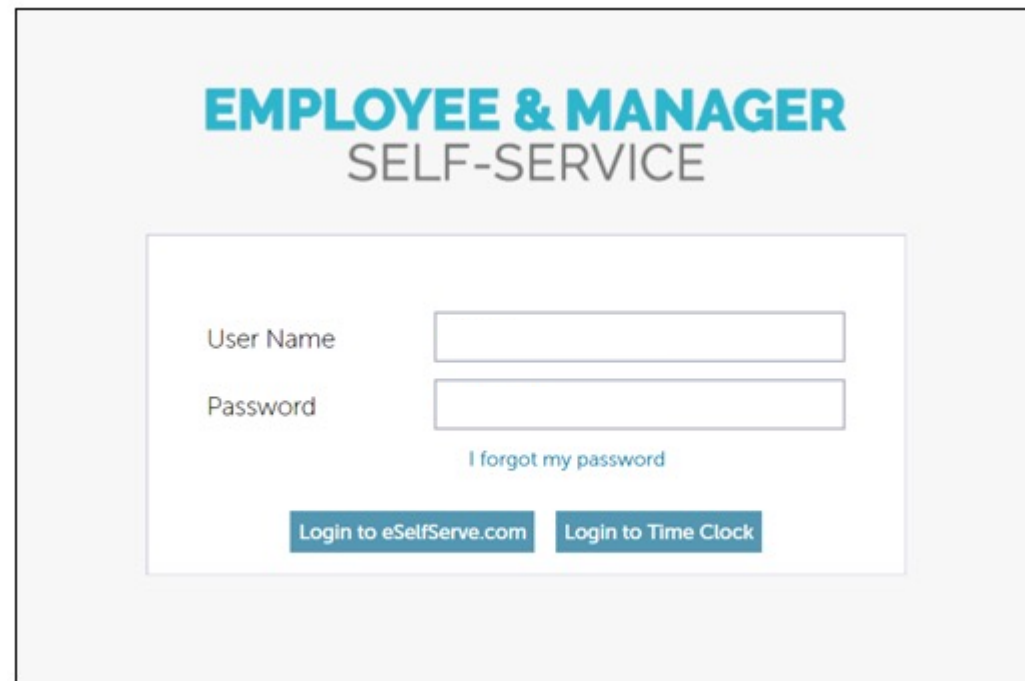# eSelfServe.com Overview

User Login

Once enabled to use eSELFSERVE.COM, you will receive an email containing specific login instructions to access your information, including your User ID and password. (If you have never accessed eSELFSERVE.COM before, your default password will be the last four digits of your Social Security number.)

Home

The Home dashboard is the starting hub of eSELFSERVE.com. It contains links to every other component therein.

1. The navigation bar runs along the left side of the page, with the employee's name and company displayed in the top right corner.
2. The Alerts panel notifies when open enrollment has begun, a performance review needs to be signed, etc. Click the alert to go to that page.
3. The Time panel allows the employee to clock in and out or log time through a timesheet.
4. The Pay panel displays any upcoming scheduled time off as well as current time off balances. The employee may also request time off by clicking the calendar icon in the right corner of the panel.
5. The News panel displays important messages generated from the HR console in APS OnLine. Click here to learn how to post into the News panel from APS OnLine.
6. The time off panel shows upcoming time off and time off accrual balances
7. The Staff panel, seen by managers only, displays the manager's direct reports that are currently clocked in, out and off.
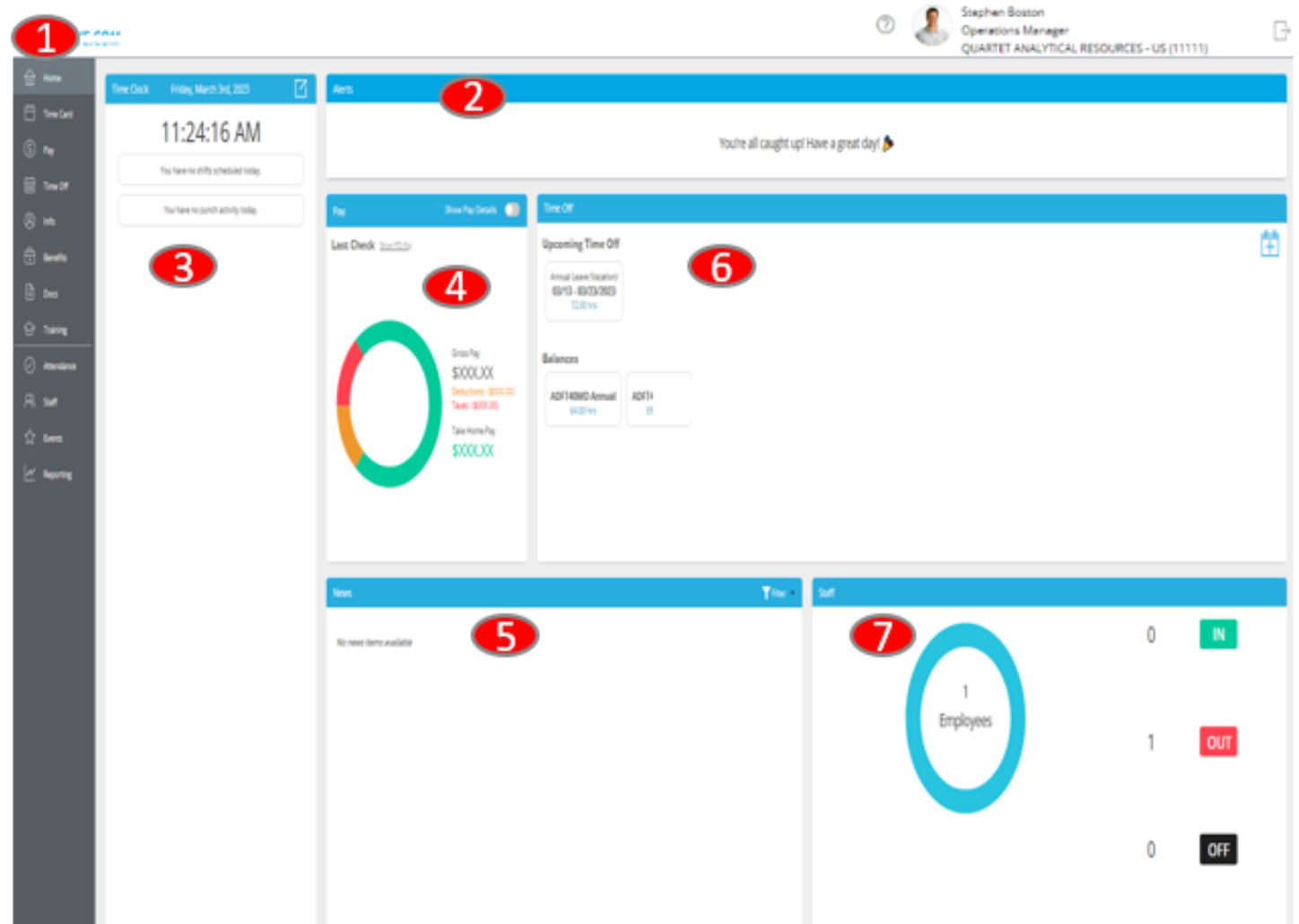
Pay

Pay is where you can view your payroll list, compensation for this year, past checks and W2 tax forms.

1. The Pay panel gives you a snapshot of your year to date pay.
2. The Payroll List is where current vouchers are accessible for employee review, the morning of the check date. Simply click on any voucher to see detailed information and/or print stub for your records.
   - An email notification is sent to the employee when the pay voucher is ready to view.
3. Show Prior Year is where you can choose to view prior year pay vouchers.
4. Tax Forms - in this area to view all issued W2s and 1095-Cs

Time Off

Time Off, also referred to as the Time Off Manager, is part of the Attendance product console and contains a record of time off requests and their status (pending, approved, or denied).

Click on Time Off Request History to view its expanded details. Employees may cancel pending or approved requests if the time is in the future.

Info

Info is a consolidation of your personal information and contact information, tax withholdings, direct deposit information, and emergency contacts.

You can update/revise any section that has the pencil icon ✎ Changes/updates you make will be sent to HR for approval.

Benefits

Benefits will display the benefits you are currently enrolled in, the benefits that have been selected during open enrollment and are waiting to be approved, as well as a list of any Dependents/Beneficiaries the employee has.as well as a list of any Dependents/Beneficiaries you have set up.

Click on the [icon] icon to add a new dependent/beneficiary.

Click on the [icon] icon to make a change to an existing dependent/beneficiary.

Documents

The Docs page contains personal documents (or documents assigned to an employee) listed in the first section under Employee Documents. Documents shared with all employees are listed in the Company Documents section and the Benefit Plan Documents section contains any documents that are tied to the employee's specific benefit plan(s).

Training

The Training page, shows the available training courses. Clicking to sign up for a training course will queue an approval notification. Training course history (including courses pending approval, completed, and denied) will be listed in the bottom section. **This section may or may not be fully functional or used at this time.**
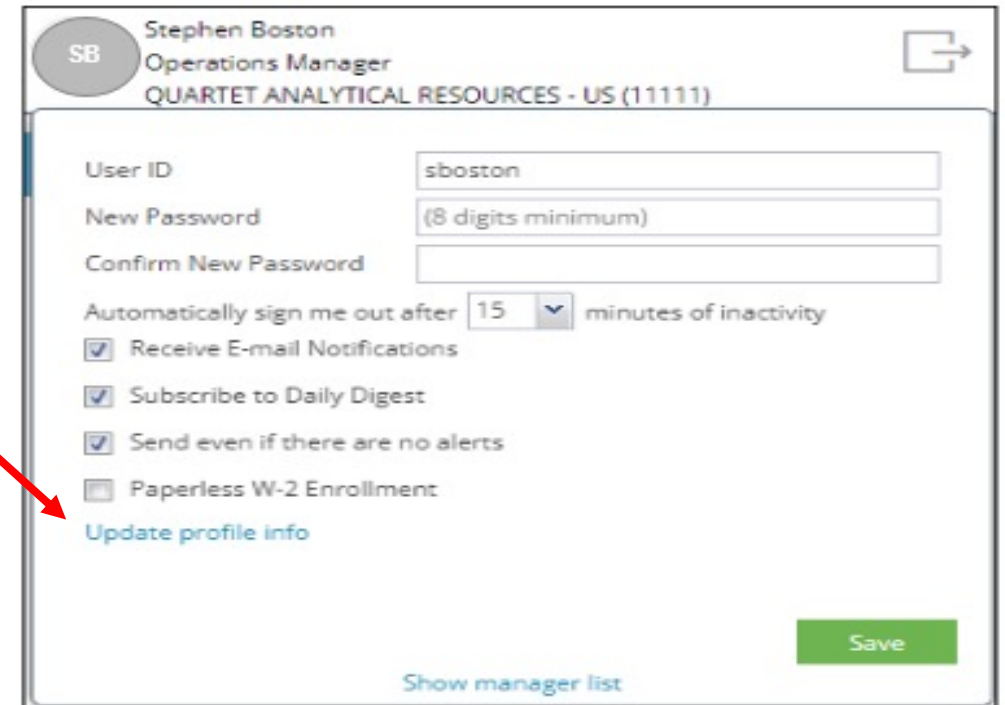
Profile & Switch Modes/log Off

In the top right corner of all pages, your user profile will be displayed. Click on the bubble that has your to open the display box to open the box below. Here, you can edit your User ID, change your password and elect to receive email notifications.

To log out of eSELFSERVE.COM, click the Logout button ⤷ . Remembering to log out is important for security purposes, as it prevents unauthorized access to the employee's account. Users can also choose a timeframe for auto-logoff purposes as an added security measure.

You may also click on the link to Update profile info which will take you back to the Info dashboard to update personal contact information as well as change/verify mobile phone number.

eSelfServe.com
Manager Features

If the employee is also a manager in eSELFSERVE, they will have additional features that allow them access to their direct reports.

Manager Features - Attendance

The Attendance dashboard allows managers to manage their employees' time, create and edit schedules, respond to time off requests, approve timecards, and access employee reports.

Manager Features - Staff

The Staff dashboard displays all employees in the managers group or department/location.

Manager Features - Staff

After clicking an employee from the Staff dashboard, the employee staff page will appear containing a several tabs. It's important to note that the following tabs will only be available depending on which services the college is subscribed to as well as the manager's security role.

Manager Features - Events

The Events dashboard allows the manager to see events scheduled for their employees. They may also add events and/or edit current events based on their permissions. Events are ordered by category.
It's important to note that some events will be available depending on which services the college is subscribed to as well as the manager's security role.

Manager Features - Reporting

The Reporting dashboard is used to access Employee and Attendance reports.

- Run several reports related to Attendance, such as Employees in Overtime this Work Week and Time Card Detail.
- Choose the report, fill in desired information, and Run Report.
- Reports may be downloaded as a PDF or printed directly from the console.
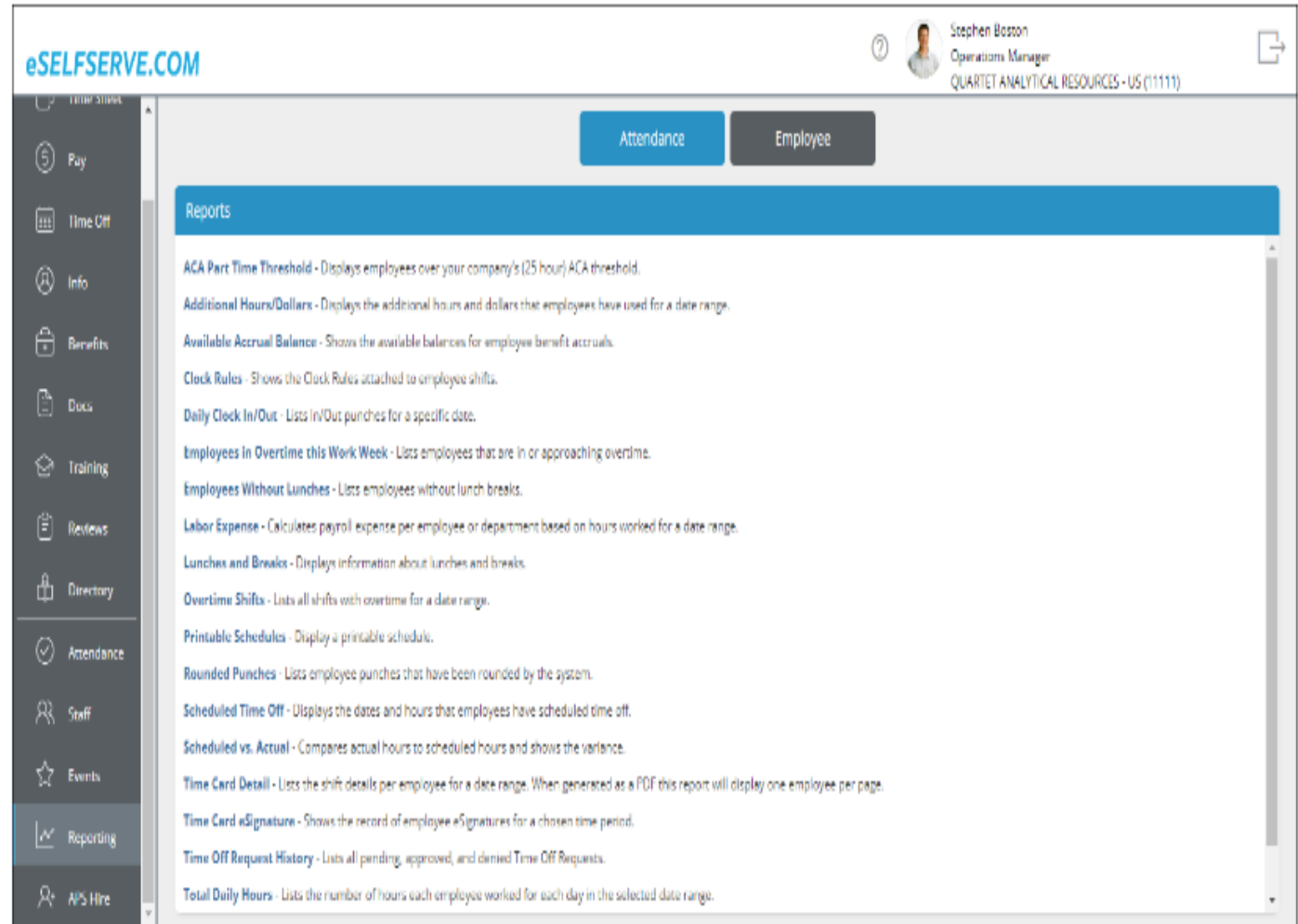
Mobile App

The eSS Mobile app is available to authorized customers of APS with an iOS or Android device.

Open the App Store or Google Play Store and type "eSELFSERVE Mobile" in the search bar. If you have trouble locating the app in your selected App Store, you can visit one of the following links to download:

Android: https://play.google.com/store/apps/details?id=com.apspayroll.essmobile

Apple: https://itunes.apple.com/us/app/eselfserve-mobile/id1377718614?ls=1&mt=8