

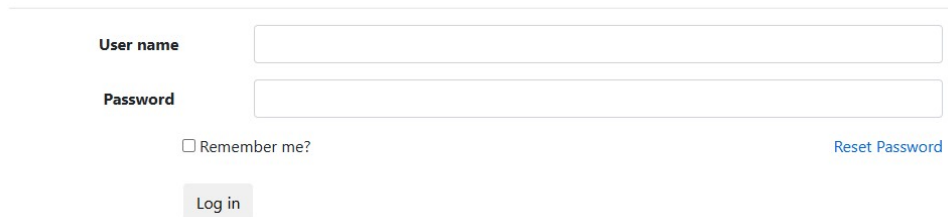
Employee Self Service (ESS) User Guide

Employees use **Employee Self Service (ESS)** as their one-stop shop to easily monitor, update, and maintain their employment information. ESS can be accessed through a phone or computer browser using our online portal. If you have any issues accessing your account email Human Resources at hr@chicorec.gov.

Logging In

www.chicorec.gov/ESS

Log in



The login form contains two input fields: 'User name' and 'Password'. Below the 'User name' field is a checkbox labeled 'Remember me?'. To the right of the 'Password' field is a blue link labeled 'Reset Password'. At the bottom center is a grey button labeled 'Log in'.

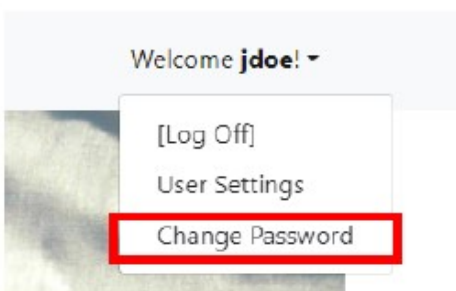
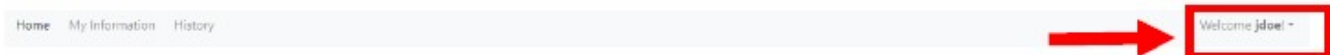
Username: Your user name will be your first initial + last name. If you have multiple or hyphenated last names, your username will be your first initial + your first last name.

Password: *Last 4 digits of your SSN*

Changing Your Password

It is recommended that you change your password after logging in for the first time.

1. Navigate to the top right-hand corner of the home page.
2. Click the drop down menu next to your name
3. Select "Change Password"



Resetting Your Password

If at any time you forget your password, you may reset it following the steps below:

1. Navigate to the initial login screen (www.chicorec.gov/ESS)
2. Select “Reset Password” in the lower-right hand corner.
3. Confirm your email address.

Log in

The screenshot shows the login interface with fields for 'User name' and 'Password'. A 'Remember me?' checkbox is present. A red arrow points from the 'Reset Password' link in the bottom right corner to the 'Log in' button.

3. Check your email address on file for the password reset link.

Password Reset

Confirm email address currently on file to receive password recovery link

User Name: jdoe

Confirm Email Address: jdoe@gmail.com

Yes, this is my email address. No, this is not my email address.

4. If you continue to have issues resetting your password, contact Human Resources at hr@chicorec.gov.

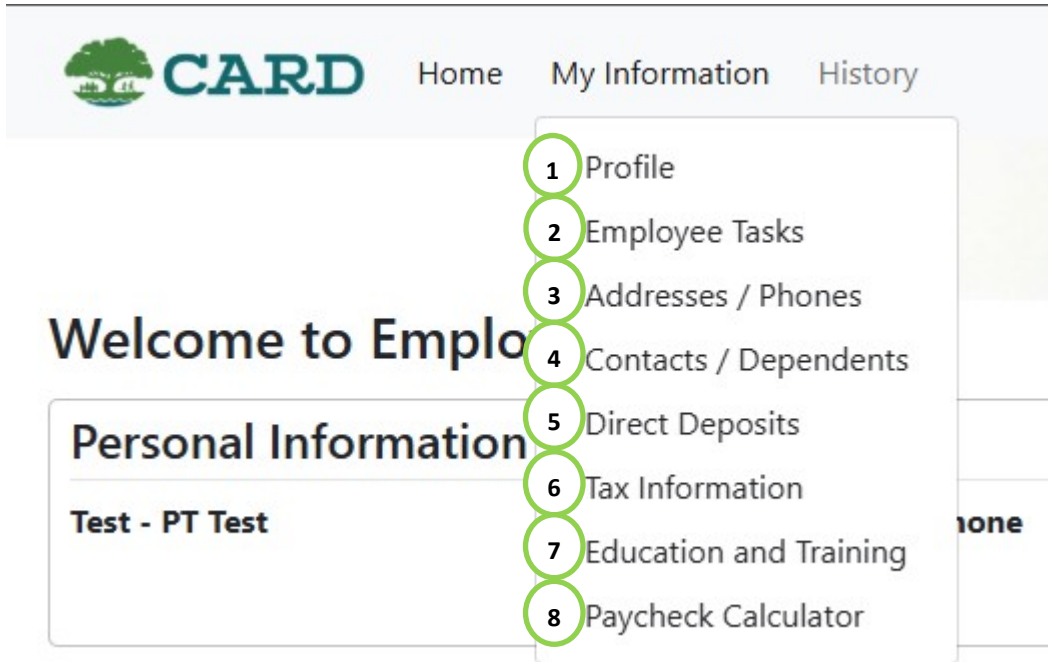
Home

Page Navigation

The screenshot shows the CARD Employee Access dashboard. The top navigation bar includes 'Home', 'My Information', and 'History'. A red box highlights the 'History' link, with an arrow pointing to a box labeled 'View leave balances, pay history and W-2's'. The 'My Information' link is highlighted with a green box, with an arrow pointing to a box labeled 'View and edit your info'. The 'Welcome ttestpt!' message is highlighted with a green box, with an arrow pointing to a box labeled 'Change your password and access user Settings.'. The 'Manage Documents' button is highlighted with a green box. The 'Personal Information' section is highlighted with a purple box, with an arrow pointing to a box labeled 'View your personal information'. The 'Announcements' and 'Notifications' sections are highlighted with a blue box, with an arrow pointing to a box labeled 'View company announcements and account notifications.'. The 'Links' section is highlighted with a yellow box, with an arrow pointing to a box labeled 'Access essential company websites'. The 'Documents' section is highlighted with a red box, with an arrow pointing to a box labeled 'View and download essential company documents and user guides.'.

My Information

Employees are able to access, view, or edit their personal information in ESS through the tab labeled “My Information” in the upper left corner of the navigation.



1. Profile

View your personal information as written in your employee record.

You cannot edit the information on this screen.

Profile

General Information

Name	Test - PT Test
Status	Active
Department	After School Program - After School Program
Email	test@chicorec.gov

Personal Information

Birth Date	01/01/2000
Ethnicity	Not Hispanic or Latino
Race	

Employment Information

Hire Date	01/01/2024
EEO Category	Administrative Support (Including Clerical and Sales)
Pay Cycle	Biweekly

2. Employee Tasks

Employee Tasks are not yet configured. We’re excited to bring new features to our staff as we continue to integrate ESS!

3. Addresses/Phones

View your address and phone number on file. Employees can update this information at any time, and are encouraged to update their personal information in a timely manner.

Once submitted, HR will review and approve your request.

Addresses

[Add New Address...](#)

Phone Numbers

[Add New Phone...](#)

4. Contacts/Dependents

View your emergency contacts or dependents on file. Employees can update this information at any time, and are encouraged to update their personal information in a timely manner.

Contacts

Add New Contact...

Dependents

Add New Dependent...

5. Direct Deposits

View your direct deposit information. You may edit your direct deposit information at any time by clicking "Manage Direct Deposits".

Manage Direct Deposits

	Priority	Is Primary	Bank Name	Routing #	Account #	Account Type	Distribution Type	Distribution	
↑ ↓	100	☒	Bank of America		****	Checking	Balance Of Check		edit ▼
Add New Account									
Submit Change Request									
Back									

Submit for approval once you've finished making changes

Add a new bank account to your direct deposit

Edit or delete your current account information

Once the change(s) are submitted, HR will review and approve your request.

6. Tax Information

View your State and Federal tax filing status. You may edit your filing status at any time by clicking "Update Federal or State Tax Information". The included withholding tool walks you through a series of questions and will create an updated tax withholding form based on your answers.

Update Federal or State Tax Information

Once the change(s) are submitted, HR will review and approve your request.

7. Education and Training

View your completed staff training records as assigned by Human Resources. You cannot edit the information on this screen.

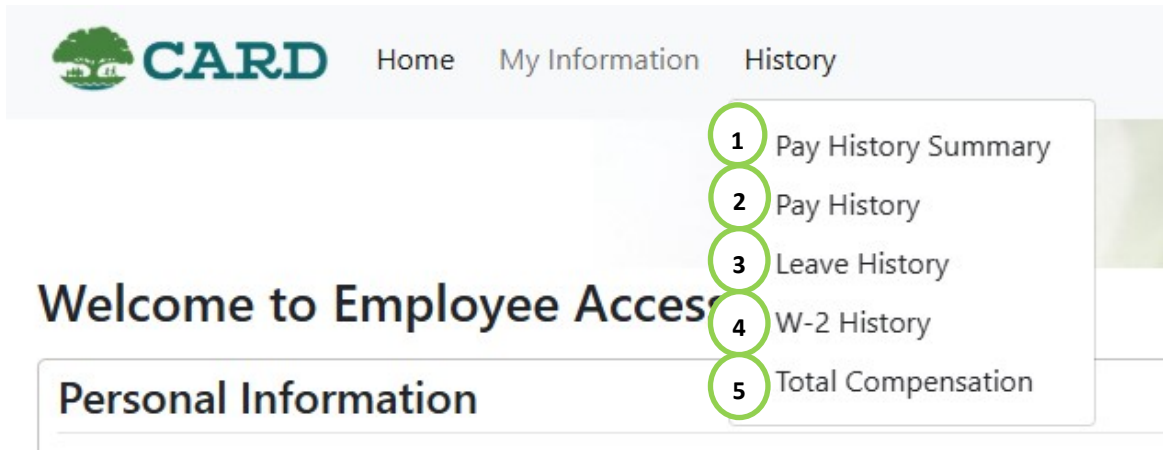
8. Paycheck Calculator

Employees may use the paycheck calculator to estimate payroll and tax information.

The calculators provided on this website are only meant to provide general guidance and estimates about the payroll process. They should not be relied upon to calculate exact taxes, payroll, or other financial data. Calculations may not match your paycheck precisely and are not intended to provide tax or legal advice. You should consult with a professional advisor or accountant concerning your specific concerns.

History

Employees are able to access and view their pay stubs, leave balances, and W-2s in ESS through the tab labeled “History” in the upper left corner of the navigation.



1. Pay History Summary

View a summary of your pay history within a defined period of time.

Pay History Summary

Start Date	01/01/2025	End Date	12/31/2025
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2. Pay History

View and download historical pay statements. Click the drop-down menu next to each payment date for a detailed breakdown of each pay statement, and select the  icon to download pay stubs.

3. Leave History

View your leave balances (sick, vacation, etc.) Click the drop-down menu next to each leave code to see leave history.

**Note that you can only view leave balances in ESS, and all leave must be requested in When I Work.*

4. W-2 History

View and download your historical W-2 data.

1.
2.
3.

W-2 History

Year

Select the year you wish to view in the top left hand corner

Click to download your W-2

 View W-2 Image

5. Total Compensation

View your total compensation per year.

Total Compensation

Year

Select the year you wish to view in the top left hand corner