



Employee Self-Service (ESS) allows you to directly access and manage your personal HR data without needing to contact the HR department. Using these tools ensures your information is current, which is critical for accurate payroll, tax compliance, and benefit eligibility.

Key Information to Keep Current

To ensure your records are accurate, you can typically update the following details independently:

- **Personal Contact Info:** Residential address, phone number, and personal email address.
- **Emergency Contacts:** Names and phone numbers for your primary contacts in case of an emergency.
- **Payroll & Banking:** Direct deposit account numbers and routing details to ensure timely pay.
- **Tax Forms:** Updates to your W-4 federal and state withholding information to avoid tax errors, as well as electronic W-2 information.

Benefits of Using ESS

- **24/7 Accessibility:** You can access your information anytime from any device with an internet connection, including mobile phones.
- **Improved Accuracy:** Direct entry by the employee eliminates "middleman" data entry errors that occur when HR manually processes paper forms.
- **Faster Processing:** Changes to bank details or addresses often reflect in the system immediately or following a quick supervisor confirmation, rather than waiting for an HR representative to find time to update it.