Employee Self Service (ESS)

http://ess.nebraska.edu

What does Employee Self Service (ESS) offer?
ESS provides benefit eligible employees online access to their personal data stored in SAP, the university's administrative computing system. ESS is fast, easy, and can be accessed from any web browser 24 hours a day. Want to change your contact information while wearing pajamas? Go ahead, but do it from home.

There are no special codes or menu paths to memorize. ESS uses an intuitive one-click menu that makes it easy to find what you need. And the best part is you only see your information, so you don't have to search through thousands of irrelevant entries.

The following options are available:
- Display Pay Advice
- Display Vacation & Sick Leave Balances
- Allocate Employee and Dependent Scholarship Hours
- Display or Change Addresses
- Display or Change Banking Information
- Display or Change W4 Information
- Update Benefit Plans (NUFlex) during Annual Enrollment Period
- Display Flexible Spending Account (FSA) Claims (Reimbursement Account)
- Display Current Benefit Options
- Display Family Members
- Display Education & Qualifications
- Request Vacation or Sick Leave *
- Travel Management *
  * phased deployment

What is the ESS web address?
Employees can access the ESS logon screen, training and help resources at

http://ess.nebraska.edu

ESS is available 24 hours a day, seven days a week!

What do I need to access my ESS account?
For security purposes, a logon ID and password are required to access your personal data. Your logon ID is a campus identifier (K=Kearney, L=Lincoln, M=UNMC, O=Omaha and C=Central) followed by the number 0 and your personnel number. For example, your logon ID would be K099999 if you worked on the UNK campus and your personnel number was 99999. Your personnel number is located in the upper left corner of your pay advice.

NOTE: SAP users should use their current SAP ID/password to access the ESS system.

ESS passwords do not expire on a routine basis. Refer to the FAQ on the ESS Help website for rules/guidelines about your password.

Contact your campus ESS security coordinator for assistance with your ESS logon ID / password.

UNCA 472-7975 Karen Lenzen
UNK 865-8784 Mitch O’Neill
UNL 472-2100 Beth Benson
UNMC 559-5880 Joyce Sikora
UNO 554-2322 Laura VanKardstrand

NUFlex Annual Enrollment runs November 13 to December 1. All benefit changes (except Long Term Care) can be completed through ESS.
What are the system requirements to access my ESS information?

Windows Users:
Internet Explorer is the preferred browser. ESS is not currently compatible with Netscape.

Macintosh Users:
Mozilla Firefox is the preferred browser. Refer to the FAQ section on the ESS Help website for instructions and cautions.

Helpful Hints / Tips
- Many payroll related items can only be changed once during a pay period. This includes changing your address.
- Use the "Forgotten your password?" feature on the logon screen to reset your ESS password. This should be done from your desktop as encrypted email cannot be read from the internet.
- If your browser freezes, click another option on the menu to refresh.
- Do not leave the Internet browser open after exiting ESS if you are in a public place.
- Windows users should use Internet Explorer 6. Internet Explorer 7 is not recommended at this time as it is still a beta environment.
- Macintosh users should still use Mozilla Firefox to complete their enrollment.

Where can I find help for understanding the ESS system?

When using ESS there are many ways to get help:

- esshelp.nebraska.edu Website
  ESS Help provides instructions for using ESS, answers to frequently asked questions, video clips on how to use the ESS screens, and the latest ESS news articles.
- Help Button
  Click the Help button on any ESS screen to link to instructions.
- Helpdesk
  Contact your campus helpdesk if you have problems logging on to ESS.
  UNCA 472-7373
  UNK 866-8363
  UNL 472-3970
  UNMC 866-472-3970 (toll free)
  UNO 554-4357
- Human Resource Coordinator
  Contact the individual in your department, or on your campus, that is responsible for processing new hire actions and payroll.
- Administrative Office
  Contact the appropriate campus business office if you believe your information in ESS is incorrect.

The University of Nebraska–Lincoln is an equal opportunity educator and employer with a comprehensive plan for diversity.
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