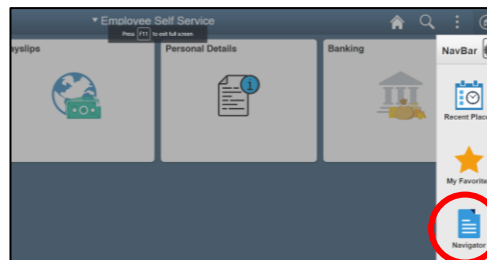


To access the Change My Password page via the NavBar:

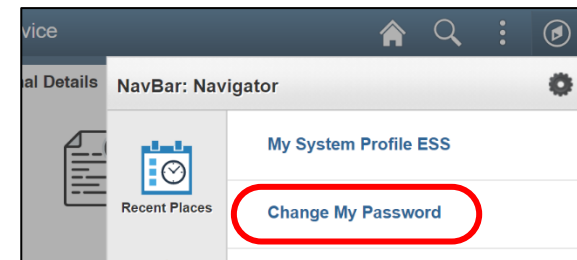
1 Click on the **NavBar** icon



2 In the **NavBar** menu:
▶ Click the **Navigator** icon



3 In the **Navigator** menu:
▶ Click the **Change my Password** component



Unlocking your ESS Account

Unlocking your ESS Account

Step 1 – Access the Forgotten Password page

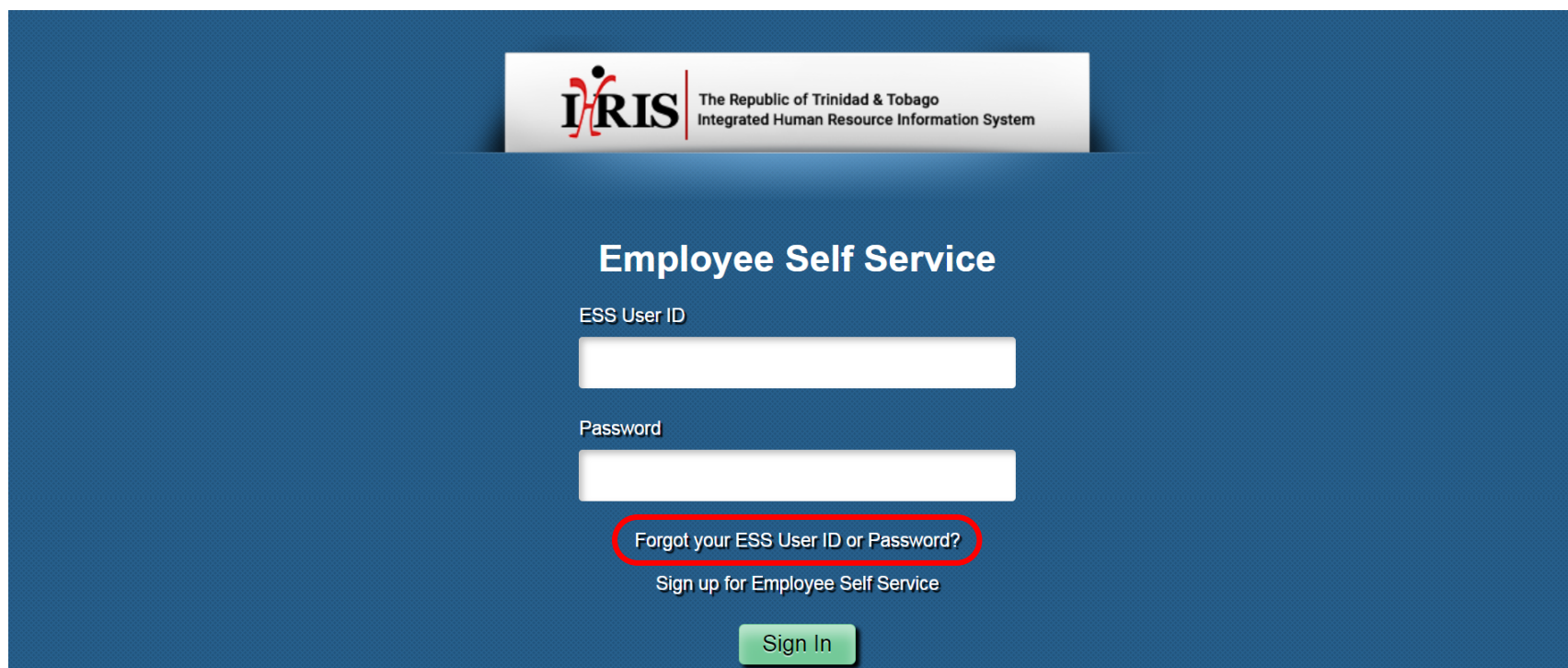
On the **Employee Self Service Sign-in** page:

- ▶ Click on the [Forgot your ESS User ID or Password?](#) link (circled below).



Clicking the [Forgot My Password](#) link will take you to the Reset ESS username or password page.

Desktop View & Mobile View

A screenshot of the Employee Self Service login page. At the top, there is a header with the IRIS logo and the text "The Republic of Trinidad & Tobago Integrated Human Resource Information System". Below this, the title "Employee Self Service" is centered. Under the title, there are two input fields: "ESS User ID" and "Password". Below these fields, there is a link "Forgot your ESS User ID or Password?" which is circled in red. Below the link is the text "Sign up for Employee Self Service". At the bottom, there is a green "Sign In" button.

IRIS | The Republic of Trinidad & Tobago
Integrated Human Resource Information System

Employee Self Service

ESS User ID

Password

[Forgot your ESS User ID or Password?](#)

Sign up for Employee Self Service


Sign In

- ▶ Go on to **Step 2**.

Unlocking your ESS Account - continued

Step 2 – Enter your EmplID Number and Email address

On the **ESS user can reset their password via email** page:

- ▶ Enter your Employee ID Number in the **EMPLID** field (You can find your Employee ID Number on your Payslip).
- ▶ Enter your Email Address in the **Email Address** field.
- ▶ Click the  button.

Desktop View & Mobile View

Reset ESS User ID or Password?

ESS users can reset their password via email

Instructions

- Enter your **EMPLID (IHRIS Employee ID)** (found above your name on your payslip)
- Enter your email address for ESS
- Click the **"Email New Password"** Button to submit

*EMPLID

?

*Email Address

Email New Password



Return to Login Page

- ▶ Go on to **Step 3**.

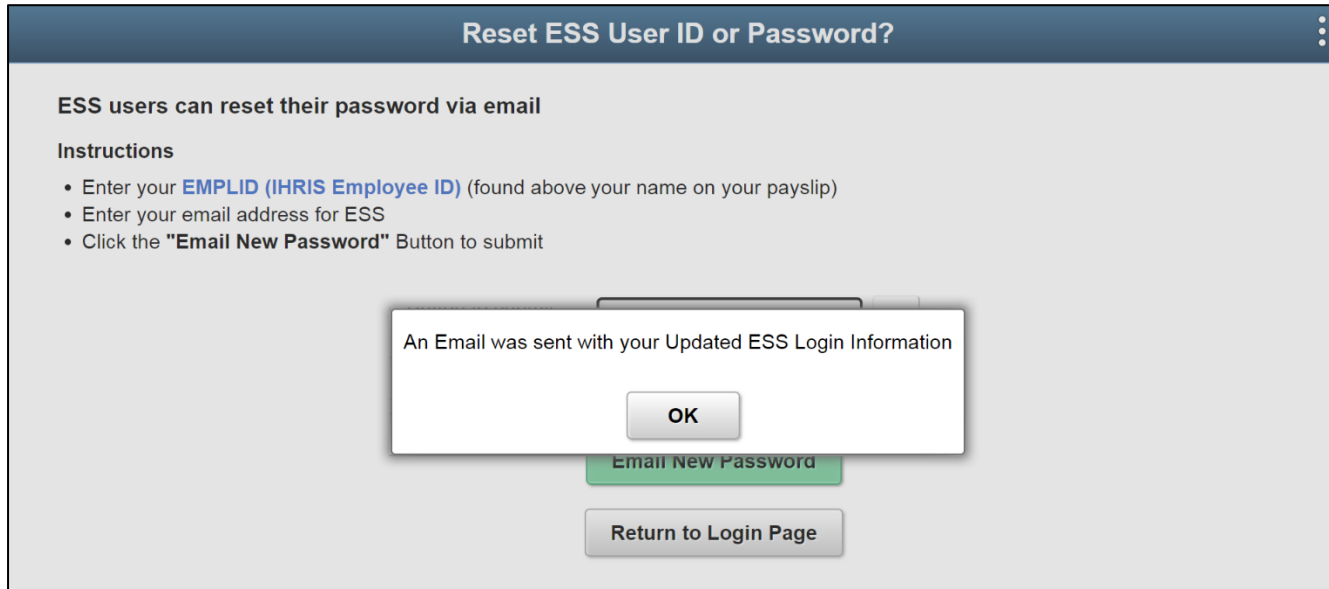
Unlocking your ESS Account - continued

Step 3 – Sent Email Notification

On the **ESS users can reset their password via email** page:

- ▶ A message will pop up notifying you that an Email was sent with your Updated ESS Login information.
- ▶ Click the  button to acknowledge and close the notification.
- ▶ Next, click on the  button to return to the **Employee Self Service Sign-on** page.

Desktop View & Mobile View



The screenshot shows a web interface titled "Reset ESS User ID or Password?". Below the title, it says "ESS users can reset their password via email". Under "Instructions", there are three bullet points: "Enter your EMPLID (IHRIS Employee ID) (found above your name on your payslip)", "Enter your email address for ESS", and "Click the 'Email New Password' Button to submit". A white notification pop-up is centered on the screen with the text "An Email was sent with your Updated ESS Login Information" and an "OK" button. Below the pop-up, there are two buttons: "Email New Password" (highlighted in green) and "Return to Login Page".



Clicking the  button will take you to the Employee Self Service Sign-on page.

- ▶ Go on to **Step 4**.

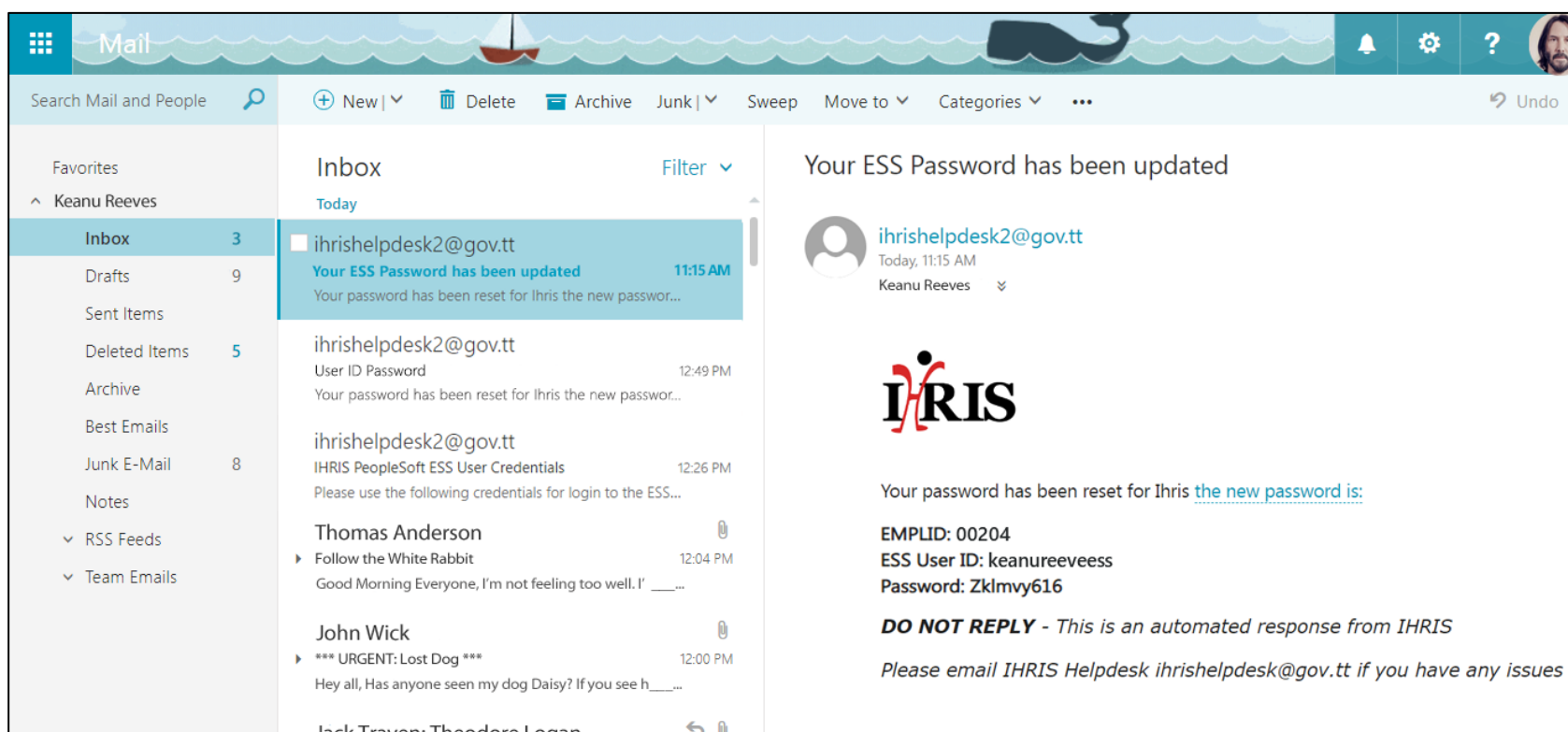
Unlocking your ESS Account - continued

Step 4 – Retrieve your ESS User ID and/or Password from your Email.

In your preferred web browser:

- ▶ Open your Email Inbox in a separate tab or a new window:
- ▶ Confirm that you have received an email with the subject “**Your ESS Password has been updated**”.
- ▶ Take note of your new password and return to the **Employee Self Service Sign-in** page.

Desktop View & Mobile View




- ▶ Go on to **Step 5**.

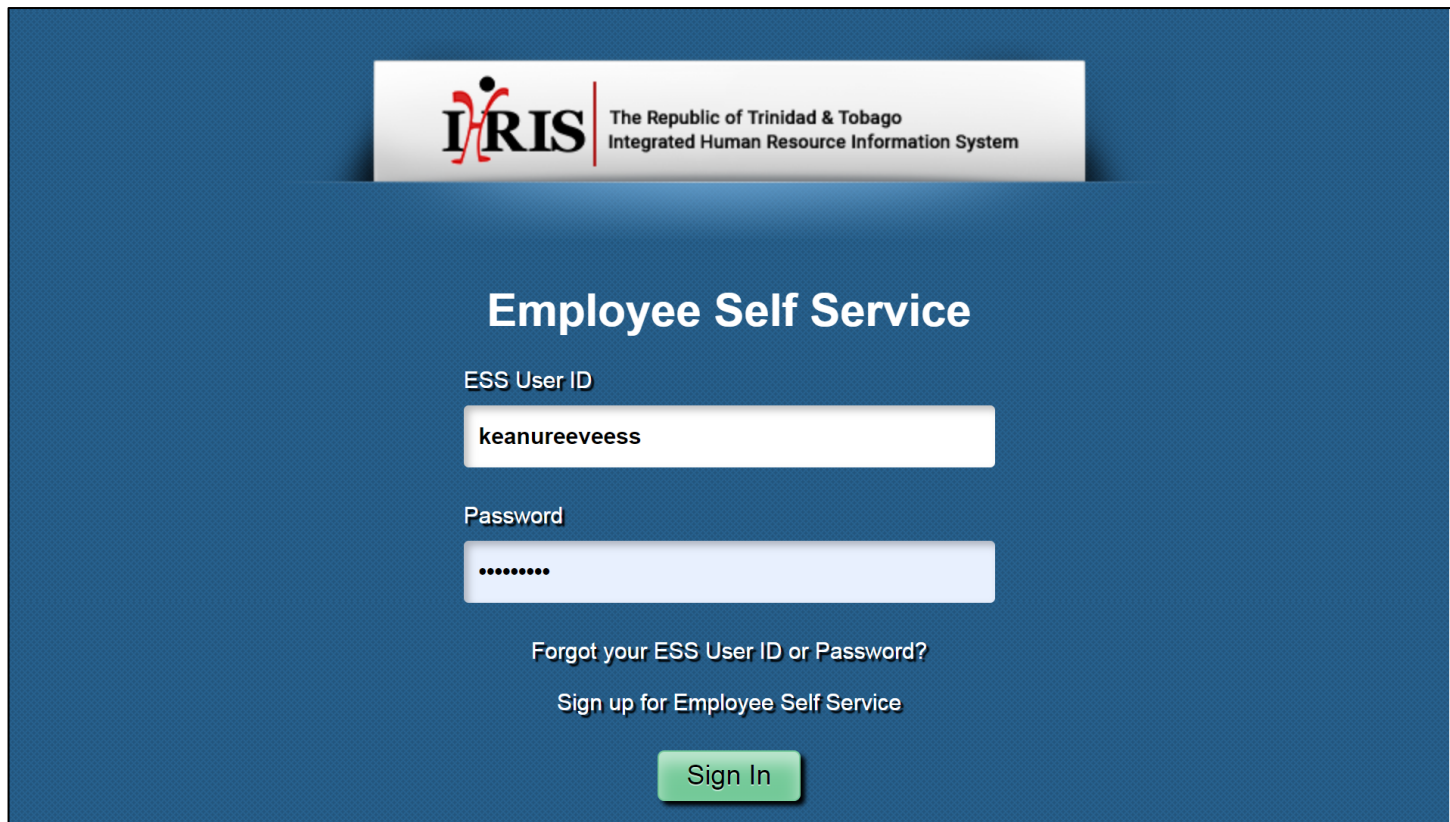
Unlocking your ESS Account - continued

Step 5 – Access the ESS Portal with your New Password

On the **Employee Self Service Sign-in** page:

- ▶ Enter your ESS User ID and your New Password into the **ESS User ID** and **Password** fields respectively.
- ▶ Click on the  button to gain access into the ESS Portal.

Desktop View & Mobile View



- ▶ Go on to **Step 6**.

Unlocking your ESS Account - continued

Step 6 – Access the ESS Portal with your New Password - continued





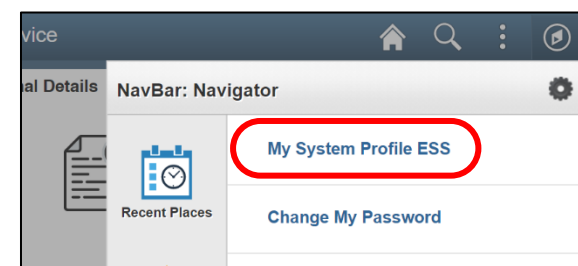
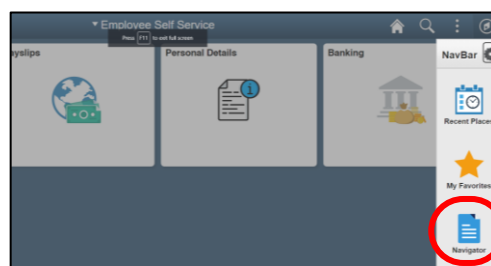
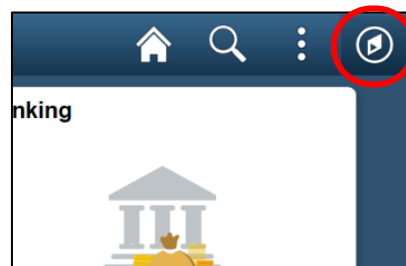
Clicking on the  button should give you entry into the ESS Portal and access to your ESS Profile.

Desktop View & Mobile View



To access the My System Profile ESS page via the NavBar:

- 1 Click on the **NavBar** icon
- 2 In the **NavBar** menu:  Click the **Navigator** icon
- 3 In the **Navigator** menu:  Click the **My System Profile ESS** component



Updating and Adding Email Addresses

Updating your Email Address

Step 1 – Access the General Profile Information page

From the **Employee Self Service Homepage**:

- ▶ Click on the **My System Profile ESS** tile.



Clicking the My System Profile ESS tile will take you to the General Profile Information page.

Desktop View & Mobile View



- ▶ Go on to **Step 2**.

Updating your Email Address - continued

Step 2 – Update your Email address in the Email section

On the **General Profile Information** page:

- ▶ Scroll down to the **Email** section (circled below).

On the row where the **Primary Email Account** is selected. (This is indicated by a blue check mark (☒).

- ▶ Change the **Email Type** and/or **Email Address** as desired.

- ▶ Click  to complete the transaction

Desktop View & Mobile View

General Profile Information

Keanu Reeves

Password

[Change password](#)
[Change or set up forgotten password help](#)

Email

<div> <div> <div></div> <div></div> </div> <div>1-1 of 1</div> </div>	<table> <tr> <th>Primary Email Account</th> <th>Email Type</th> <th>Email Address</th> <th></th> <th></th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Business</td> <td>reevesk@gov.tt</td> <td>+</td> <td>-</td> </tr> </table>	Primary Email Account	Email Type	Email Address			<input checked="" type="checkbox"/>	Business	reevesk@gov.tt	+	-
Primary Email Account	Email Type	Email Address									
<input checked="" type="checkbox"/>	Business	reevesk@gov.tt	+	-							

Adding another Email Address

Step 1 – Access the General Profile Information page

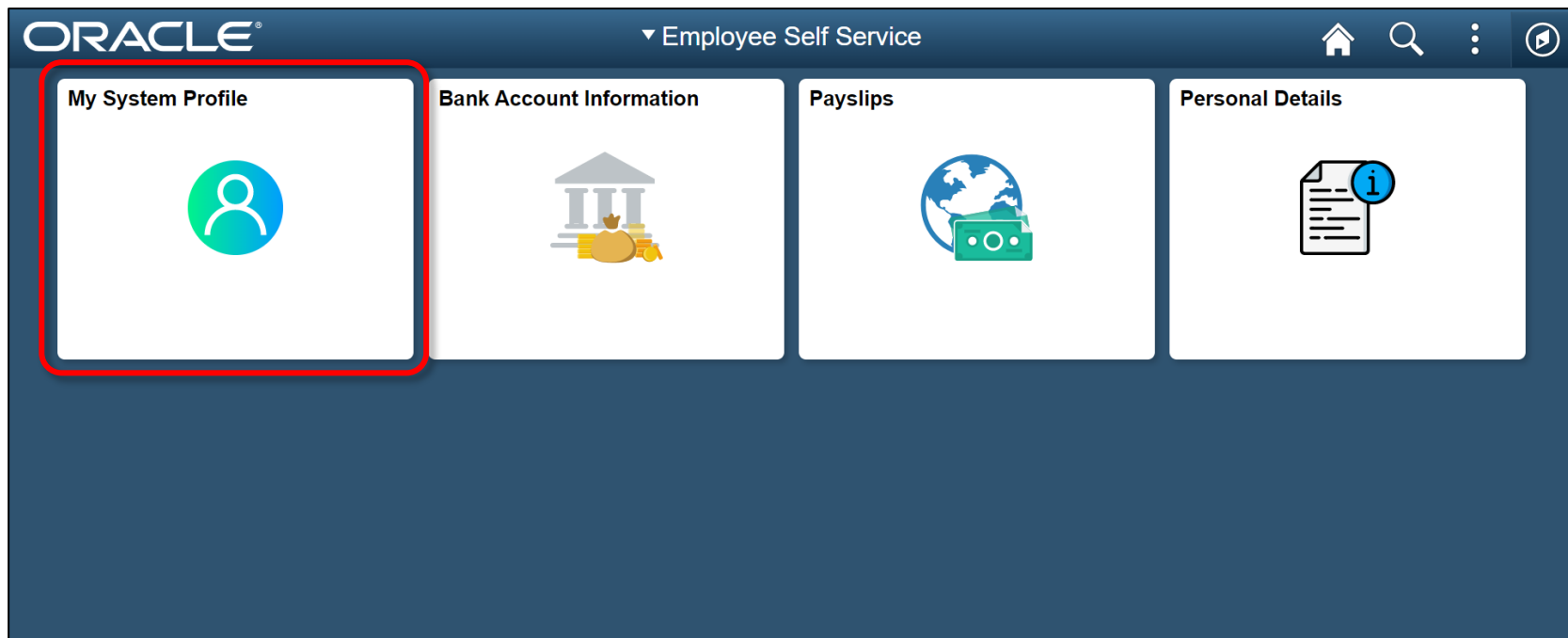
From the **Employee Self Service Homepage**:

- ▶ Click on the **My System Profile ESS** tile.



Clicking the My System Profile ESS tile will take you to the General Profile Information page.

Desktop View & Mobile View




- ▶ Go on to **Step 2**.

Adding another Email Address - continued

Step 2 – Add a New Email Address in the Email section

On the **General Profile Information** page:

- ▶ Scroll down to the **Email** section (circled below).
- ▶ At the end of the first row, click on the add button  to add a second row.
- ▶ On the new row, select the **Email Type** and enter the next **Email Address** in the respective fields.
- ▶ Select a check box under the **Primary Email Account** section to indicate the address that all emails should be sent to.







- Selected emails would be defined by a Blue Checkbox .
- You are only allowed to select one email address as the main email address.

- ▶ Click  to complete the transaction.

Desktop View & Mobile View

Email

1-1 of 1


Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	reevesk@gov.tt		
<input type="checkbox"/>	Home	keanureeves@yahoo.com		

Save

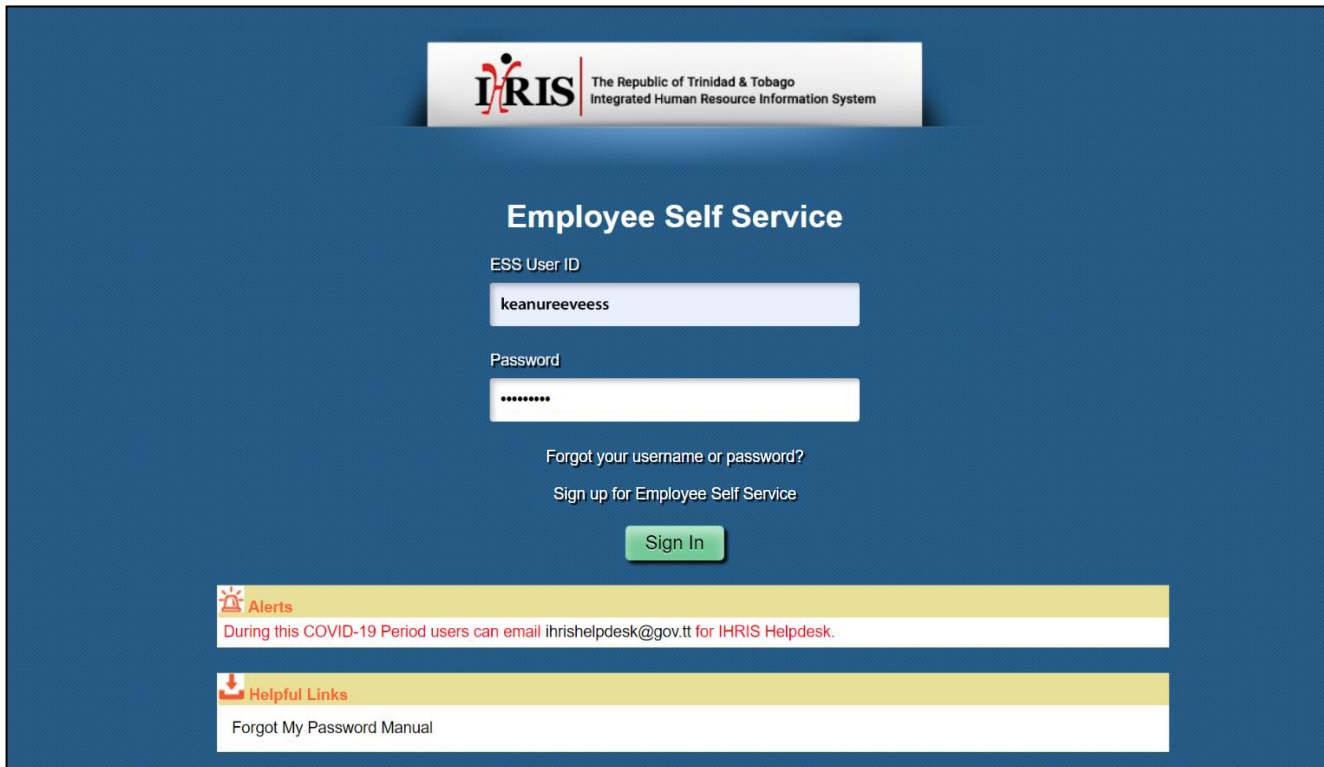
Viewing Personal Details

Viewing Personal Details

Step 1 – Open the ESS website in your browser

- ▶ Log into the ESS Portal by **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>).
- ▶ Enter your **ESS User ID** and **Password** into their respective fields.
- ▶ Then, click the  button to access the ESS Portal.

Desktop View & Mobile View



Employee Self Service

ESS User ID
keanureeveess

Password

[Forgot your username or password?](#)

[Sign up for Employee Self Service](#)

[Sign In](#)

Alerts
During this COVID-19 Period users can email ihrishelpdesk@gov.tt for IHRIS Helpdesk.

Helpful Links
[Forgot My Password Manual](#)

- ▶ Go on to **Step 2**.

Viewing Personal Details - continued

Step 2 – Click on the Personal Details tile

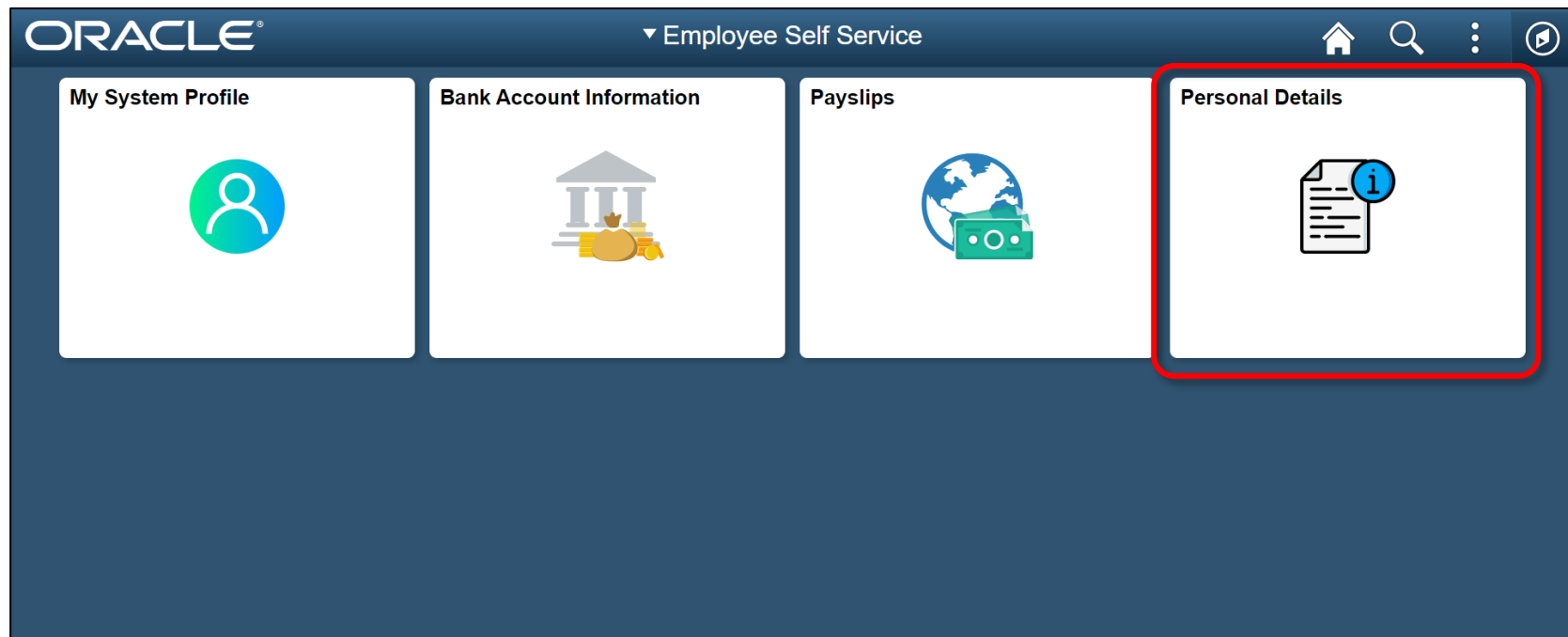
From the **Employee Self Service Homepage**:

- ▶ Click on the **Personal Details** tile.



Clicking the Personal Details tile will take you to the Personal Details page.

Desktop View & Mobile View



- ▶ Go on to **Step 3**.

Viewing Personal Details - continued

Step 3 – The Addresses page

On the **Personal Details** component:



Notice that this page contains an Item Selection menu and you are viewing the Addresses subpage.

On the **Addresses** page:

- ▶ Verify that the addresses shown are correct. (If not, please contact your Human Resource department to make the necessary corrections).

Desktop View

Employee Self Service **Personal Details**

Keanu Reeves Systems Analyst II

Addresses

Home Address

Apartment 56,
New York Continental Apartments,
#1, Wall Street Court,
Tunapuna. Current

Mailing Address

9601, William Morris Complex,
Wilshire Boulevard,
Beverly Hills,
California. Current

Item Selection Menu

Mobile View

Marital Status

Change Marital Status

Item Selection Tab

Note:

Depending on the display size and orientation of your smart device, the **Item Selection Menu** may be hidden with only the **Item Selection Tab** being shown.

Click on the **Item Selection Tab** to reveal the **Item Selection Menu**.

- ▶ Go on to **Step 4**.

Viewing Personal Details - continued

Step 4 – The Contact Details page

In the **Item Selection Menu**:

- ▶ Click the **Contact Details** option.

On the **Contact Details** page:

- ▶ Verify that the **Phone** numbers and **Email Addresses** shown are correct.

Desktop View & Mobile View

Employee Self Service | **Personal Details**

Keanu Reeves Systems Analyst II

Contact Details

Phone

Number	Extension	Type	Preferred
788-3239		Mobile	
642-7067		Home	✓

Email

+

Email Address	Type	Preferred
reevesk@gov.tt	Business	✓
keanureeves@yahoo.com	Home	
reevesk@gov.tt	Edit	

- ▶ Go on to **Step 5**.

Viewing Personal Details - continued

Step 5 – The Marital Status page

In the **Item Selection Menu**:

- ▶ Click the **Marital Status** option.

On the **Marital Status** page:

- ▶ Verify that the **Marital Status** shown is correct.

Desktop View & Mobile View

The screenshot displays the 'Employee Self Service' interface. At the top, a dark blue header bar contains a back arrow and the text 'Employee Self Service' on the left, and 'Personal Details' on the right. Below the header, a light gray bar shows a profile picture of Keanu Reeves, his name 'Keanu Reeves', and his title 'Systems Analyst II' with a green checkmark icon. A left sidebar lists menu items: 'Addresses', 'Contact Details', 'Marital Status' (highlighted with a red circle), 'Name', 'Emergency Contacts', and 'Additional Information'. The main content area is titled 'Marital Status' and shows 'Current Common-Law'. A link 'Change Marital Status' is visible. Below this, the 'New Status' section is partially visible with the text 'As Of'.

- ▶ Go on to **Step 6**.

Viewing Personal Details - continued

Step 6 – The Name page

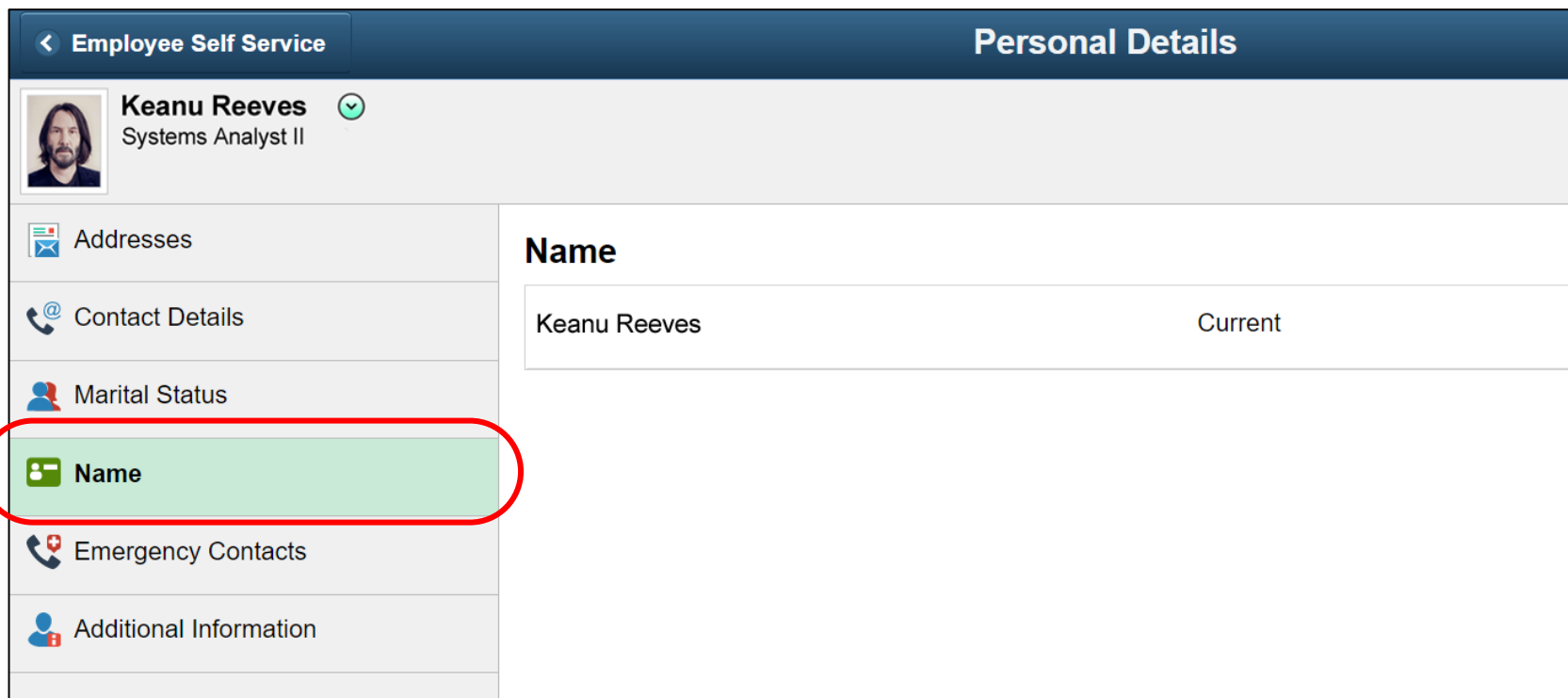
In the **Item Selection Menu**:

- ▶ Click the **Name** option.

On the **Name** page:

- ▶ Verify that the **Name** shown is correct.

Desktop View & Mobile View



The screenshot displays the 'Employee Self Service' interface. At the top, there's a navigation bar with a back arrow and the text 'Employee Self Service' on the left, and 'Personal Details' on the right. Below this, a header section shows a profile picture of Keanu Reeves, his name 'Keanu Reeves', and his title 'Systems Analyst II' with a green checkmark icon. A left sidebar contains a menu with options: 'Addresses', 'Contact Details', 'Marital Status', 'Name' (highlighted with a red circle), 'Emergency Contacts', and 'Additional Information'. The main content area is titled 'Name' and shows 'Keanu Reeves' in a large text field, with 'Current' in a smaller text field to its right.

- ▶ Go on to **Step 7**.

Viewing Personal Details - continued

Step 7 – The Emergency Contacts page

In the **Item Selection Menu**:

- ▶ Click the **Emergency Contacts** option.

On the **Emergency Contacts** page:

- ▶ Verify that the **Emergency Contacts** shown are correct.

Desktop View & Mobile View

Employee Self Service **Personal Details**

Keanu Reeves Systems Analyst II

Addresses

Contact Details

Marital Status

Name

Emergency Contacts

Additional Information

Emergency Contacts

Contact Name	Relationship	Preferred
Alexandra Grant	Spouse	✓

- ▶ Go on to **Step 8**.

Viewing Personal Details - continued

Step 8 – The Additional Information page

In the **Item Selection Menu**:

- ▶ Click the **Additional Information** option.

On the **Additional Information** page:

- ▶ Verify that the **Additional Information** shown are true.

Desktop View & Mobile View

Employee Self Service **Personal Details**

Keanu Reeves Systems Analyst II

Addresses

Contact Details

Marital Status

Name

Emergency Contacts

Additional Information

Additional Information

Gender Male

Date of Birth 1976/09/14

Birth Country Trinidad and Tobago

Birth State

National Insurance Scheme 021120074

Original Start Date 2000/01/10

Last Start Date 2013/03/01

Highest Education Level G-Bachelor's Level Degree


Employee Information

Contact the Human Resources department if any of your Employee Information is incorrect.

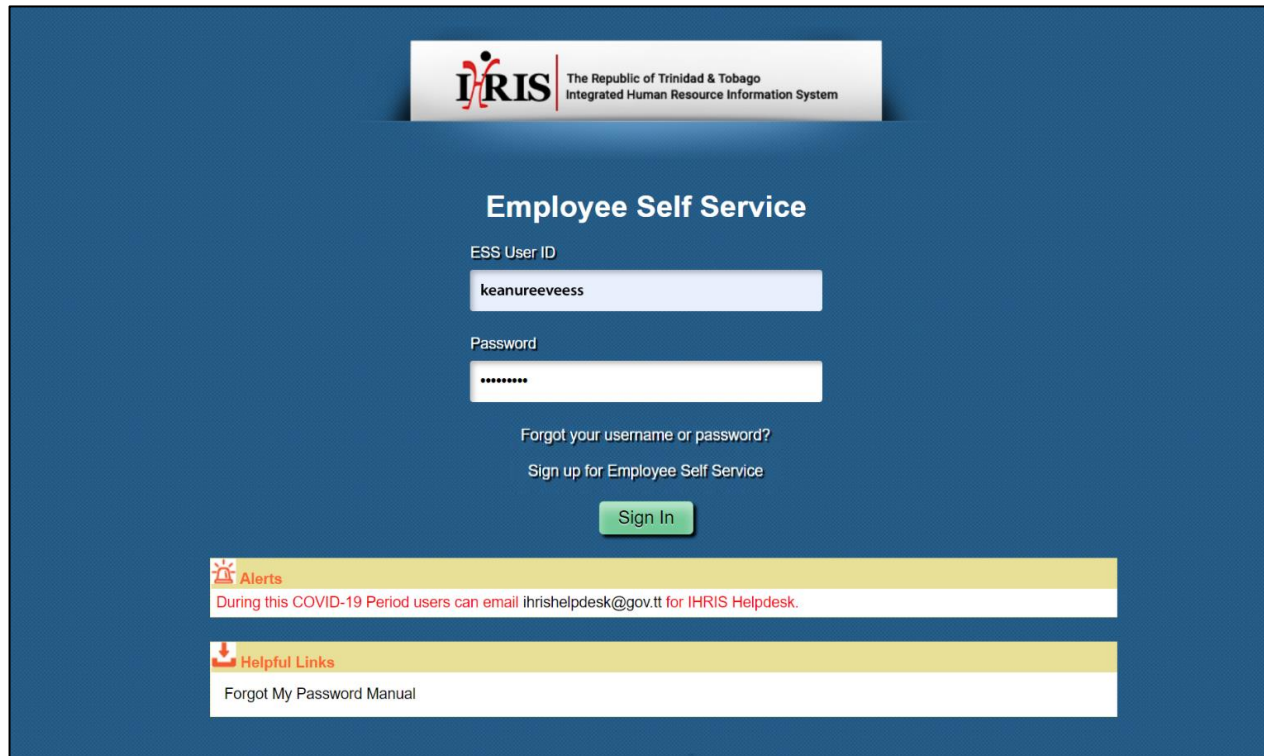
Verifying Bank Account Information

Verifying Bank Account Information

Step 1 – Open the ESS website in your browser

- ▶ Log into the ESS Portal by **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>).
- ▶ Enter your **ESS User ID** and **Password** into their respective fields.
- ▶ Then, click the  button to access the ESS Portal.

Desktop View & Mobile View



- ▶ Go on to **Step 2**.

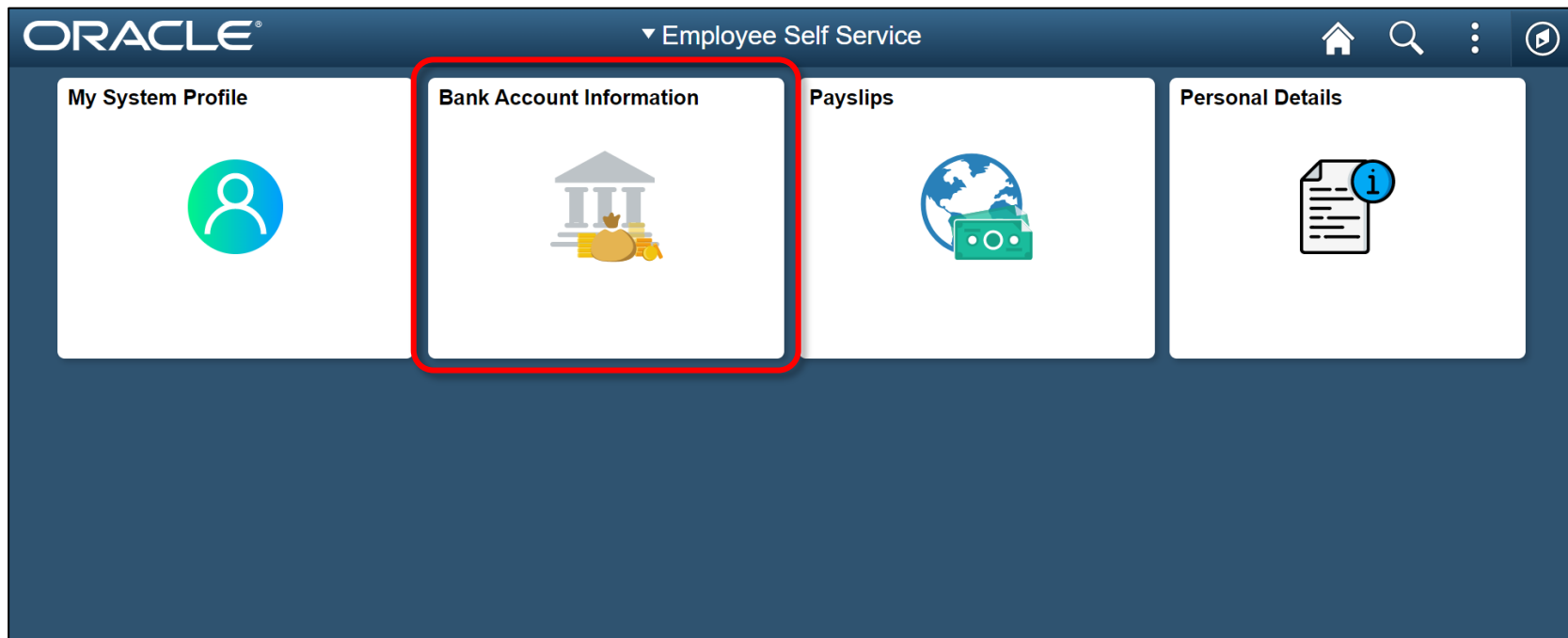
Verifying Bank Account Information - continued

Step 2 – Click on the Bank Account Information tile

From the **Employee Self Service Homepage**:

- ▶ Click on the **Bank Account Information** tile.

Desktop View & Mobile View




Clicking the Bank Account Information tile will take you to the Bank Account Information page.

- ▶ Go on to **Step 3**.

Verifying Bank Account Information - continued

Step 3 – Verify your Bank Account Information

On the **Bank Account Information** page:


- ▶ Verify your **Employee ID**, **Employee Record**, **Bank Details**, **Account Number** and **Account Status** are correct.
- ▶ Notice the **Verification Status** states that this Bank Account Information is “**UNVERIFIED**”.
- ▶ If the Bank Account Information is correct, click on the  button to proceed. (If the information shown is incorrect please notify your Payroll Department).


Desktop View & Mobile View

Employee Self Service

Bank Account Information


Bank Account Information



Keanu Reeves


Systems Analyst II

1 row

	Employee ID	Employee Record	Bank Details	Account Number	Account Status	Verification Status	
1	00204	0	Republic Bank Park Street	780699111733	Active	UNVERIFIED	



- ▶ Go on to **Step 4**.

Verifying Bank Account Information - continued

Step 4 – Confirming your Bank Account Information



A verification message will pop up after clicking the  button.

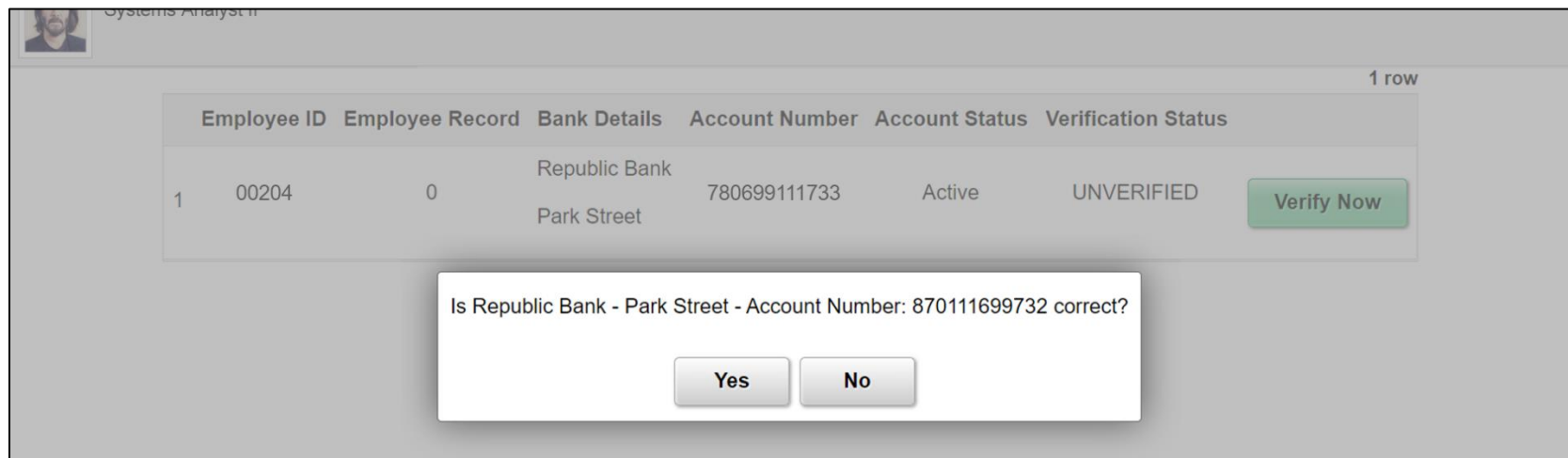
- ▶ Click  to confirm that the Bank Account Information shown is correct.
- ▶ Or click  to disprove that the Bank Account details shown is inaccurate and alert your Payroll Department.



Other than completing the Data Maintenance Form:

- If the details shown is correct, complete and submit the - 1A Verification of Bank Account Number form.
- If the details shown is incorrect, complete and submit the - 1B Input of Bank Account Number form.

Desktop View & Mobile View



The screenshot shows the Employee Self Service interface. At the top, there is a header with a user profile picture and the name 'Systems Analyst II'. Below this is a table with the following columns: Employee ID, Employee Record, Bank Details, Account Number, Account Status, and Verification Status. The table contains one row of data:

Employee ID	Employee Record	Bank Details	Account Number	Account Status	Verification Status
1	00204	Republic Bank Park Street	780699111733	Active	UNVERIFIED

Below the table, there is a green 'Verify Now' button. A pop-up dialog box is displayed in the center of the screen, asking: 'Is Republic Bank - Park Street - Account Number: 870111699732 correct?'. The dialog has two buttons: 'Yes' and 'No'.

- ▶ Go on to **Step 5**.

Verifying Bank Account Information - continued

Step 5 – Confirming your Bank Account Information




Notice that the Verification Status column is now shown as "VERIFIED"!

Desktop View & Mobile View

Employee Self Service


Bank Account Information

Bank Account Information



Keanu Reeves

Systems Analyst II




1 row

Employee ID	Employee Record	Bank Details	Account Number	Account Status	Verification Status	
1	00204	0	Republic Bank Park Street	780699111733	Active	VERIFIED

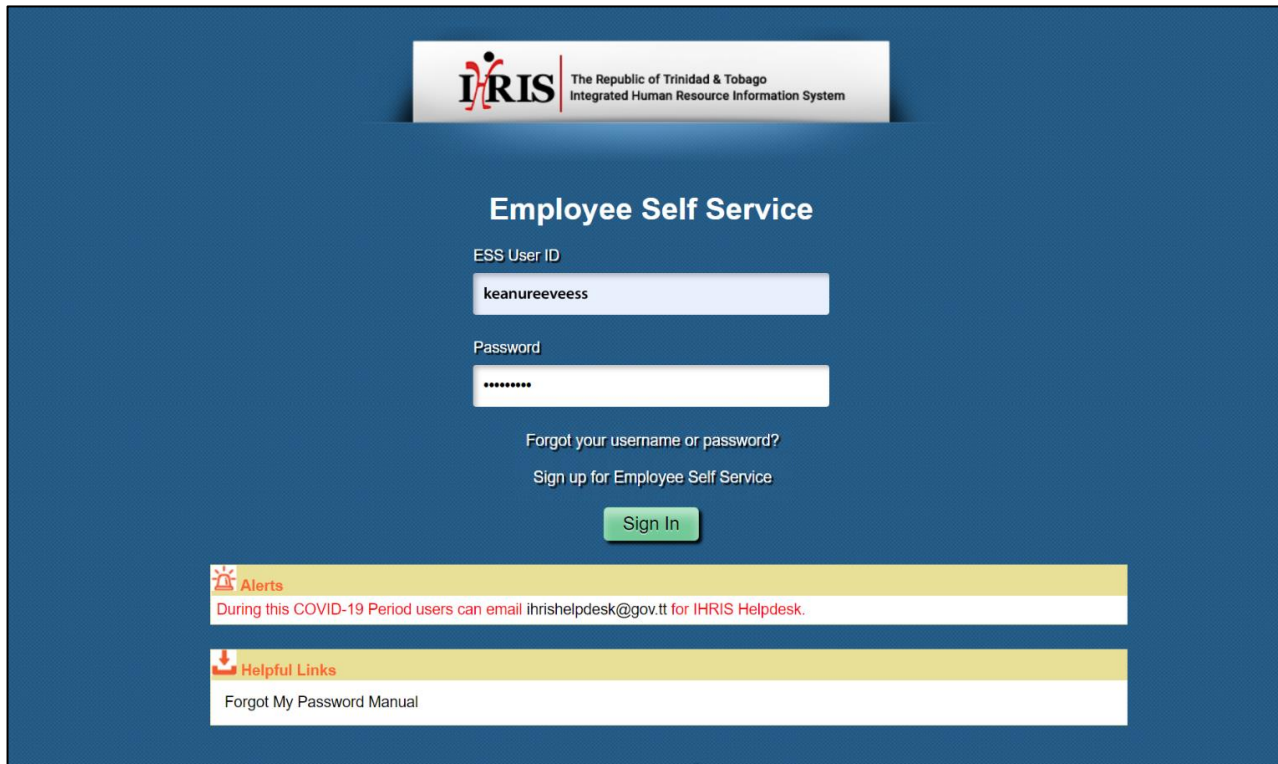
Viewing Payslips

Viewing Payslips

Step 1 – Open the ESS website in your browser

- ▶ Log into the ESS Portal by **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>).
- ▶ Enter your **ESS User ID** and **Password** into their respective fields.
- ▶ Then, click the  button to access the ESS Portal.

Desktop View & Mobile View



Employee Self Service

ESS User ID
keanureeveess

Password

[Forgot your username or password?](#)

[Sign up for Employee Self Service](#)

[Sign In](#)

Alerts
During this COVID-19 Period users can email ihrishelpdesk@gov.tt for IHRIS Helpdesk.

Helpful Links
[Forgot My Password Manual](#)

- ▶ Go on to **Step 2**.

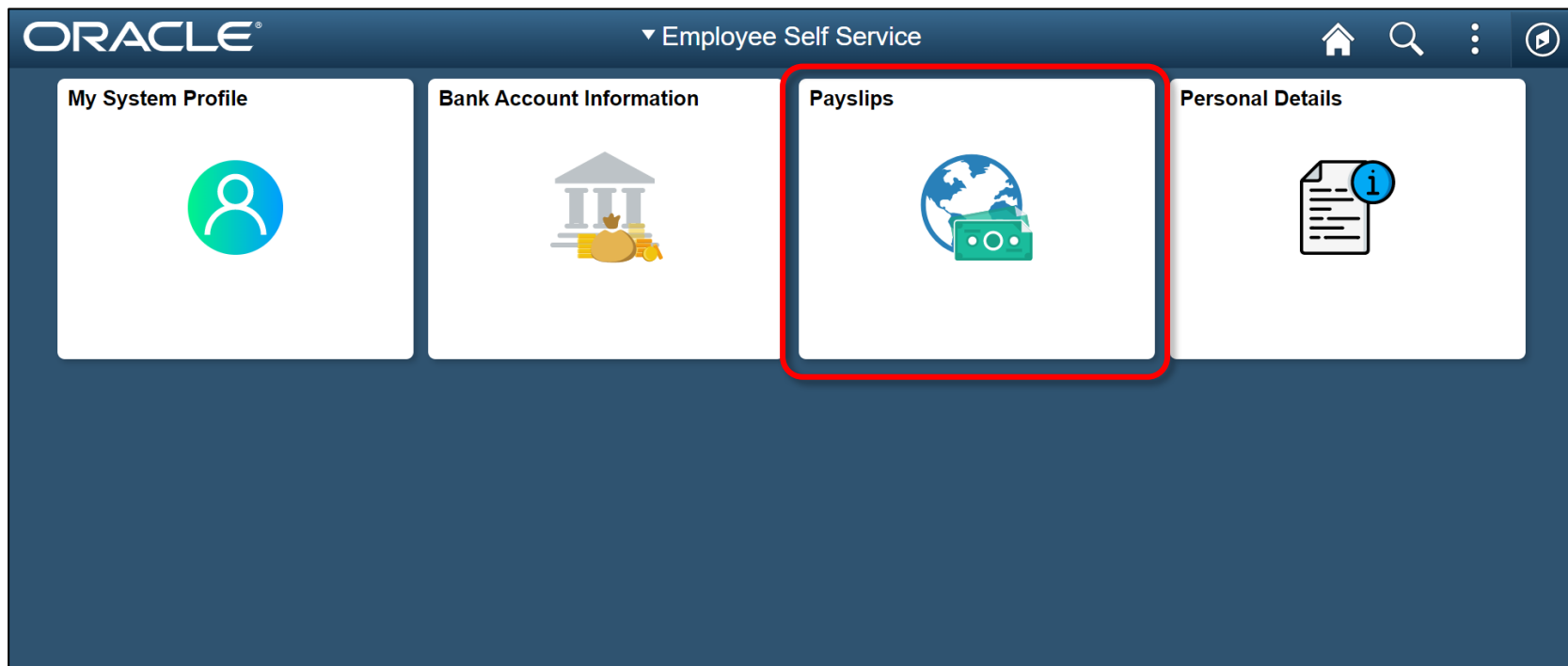
Viewing Payslips - continued

Step 2 – Click on the Payslips tile

From the **Employee Self Service Homepage**:

- ▶ Click on the **Payslips** tile.

Desktop View & Mobile View



Clicking the Payslips tile will take you to the Payslips page.

- ▶ Go on to **Step 3**.

Viewing Payslips - continued

Step 3 – Verify your Payslip Details

On the **Payslips** page, below the **Payslips** section:

- ▶ Verify that your Payslip Details are correct. (If the information shown is incorrect please notify your Payroll Department).
- ▶ Click the check box (☒) on the left-side of the row to select the payslip you would like to view.
- ▶ Next, click on the **VIEW PDF** button to open the selected payslip in a new browser window.

Desktop View & Mobile View

Employee Self Service

Payslips

Keanu Reeves
Systems Analyst II

Payslips

<input type="checkbox"/>	Payment Date	Net Pay	Period Begin Date / Period End Date	Calendar	
<input checked="" type="checkbox"/>	2022/01/31	9580.87	2022/01/01 2022/01/31	MONTHLY 2022M01	VIEW PDF
<input type="checkbox"/>	2021/12/31	9689.22	2021/12/01 2021/12/31	MONTHLY 2021M12	VIEW PDF
<input type="checkbox"/>	2021/11/30	9580.87	2021/11/01 2021/11/30	MONTHLY 2021M11	VIEW PDF
<input type="checkbox"/>	2021/10/31	9690.22	2021/10/01 2021/10/31	MONTHLY 2021M10	VIEW PDF
<input type="checkbox"/>	2021/09/30	9689.22	2021/09/01 2021/09/30	MONTHLY 2021M09	VIEW PDF

E-mail: reevesk@gov.tt
E-MAIL

Note:

- If your payslip does not appear when the **VIEW PDF** button is clicked, please ensure that pop-ups are enabled in your browser.
- To email payslips, select each payslip using the checkbox on the left and click the **E-MAIL** button.
- If no email address is shown after the **E-mail:** field then your email address needs to be added to the IhrIS system.

- ▶ Go on to **Step 4**.

Viewing Payslips - continued



Step 4 – Viewing Payslips




After your payslip opens in a new browser, you can download it to your device or print immediately.

Desktop View & Mobile View

00204_MOF_16159_MONTHLY_2022M01.PDF 1 / 1 150%



Government of the Republic of Trinidad and Tobago

PAYSLIP

EMPLOYEE INFORMATION			
EMPLID: 00204 NAME: KEANU REEVES NIS#: 021120074		MINISTRY OF FINANCE 16159 PAYROLL PROJECT STAFF	MONTH ENDING 31/01/22 PAYMENT BY BANK RP019
EARNINGS		DEDUCTIONS	YEAR TO DATE
TAXABLE EARNING SALARY	AMOUNT \$12,500.00	DEDUCTION SAGICOR PAYE CU RHAND NIS HS	AMOUNT \$399.38 \$1,268.00 \$2,400.00 \$610.50 \$41.25
NON-TAXABLE EARNING TRANSPORT	AMOUNT \$1,800.00		SALARY \$112,500.00 TAX \$1,268.00 NON-TAX ALLOW. \$1,800.00 ACTING ALLOW. \$0.00 OTHER ALLOW. \$0.00 INSURANCE \$399.38 SAVINGS PLAN \$0.00 HEALTH SURCHARGE \$41.25 NIS \$610.50
TOTAL EARNINGS \$14,300.00		TOTAL DEDUCTIONS \$4,719.13	
PAYSLIP ID 876979803192		NET EARNINGS \$9,580.87	



Viewing Payslips - continued

Additional Notes



You can also sort your Payslips by clicking the Sort Payslips button ().


Desktop View & Mobile View

Employee Self Service Payslips					Sort ×
 Keanu Reeves  Systems Analyst II					Payment Date Net Pay Period Description
Payslips					
<input type="checkbox"/>	Payment Date	Net Pay	Period Begin Date / Period End Date	Calendar	
<input type="checkbox"/>	2022/01/31	9580.87	2022/01/01 2022/01/31	MONTHLY 2022M01	VIEW PDF
<input type="checkbox"/>	2021/12/31	9689.22	2021/12/01 2021/12/31	MONTHLY 2021M12	VIEW PDF
<input type="checkbox"/>	2021/11/30	9580.87	2021/11/01 2021/11/30	MONTHLY 2021M11	VIEW PDF
<input type="checkbox"/>	2021/10/31	9690.22	2021/10/01 2021/10/31	MONTHLY 2021M10	VIEW PDF
<input type="checkbox"/>	2021/09/30	9689.22	2021/09/01 2021/09/30	MONTHLY 2021M09	VIEW PDF

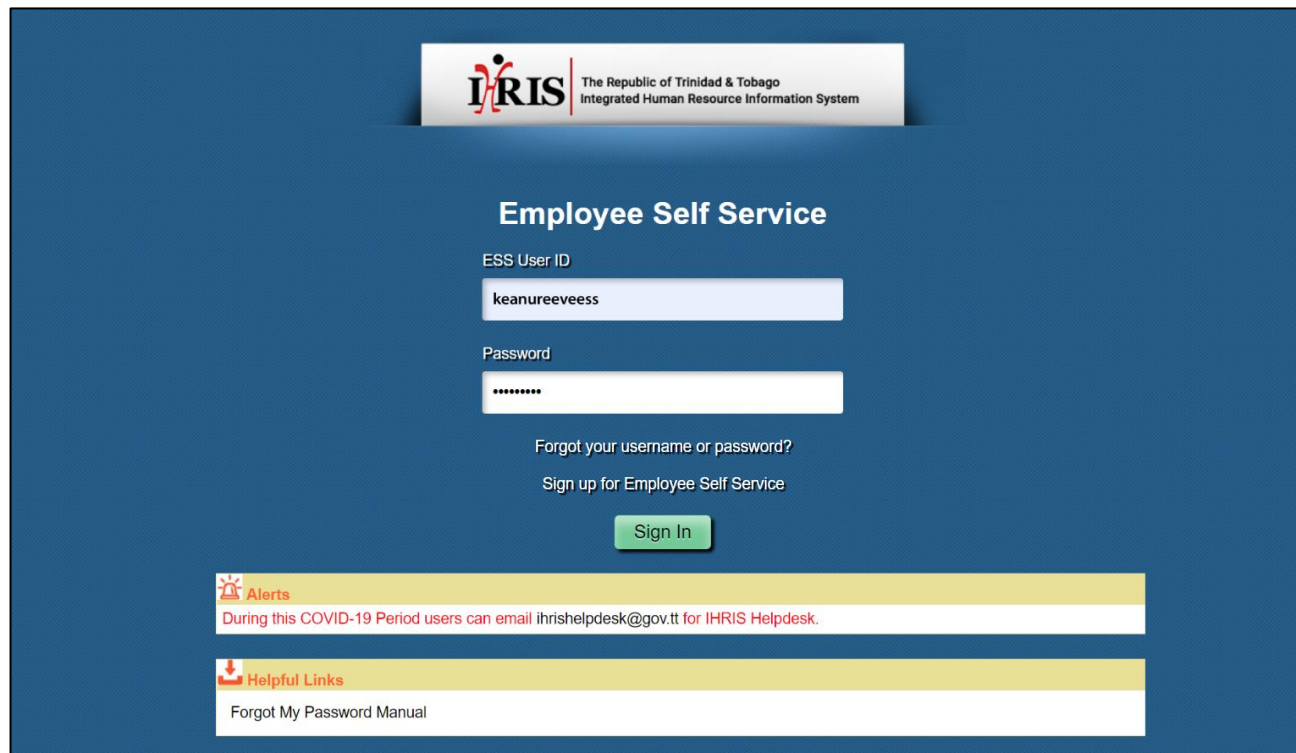
Forwarding Payslips to your Email Address

Forwarding Payslips to your Email Address

Step 1 – Open the ESS website in your browser

- ▶ Log into the ESS Portal by **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>).
- ▶ Enter your **ESS User ID** and **Password** into their respective fields.
- ▶ Then, click the  button to access the ESS Portal.

Desktop View & Mobile View



Employee Self Service

ESS User ID
keanureeveess

Password

[Forgot your username or password?](#)
[Sign up for Employee Self Service](#)

[Sign In](#)

Alerts
During this COVID-19 Period users can email ihrishelpdesk@gov.tt for IHRIS Helpdesk.

Helpful Links
[Forgot My Password Manual](#)

- ▶ Go on to **Step 2**.

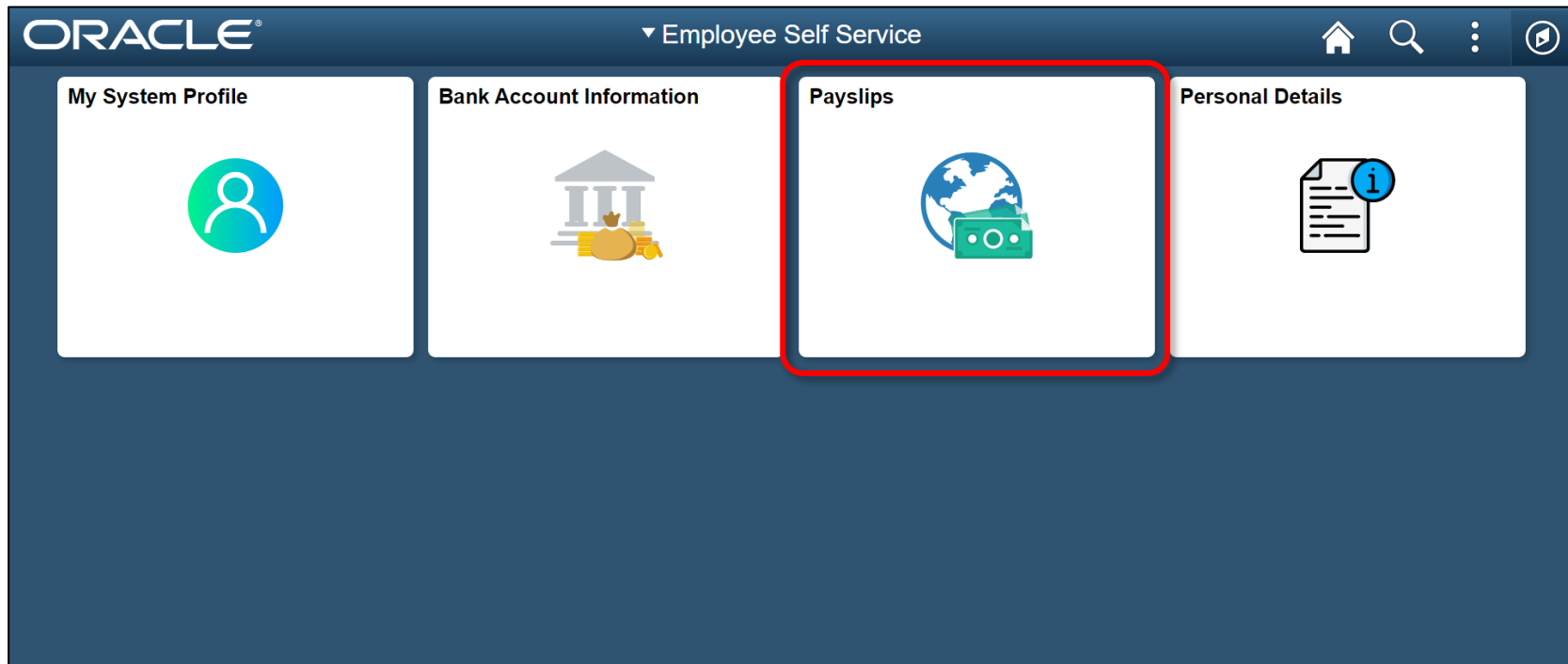
Forwarding Payslips to your Email Address - continued

Step 2 – Click on the Payslips tile

From the **Employee Self Service Homepage**:

- ▶ Click on the **Payslips** tile.

Desktop View & Mobile View



Clicking the Payslips tile will take you to the Payslips page.

- ▶ Go on to **Step 3**.

Forwarding Payslips to your Email Address - continued

Step 3 – Select the Payslip and send it to your Email Address

On the **Payslips** page, below the **Payslips** section:

- ▶ Verify your Payslip Details are correct. (If the information shown is incorrect please notify your Payroll Department).
- ▶ Click the check box (☒) on the left-side of the row to select the payslip you would like to send to your Email address.
- ▶ Next, click on the **E-MAIL** button (circled below) to send the payslip.

Desktop View & Mobile View

Employee Self Service Payslips

Keanu Reeves
Systems Analyst II

Payslips

<input type="checkbox"/>	Payment Date	Net Pay	Period Begin Date / Period End Date	Calendar	
<input checked="" type="checkbox"/>	2022/01/31	9580.87	2022/01/01 2022/01/31	MONTHLY 2022M01	VIEW PDF
<input type="checkbox"/>	2021/12/31	9689.22	2021/12/01 2021/12/31	MONTHLY 2021M12	VIEW PDF
<input type="checkbox"/>	2021/11/30	9580.87	2021/11/01 2021/11/30	MONTHLY 2021M11	VIEW PDF
<input type="checkbox"/>	2021/10/31	9690.22	2021/10/01 2021/10/31	MONTHLY 2021M10	VIEW PDF
<input type="checkbox"/>	2021/09/30	9689.22	2021/09/01 2021/09/30	MONTHLY 2021M09	VIEW PDF

E-mail: reevesk@gov.tt

E-MAIL

HELP

- If Payslip does not display when **View PDF** button is clicked, please ensure that pop-ups on your browser are allowed.
- To E-mail payslips, select each payslip using the checkbox on the left and click the **E-MAIL** button.
- If **NO E-MAIL ADDRESS** is shown, your E-mail address needs to be added to the IHRIS system.

- ▶ Go on to **Step 4**.

Forwarding Payslips to your Email Address - continued

Step 5 – Acknowledge that the Email was sent



After clicking the **E-MAIL** button, a message will notify you that the email was sent successfully.

- ▶ Click **OK** to bypass the message.
- ▶ Open your email inbox to confirm that you have received the payslip.

Desktop View & Mobile View

The screenshot shows the 'Employee Self Service' interface for 'Keanu Reeves, Systems Analyst II'. The 'Payslips' section displays a table of payment records. A modal dialog box is open in the center, stating 'E-mail has been sent successfully. Please check your inbox' with an 'OK' button.

<input type="checkbox"/>	Payment Date	Net Pay	Period Begin Date / Period End Date	Calendar	
<input checked="" type="checkbox"/>	2022/01/31	9580.87	2022/01/01 2022/01/31	MONTHLY 2022M01	VIEW PDF
<input type="checkbox"/>	2021/12/31	9689.22			VIEW PDF
<input type="checkbox"/>	2021/11/30	9580.87			VIEW PDF
<input type="checkbox"/>	2021/10/31	9690.22	2021/10/01 2021/10/31	MONTHLY 2021M10	VIEW PDF
<input type="checkbox"/>	2021/09/30	9689.22	2021/09/01 2021/09/30	MONTHLY 2021M09	VIEW PDF

E-mail: reevesk@gov.tt

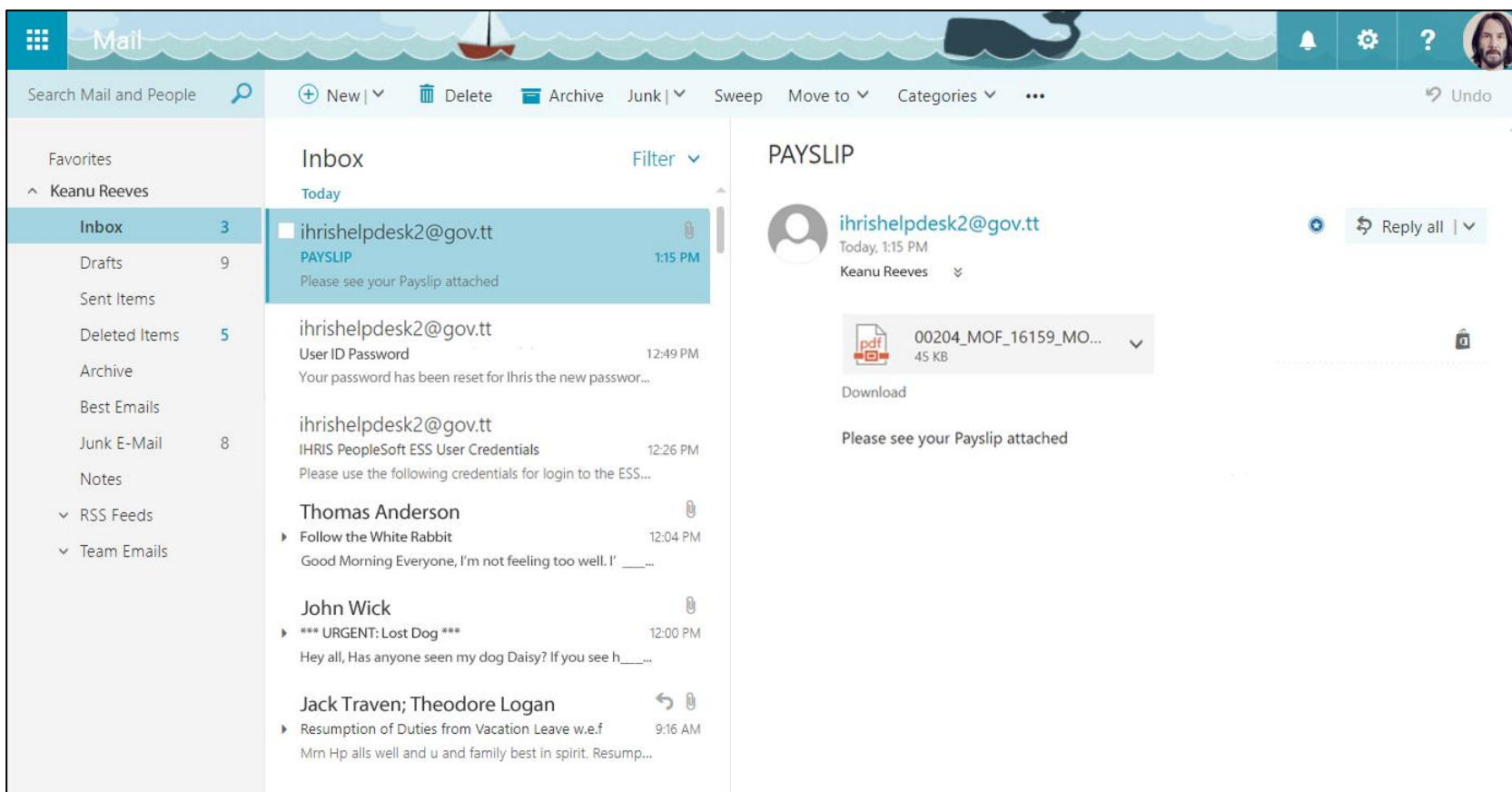
E-MAIL

- ▶ Go on to **Step 6**.

Forwarding Payslips to your Email Address - continued

Step 6 – Verify that you have received the payslip in your Email

Desktop View & Mobile View



Follow the steps outlined on page 1-69 to learn how to download your payslips to your PC or smart device.

Forwarding Multiple Payslips to your Email Address



You can also forward payslips in batches to your email address.

Step 1 – Select more than one Payslip and send it to your Email Address

On the **Payslips** page, below the **Payslips** section:

- ▶ Click the check box ☒ on each row to select the payslips you would like to send to your Email address.
- ▶ Next, click on the **E-MAIL** button (circled below) to send the payslips.

Desktop View & Mobile View

Employee Self Service Payslips

Keanu Reeves
Systems Analyst II

Payslips

<input type="checkbox"/>	Payment Date	Net Pay	Period Begin Date / Period End Date	Calendar	
<input checked="" type="checkbox"/>	2022/01/31	9580.87	2022/01/01 2022/01/31	MONTHLY 2022M01	VIEW PDF
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	2021/11/30	9580.87	2021/11/01 2021/11/30	MONTHLY 2021M11	VIEW PDF
<input type="checkbox"/>	2021/10/31	9690.22	2021/10/01 2021/10/31	MONTHLY 2021M10	VIEW PDF
<input type="checkbox"/>	2021/09/30	9689.22	2021/09/01 2021/09/30	MONTHLY 2021M09	VIEW PDF

E-mail: reevesk@gov.tt

E-MAIL

- ▶ Go on to **Step 2**.

Forwarding Multiple Payslips to your Email Address - continued

Step 2 – Acknowledge that the Email was sent



After clicking the **E-MAIL** button, a message will notify you that the email was sent successfully.

- ▶ Click **OK** to bypass the message.
- ▶ Open your email inbox to confirm that you have received the payslips.

Desktop View & Mobile View

The screenshot shows the 'Employee Self Service' interface for 'Keanu Reeves, Systems Analyst II'. The 'Payslips' section displays a table with the following data:

<input type="checkbox"/>	Payment Date	Net Pay	Period Begin Date / Period End Date	Calendar	
<input checked="" type="checkbox"/>	2022/01/31	9580.87	2022/01/01 2022/01/31	MONTHLY 2022M01	VIEW PDF
<input type="checkbox"/>	2021/12/31	9689.22			VIEW PDF
<input type="checkbox"/>	2021/11/30	9580.87			VIEW PDF
<input type="checkbox"/>	2021/10/31	9690.22	2021/10/01 2021/10/31	MONTHLY 2021M10	VIEW PDF
<input type="checkbox"/>	2021/09/30	9689.22	2021/09/01 2021/09/30	MONTHLY 2021M09	VIEW PDF

A confirmation dialog box is displayed over the table, stating: "E-mail has been sent successfully. Please check your inbox" with an **OK** button.

At the bottom of the interface, the email address "E-mail: reevesk@gov.tt" is shown next to an **E-MAIL** button.

- ▶ Go on to **Step 3**.

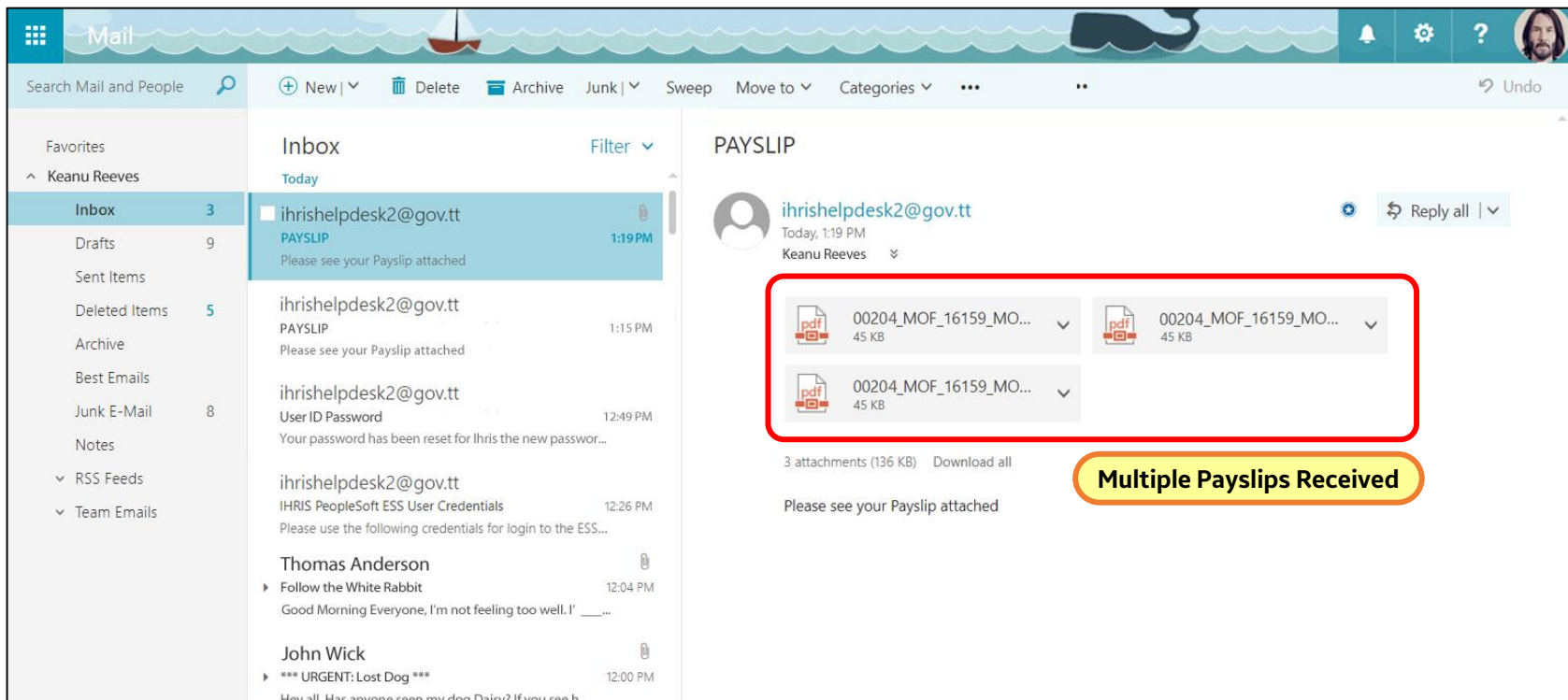
Forwarding Multiple Payslips to your Email Address - continued

Step 3 – Verify that you have received the payslips in your Email



Notice that the payslips you selected were sent to your email address (circled below).

Desktop View & Mobile View



Follow the steps outlined on page 1-69 to learn how to download your payslips to your PC or smart device.

Downloading Payslips

Downloading Payslips

Step 1 – Click on the Download option

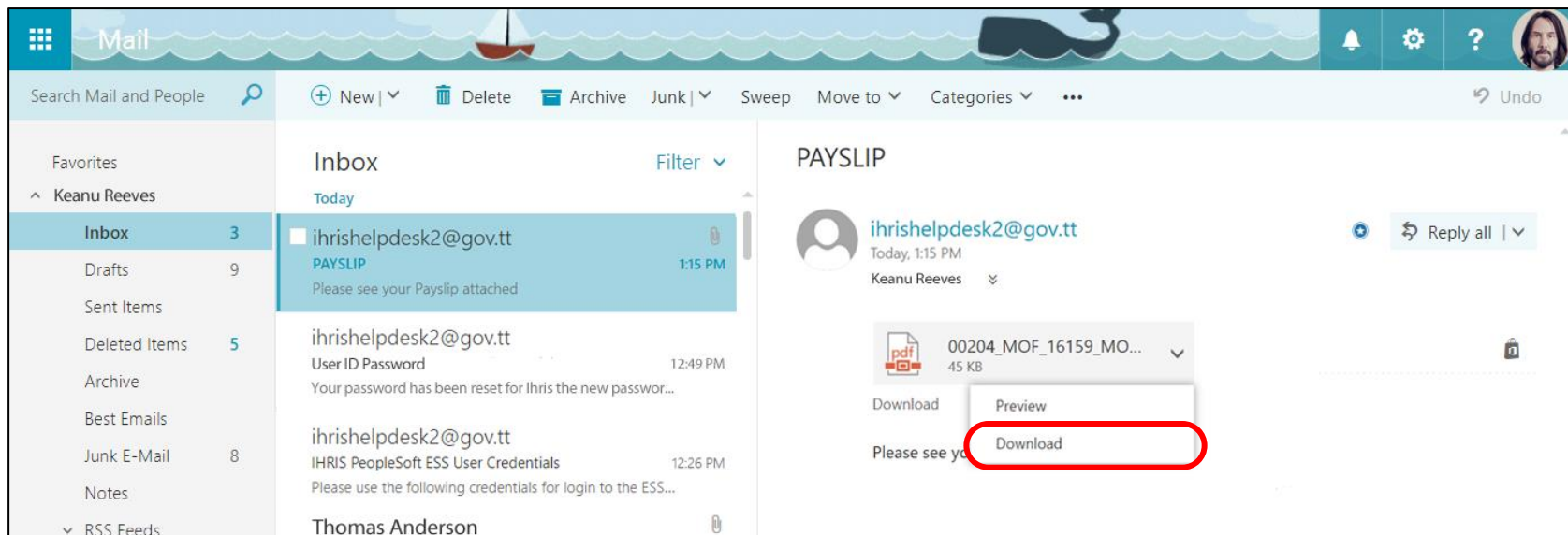


Clicking on the attachment will provide options to either preview the payslip in a new browser window or download the payslip to your device.

In the menu that appears:

- ▶ Select the **Download** option (circled below).

Desktop View & Mobile View




Clicking Download will cause the Save As dialog window to appear.

- ▶ Go on to **Step 2**.

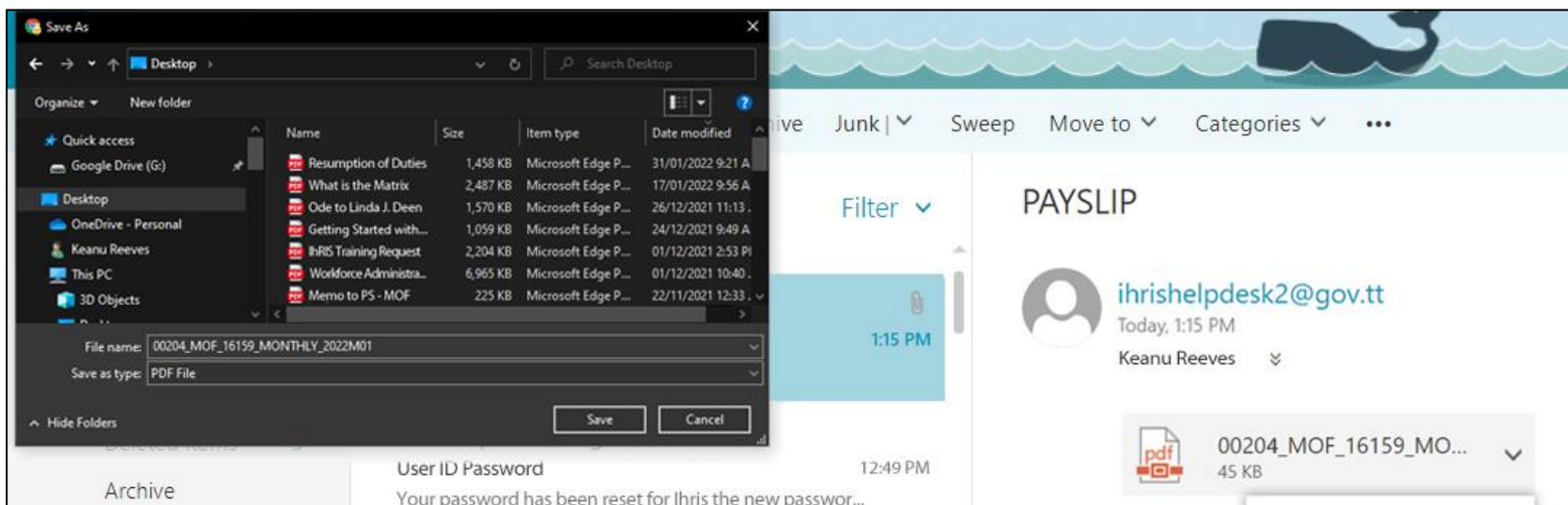
Downloading Payslips - continued

Step 2 – Using the Save As dialog window

In the **Save As** dialog window that appears:

- ▶ Select a folder on your PC, laptop or smart device where you would like to save your payslip.
- ▶ Then, in the **File name:** field, enter a new name for the payslip or leave as is (optional).
- ▶ After, in the **Save as type:** field, leave the file type as **PDF File**.
- ▶ Click the  button to complete the transaction.

Desktop View & Mobile View



Payslips are saved in PDF format. Please ensure that you have the required software installed on your devices to view PDF documents such as Adobe Acrobat Reader or Foxit PDF Reader.

- ▶ Go on to **Step 3**.

Downloading Payslips - continued



Step 3 – View, Download and Print Payslips




After your payslip opens in a new browser, you can download it to your device or print immediately.

Desktop View & Mobile View

00204_MOF_16159_MONTHLY_2022M01.PDF 1 / 1 150%



Government of the Republic of Trinidad and Tobago

PAYSLIP

EMPLOYEE INFORMATION			
EMPLID: 00204 NAME: KEANU REEVES NIS#: 021120074		MINISTRY OF FINANCE 16159 PAYROLL PROJECT STAFF	
		MONTH ENDING 31/01/22	PAYMENT BY BANK RP019

EARNINGS		DEDUCTIONS		YEAR TO DATE	
TAXABLE EARNING	AMOUNT	DEDUCTION	AMOUNT	SALARY	\$112,500.00
SALARY	\$12,500.00	SAGICOR	\$399.38	TAX	\$1,268.00
		PAYE	\$1,268.00	NON-TAX ALLOW.	\$1,800.00
		CU RHAND	\$2,400.00	ACTING ALLOW.	\$0.00
		NIS	\$610.50	OTHER ALLOW.	\$0.00
		HS	\$41.25	INSURANCE	\$399.38
				SAVINGS PLAN	\$0.00
NON-TAXABLE EARNING	AMOUNT			HEALTH SURCHARGE	\$41.25
TRANSPORT	\$1,800.00			NIS	\$610.50
TOTAL EARNINGS	\$14,300.00	TOTAL DEDUCTIONS	\$4,719.13		
PAYSLIP ID	876979803192	NET EARNINGS	\$9,580.87		

Basic Employee Self-Service Navigation

Basic Employee Self-Service Navigation

The Employee Self Service Sign-In page

Signing in to the ESS Portal is like opening a secured page on a website. When you enter a valid **ESS User ID** and **Password** information, the system displays the **Employee Self Service Homepage**.

The screenshot shows the 'Employee Self Service' sign-in page. At the top is the IHRIS logo and the text 'The Republic of Trinidad & Tobago Integrated Human Resource Information System'. Below this is the 'Employee Self Service' title. The main area contains two input fields: 'ESS User ID' (callout 1) and 'Password' (callout 2). To the right of the password field is a link 'Forgot your username or password?' (callout 3). Below these is a link 'Sign up for Employee Self Service' (callout 4) and a green 'Sign In' button (callout 5). At the bottom left are two sections: 'Alerts' (callout 6) with a message about COVID-19, and 'Helpful Links' (callout 7) with a link to the 'Forgot My Password Manual'. At the bottom right is contact information for the IHRIS Help Desk (callout 8), including phone, fax, and email details, along with a copyright notice.

Legend


1. **ESS User ID** field
2. **Password** field
3. [Forget your username or password?](#) link
4. [Sign up for Employee Self Service](#) link
5. Sign In button
6. **Alerts**
7. **Helpful Links**
8. IHRIS Help Desk contact information

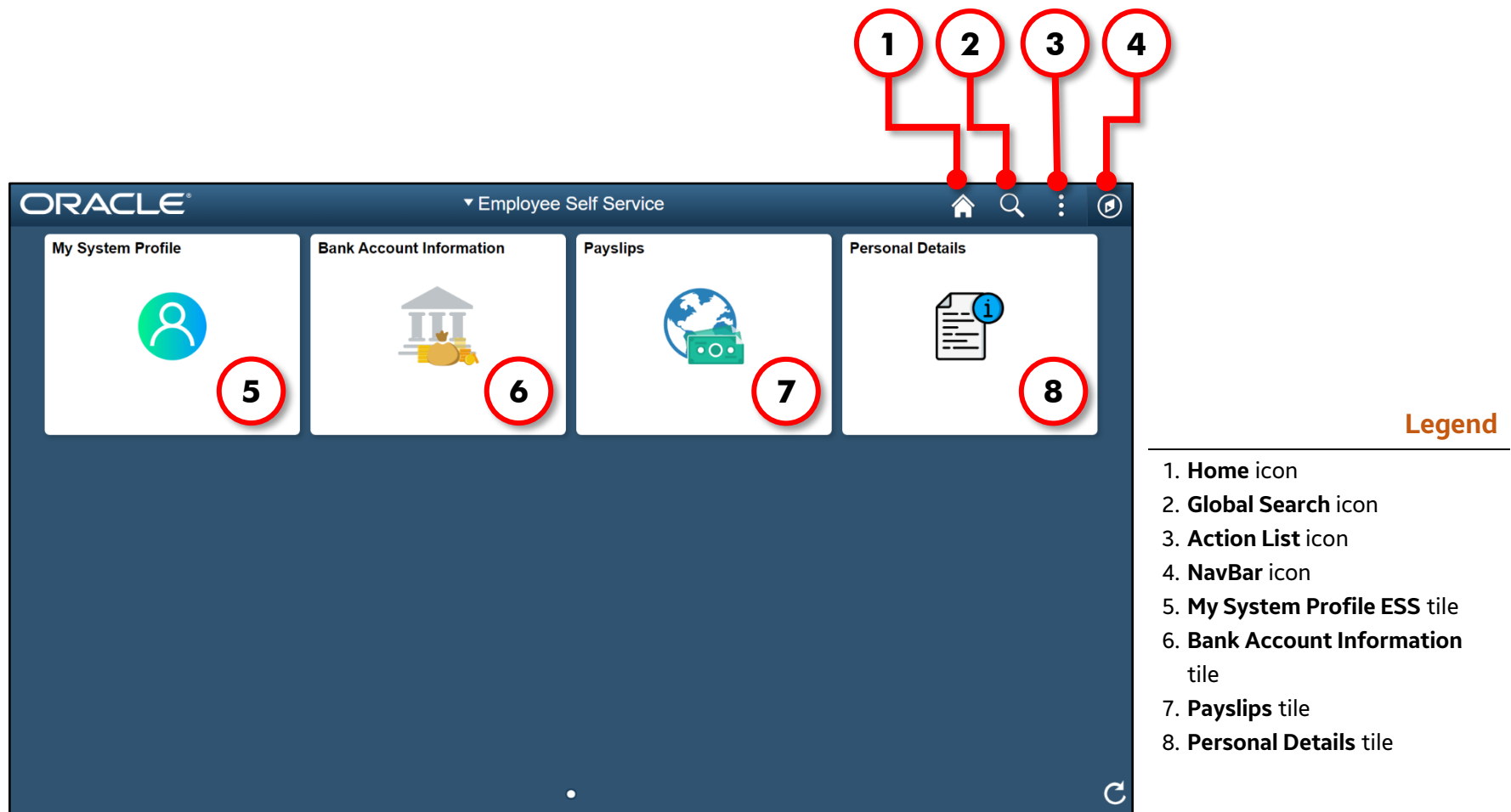


For security purposes, the IHRIS/PeopleSoft system logs you out of the ESS Portal after a period of twenty (20) minutes of inactivity.

Basic ESS Navigation - continued

The Employee Self Service Homepage


The **Employee Self Service Homepage** appears immediately after you sign into the ESS Portal or when you click the **Home** link/icon . The Employee Self Service Homepage consist of a collection of tiles that provides a navigational structure within the ESS Portal giving you direct access to targeted components such as Personal Details, ESS System Profile, Payslips and Bank Account Information.

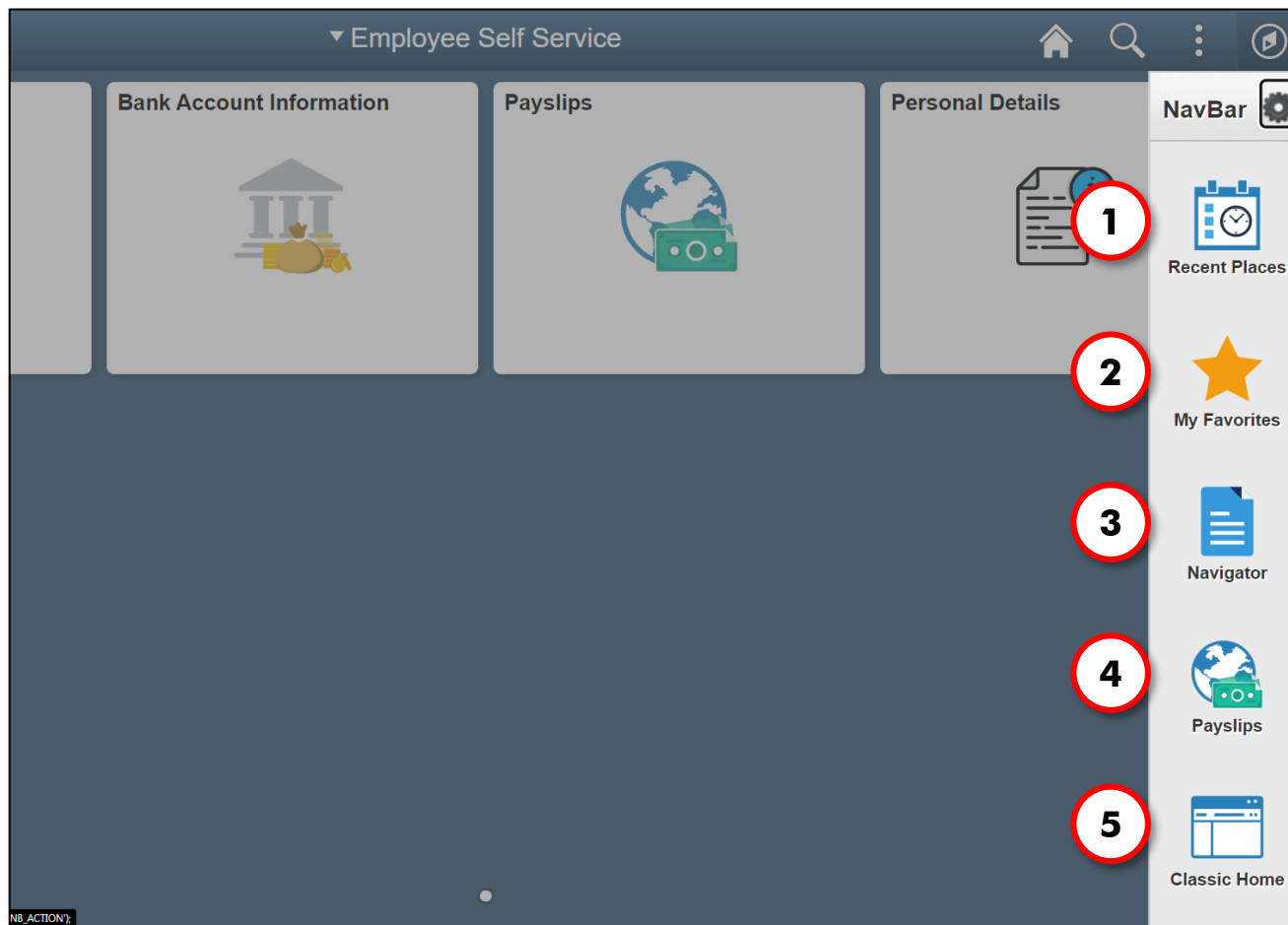


Basic ESS Navigation - continued

The NavBar

The **Fluid Navigation Bar (NavBar)** is used to access additional navigational options. The following is an example of a NavBar containing tiles that can be used as convenient links to navigate the ESS Portal.

The NavBar appears on the right-hand side of the window after clicking on the **NavBar** icon .



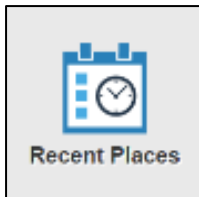
Legend

1. **Recent Places** icon
2. **My Favorites** icon
3. **Navigator** icon
4. **Payslips** icon
5. **Classic Home** icon (Not active)

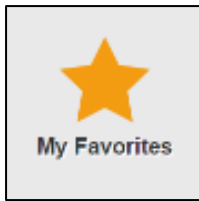
Basic ESS Navigation - continued

The NavBar – continued

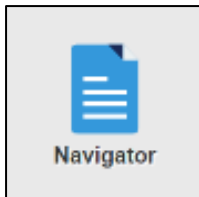
The **NavBar** menu consists of a number of tiles that also assist in improving the ease and efficiency of navigating the ESS portal. These include:



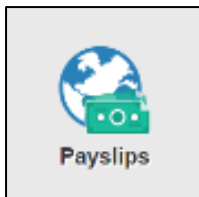
The **Recent Places** tile displays a list of the components the end-user visited last.



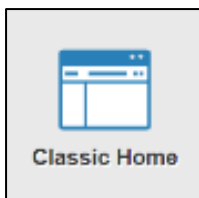
The **My Favorites** tile shows a list of pages that the end-user has marked as most often used.



The **Navigator** tile gives direct links to the **Change My Password** page and the **My System Profile ESS** page.



The **Payslips** tile is the same Payslip tile shown in the **Employee Self Service Homepage**. This tile takes the end-user to the **Payslips** page.



The **Classic Home** tile is mostly used by HR and Payroll end-users. This tile is inactive to ESS end-users.

Basic ESS Navigation - continued

Common PeopleSoft UX Standard features

While the structural design of each page vary in some ways, they all consist of the same components that allow all ESS Users to appreciate the ease, efficiency and benefits of PeopleSoft's fluid user experience (UX) standards.

These will be outlined and highlighted in pages 1-10 to 1-12.

Personal Details

Keanu Reeves
Systems Analyst II

Addresses

Contact Details

Marital Status

Name

Emergency Contacts

Additional Information

Contact Details

Number	Extension	Type	Preferred
788-3239		Mobile	
642-7067		Home	✓

Email

Email Address	Type	Preferred
reevesk@gov.tt	Business	✓
keanureeves@yahoo.com	Home	
reevesk@gov.tt	Edit	

Legend

1. Page Title
2. Navigation Bar
3. **Related Actions** icon
4. Panel Title
5. Table Grid
6. Item Selection Panel
7. Hyperlink


Basic ESS Navigation - continued

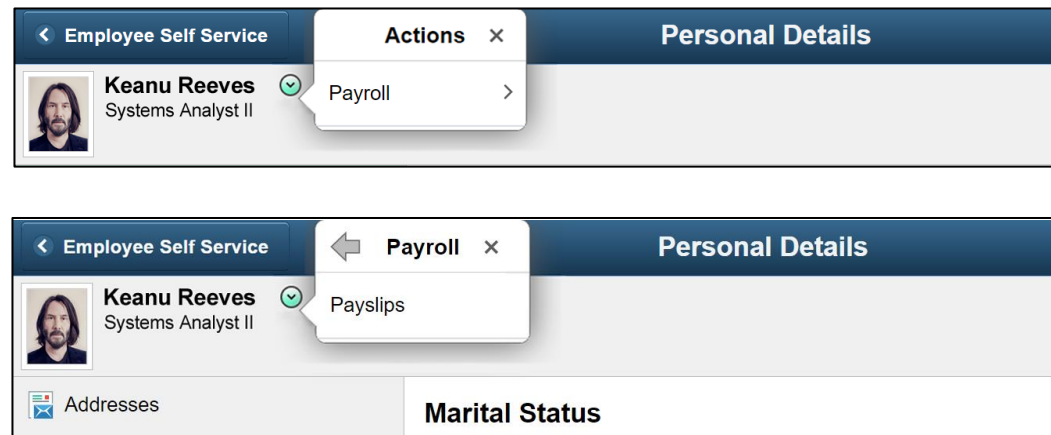
Common PeopleSoft UX Standard features - continued

The **Related Actions** button basically allows you to navigate to other available components without having to go to the **Employee Self Service Homepage**. For example:



Clicking on the **Related Actions** button on the **Personal Details** page takes you to the **Payslips** page.


- 1 Click the **Related Actions** button 
- 2 In the **Action** menu that appears, click the **Payroll** option.
- 3 Next, the Payslips option appears in the **Action** menu
- 4 Click the **Payslip** option to go to the **Payslips** page

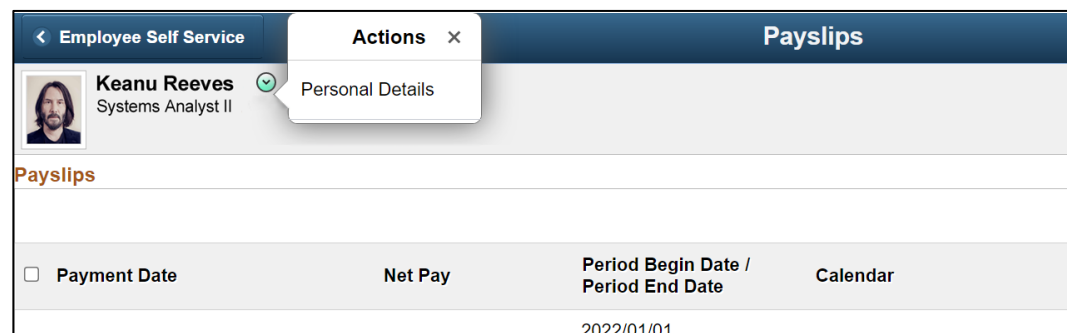


The screenshot shows the 'Employee Self Service' header with a user profile for Keanu Reeves, Systems Analyst II. An 'Actions' dropdown menu is open, showing 'Payroll' and 'Payslips' options. The 'Personal Details' page is visible in the background.



Clicking on the **Related Actions** button on the **Payslips** page takes you to the **Personal Details** page.

- 1 Click the **Related Actions** button 
- 2 In the **Action** menu that appears, click the **Personal Details** option.
- 3 Clicking on the **Personal Details** option will take you to the **Personal Details** page.































The screenshot shows the 'Employee Self Service' header with a user profile for Keanu Reeves, Systems Analyst II. An 'Actions' dropdown menu is open, showing 'Personal Details' as the selected option. The 'Payslips' page is visible in the background, showing a table with columns: Payment Date, Net Pay, Period Begin Date / Period End Date, and Calendar. The date 2022/01/01 is displayed at the bottom.

Basic ESS Navigation – continued

Common PeopleSoft UX Standard features – continued

These items can be found on all pages within the IhRIS/PeopleSoft application.

	Action List		Item Selection tab
	Add a row		NavBar
	Checkbox (not selected)		Next button
	Checkbox (selected)		OK Button
	Continue button		Print PDF button
	Delete a row		Register button
	Download PDF button		Related Actions button
	Drop Down List		Return to Login Page button
	Email button		Save button
	Email New Password button		Sign In button
	Find		Sort button
	Global Search		Toggle Switch (Off)
	Grid Action Menu		Toggle Switch (On)
	Home		View PDF button

Troubleshooting

Troubleshooting

Problem	Solution
1. Employee ID number is unknown	<ul style="list-style-type: none"> • Check your payslip above the Name field. • Contact your HR Department for assistance.
2. NIS number is unknown	<ul style="list-style-type: none"> • Check your payslip below the Name field. • Contact your HR Department for assistance.
3. Forgot your ESS User ID or Password	<ul style="list-style-type: none"> • Contact our IhRIS Help Desk Officers for assistance.
4. Forgot your Security Question/ Response	
4. No e-mail was received in inbox	<ul style="list-style-type: none"> • Ensure that your email address was added on the General Profile Information page.
5. Incorrect Personal Information	<ul style="list-style-type: none"> • Contact your HR Department to make the necessary corrections.
6. Incorrect Payroll Information	
7. Incorrect Payslip Details	<ul style="list-style-type: none"> • Contact your Payroll Department for assistance.
8. Copies of Payslips unavailable	
9. Payslip does not appear when the <div>VIEW PDF</div> button is clicked on	<ul style="list-style-type: none"> • Ensure that pop-ups are allowed in your browser. • Ensure that the correct payslip is selected by clicking the check box on the left of the payslip row before clicking the <div>VIEW PDF</div> button. • Contact our IhRIS Help Desk Officers for assistance.

Contact Information

For further assistance, please contact the **IGP/IhRIS Office**:

Address: Corner Park and Abercromby Streets, Port of Spain
 Phone: 624-8824, 627-2629, 623-5991, 627-0320 Ext. 242, 255
 Fax: 625-4048
 E-mail: ihrishelpdesk@gov.tt



