

# Employee Self-Service & Active Directory

## What is ESS?

Employee Self-Service (ESS) is a web-based service that provides employees with personal information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The information covers:

- **Personal Information** (personal data, address, emergency contact and bank information)
- **Benefits** (medical/vision/dental, life insurance, disability, AD&D and Retirement)
- **Leave & Time** (balances and absences)
- **Payroll** (pay statement, savings bonds and W-4)

## What is the Active Directory Portal?

This allows employees to “reset” their PASSHE strong password on their own, or get a temporary one should they forget the current one.

## How do I gain access to ESS and the Active Directory Portal?

Employee Self-Serve and the Active Directory portal require an employee’s PASSHE Username and password.

## How do I get a PASSHE username and password?

New employees are automatically assigned a PASSHE user ID and password. For current employees, please contact the IT Help Center at 610-683-1511.

## How do I set up my Active Directory Account on the Self-Service Portal?

Once the employee’s PASSHE username and password are set, the employee must create an Active Directory Account in the PASSHE Self-Service Portal. This allows employees to “reset” their PASSHE strong password on their own, or get a temporary one should they forget their current one.

1. Go to <https://password.passhe.edu/>
2. Click on Configure the Self-Service Tool.
3. Enter your PASSHE ID (include “@KU”) and your new strong password.
4. Follow the prompts listed by creating a 4 digit code and submitting questions and answers.
5. You will receive a submission confirmation page to advise you that all was set up without error.
6. You can now access ESS (see below).

You can also access the portal by clicking on “Account Self Service Portal” on the log in window.

This Active Directory Portal is where you will go whenever can’t remember your password or need to change an expired password. Remember your password will expires every 90 days

## How do I access the ESS system?

1. Go to <http://www.kutztown.edu>
2. Click on Faculty and Staff
3. Go to Academic/Administrative Resources and click on the Human Resources link (you will then enter the HR website)
4. Click on ESS, in the left hand column
5. Then click on “Access Employee Self Serve (ESS) System”
6. Enter your PASSHE ID (example: waterlul@ku) followed by your strong password
7. Click on Employee Self Serve above, to access your information

ESS can also be accessed from the Kutztown University Human Resources web page with:

<http://hr.dept.kutztown.edu/ess/index.html>

**or**

Directly from the main PASSHE website under Human Resources – Employee Self Service (“the Portal”):

<https://portal.passhe.edu/irj> Be sure to turn off any pop-up blockers.

### **Can I change any of the information in the system?**

The only information you can change is (1) your emergency contact and (2) your status on your W4 for federal tax withholding. Any other changes should be communicated to the payroll staff via the [esshelp@kutztown.edu](mailto:esshelp@kutztown.edu) email.

### **What do I do if I encounter problems trying to access the site?**

Contact the IT Help Center at 610-683-1511 or [helpcenter@kutztown.edu](mailto:helpcenter@kutztown.edu).

### **What do I do if I have questions about ESS, or my data on ESS?**

Please send an email to: [esshelp@kutztown.edu](mailto:esshelp@kutztown.edu).

### **Where can I get more details on ESS?**

Further details on how to use ESS and all its features can be found on any one of these sites.

<https://portal.passhe.edu/irj> - ESS website ("the Portal")

<http://hr.dept.kutztown.edu/ess/index.html> - HR website

<http://www.passhe.edu/executive/HR/SystemHR/HRS/Pages/ess.aspx> - PASSHE website