



Employee Self-Service (ESS) Navigation

V1.0 June 2007

Logging on to ESS

1. Access Employee Self-Service through the OnePurdue Portal. A link to the portal is on the OnePurdue home page:

<http://www.purdue.edu/onepurdue>.



2. Click on the  button in the left column.

3. Enter your Purdue Career Account user ID and password.

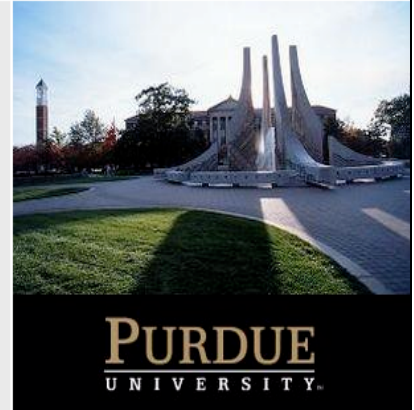
4. Click the “Log on” button or press the Enter key. You will be taken to the OnePurdue Portal.

5. Click the  tab.

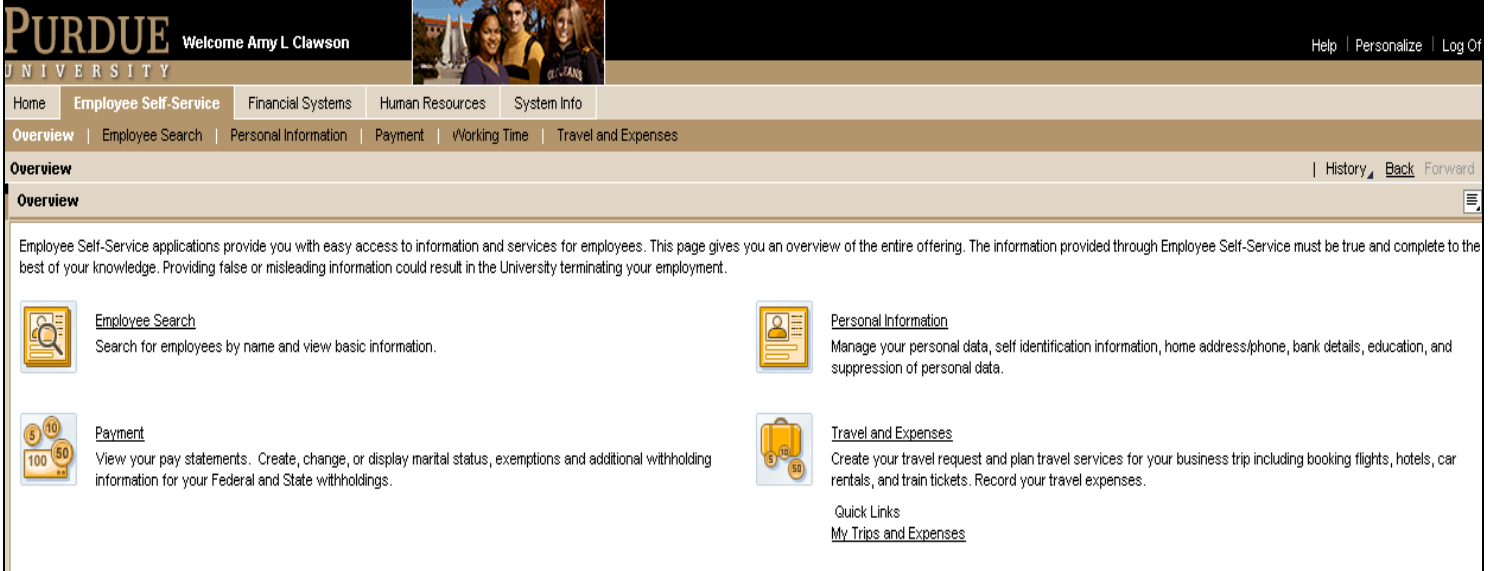
Welcome

User ID *

Password *



Employee Self-Service Overview Page




The screenshot shows the top navigation bar with the Purdue University logo, a user welcome message for Amy L. Clawson, and links for Help, Personalize, and Log Off. Below this is a main navigation menu with tabs for Home, Employee Self-Service (selected), Financial Systems, Human Resources, and System Info. A secondary menu lists Overview, Employee Search, Personal Information, Payment, Working Time, and Travel and Expenses. The main content area features an overview paragraph and four service tiles: Employee Search (with a magnifying glass icon), Personal Information (with a person icon), Payment (with a dollar bill icon), and Travel and Expenses (with a suitcase icon). Each tile includes a brief description of the service.

From the ESS Overview screen, click on the appropriate link to create, maintain or display information on the Employee Search, Personal Information, Payment or Travel and Expenses pages.

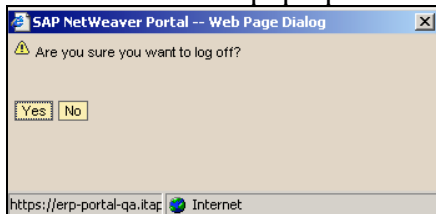


Employee Self-Service (ESS) Navigation

Logging out of ESS


1. To exit Employee Self-Service, click the **Log Off** tab in the upper-right corner of the screen. You may then see this message: . If so, click on this and select **Always Allow Pop-ups from This Site...**. You may then need to click the **Log Off** tab again to completely exit ESS.

2. You will receive a pop-up box asking you to confirm that you want to log off. Click Yes.



3. You will then be returned to the OnePurdue Portal logon screen.

Tips

1. Do not use the back and forward buttons  located in the upper-left corner of your browser. Instead, click on either **Back** or **Forward** located in the upper-right corner of the ESS page.
2. You will need to use either Internet Explorer 6.0 or Firefox 1.0 to launch the OnePurdue Portal. While other versions or browsers (e.g., Firefox 1.5 or Safari) may work, Explorer 6.0 or Firefox 1.0 are the only ones currently supported by OnePurdue for portal and ESS access.

In addition, neither Internet Explorer 7 nor Windows Vista is currently supported.