

# Employee Self Service (ESS)

## User Guide

Version 1.0

User Guide

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### What is (ESS)?

- Monash Health employees are able to access a range of information related to their employment via an online portal **Employee Self Service (ESS or HR21)**
- Information is provided in real time. The data is shown exactly as it is recorded in the Payroll System (Chris21)
- ESS is accessible via the intranet on any Monash Health computer
- You can also access ESS anywhere in the world via the internet from a computer, smart phone, tablet or any other device connected to the internet

### You can use ESS to...

#### View:

- Personal information including date of birth, address, telephone numbers and emergency contact details
- Current employment status and weekly position hours
- Current and past annual salary and classifications
- Allowances and deductions
- Superannuation fund and contribution rates
- Current and previous payslips
- PAYG Summaries
- ADO, sick and annual leave balances
- History of leave taken
- Pay history by pay date including gross, tax and net amounts for each pay

#### Change:

- Residential address
- Telephone numbers
- Emergency contact details
- Email address

#### Print:

- Payslips  
PAYG Summaries

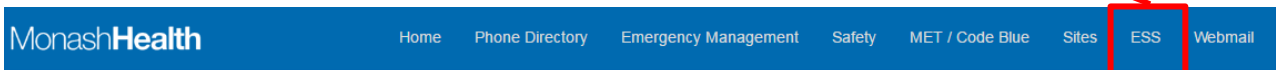
### Accessing ESS at Work

Using Monash Health's computers, ESS is available via:



Desktop Icon

Intranet Main Menu



### Accessing ESS Externally

Accessing ESS externally is via the Monash Health webpage: [www.monashhealth.org](http://www.monashhealth.org)

From the main menu select **Health Professionals**, next click **Employee Self Service – Staff Portals**



Select **HR 21 Self Service** from the list once the page has launched

### Log into ESS

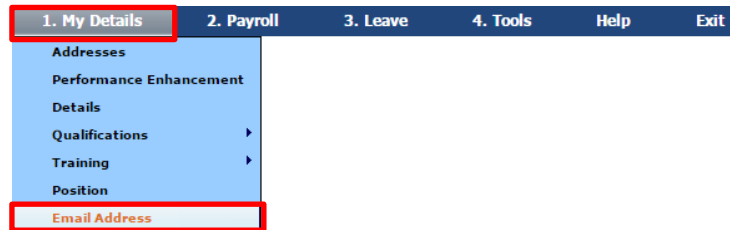
From the login screen follow the instructions. If you need to reset your password, contact IT Helpdesk 9594 2755

Enter Monash Health Password

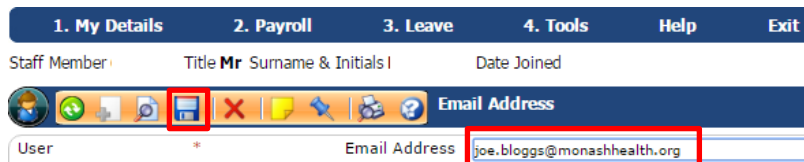
Enter Employee Number

Change Email Address for ESS

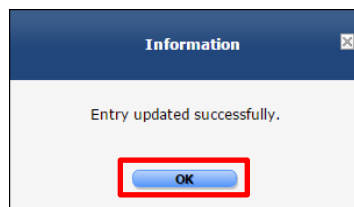
1. Select **1. My Details**. Next, click **Email Address**



2. Type in your **New Email** address. Then, click **Update**

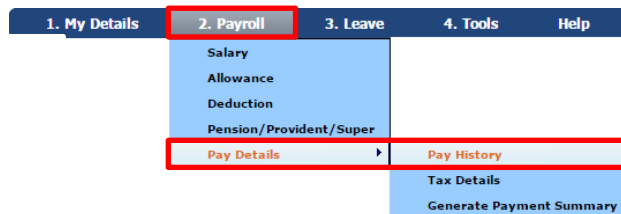


3. Click **Ok**



## Access Payslip History

1. Click **2. Payroll**. Next, select **Pay Details** and **Pay History** from the pop out menu

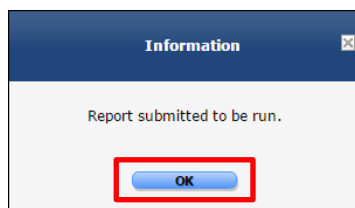


2. Highlight the **Pay** you wish to view by clicking on the **Line**. Next, click **Payslip**

The screenshot shows the 'Pay History' interface. At the top, there is a navigation bar with '1. My Details', '2. Payroll', '3. Leave', '4. Tools', 'Help', and 'Exit'. Below this, there is a header area with 'Staff Member', 'Title Mr Surname & Initials', and 'Date Joined 6/07/2015'. A toolbar contains various icons and the text 'Pay History'. Below the toolbar, there are input fields for 'Payrun Number \*2481', 'Pay Date \*5/01/2017', and 'Date Paid To 1/01/2017'. A section titled 'Amount' lists 'Gross', 'Tax', and 'Nett'. A 'Payslip' button is highlighted with a red box. Below this is a table with columns: 'Payrun Number', 'Pay Date', 'Gross', 'Tax', 'Nett', and 'Currency'. The first row of the table is highlighted with a red box. A red box with the text 'Click to Highlight' points to the first row of the table.

Payrun Number	Pay Date	Gross	Tax	Nett	Currency
2481	5/01/2017	2024.00	1204.00	820.00	
2474	22/12/2016	2024.00	944.00	1080.00	
2466	8/12/2016	2024.00	944.00	1080.00	
2460	24/11/2016	2024.00	944.00	1080.00	

3. Click **Ok**



**Note:** Your payslip will generate and launch in a new internet browser window

Save or Print Payslip

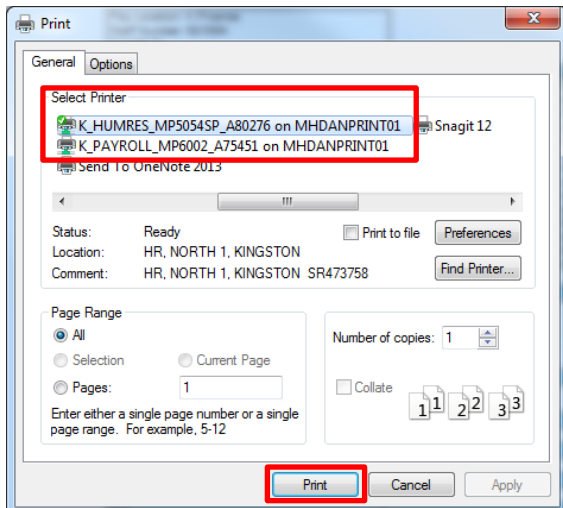
Once you have generated your payslip, the **Print** icon will display at the top left hand corner of the page.



Click on the **Print** icon to start both processes

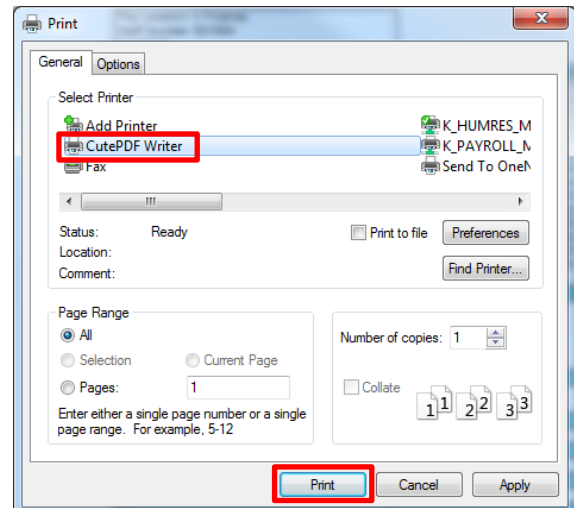
**Print**

1. Ensure your local printer is selected
2. Click **Print**

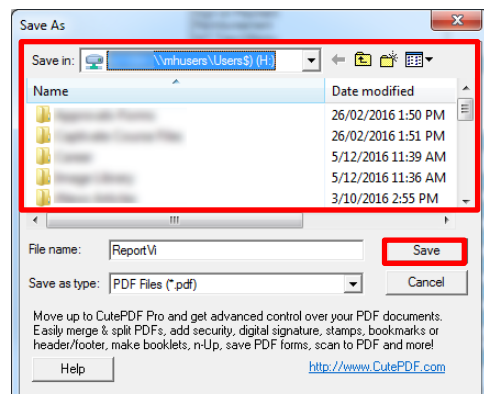


**Save**

1. Select **CutePDF Writer** from the Select Printer field
2. Select **Print**

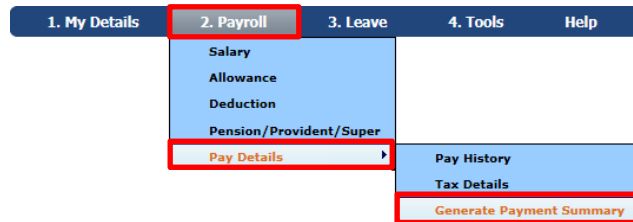


3. Select the file location, then click **Save**

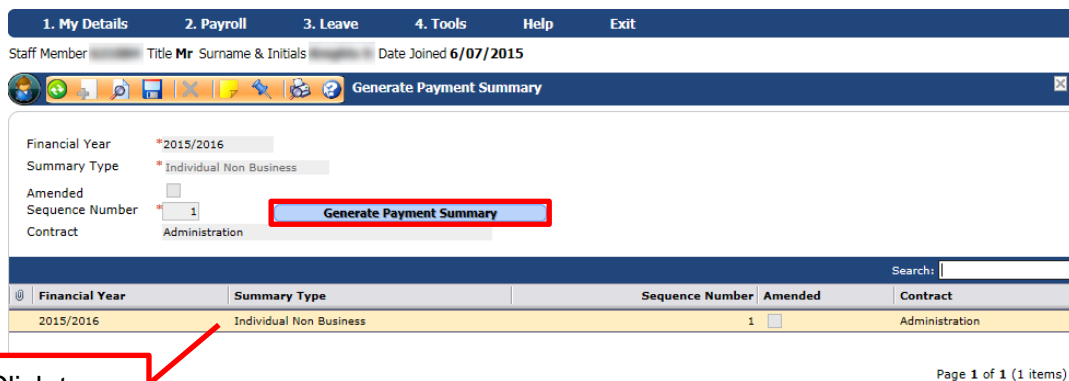


## Generate Payment Summary

1. Select **2. Payroll**. Next, select **Pay Details** and **Generate Payment Summary** in the pop out menu



2. **Highlight** the financial year you want to generate, then click **Generate Payment Summary**



Click to  
Highlight



View & Change Personal Details

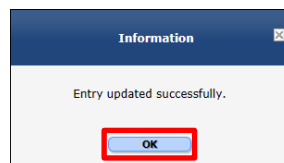
1. Select **1. My Details**, then **Addresses**



2. **Update** any personal details by typing directly into the fields. Click **Update** to save

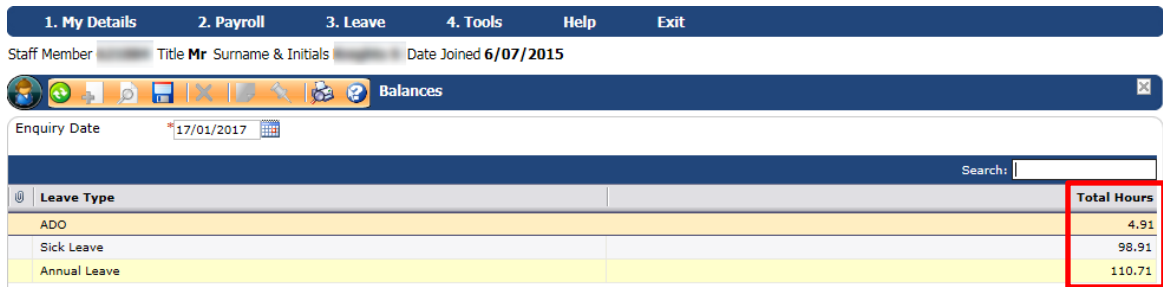
A screenshot of the 'Addresses' form in a web application. The form includes fields for Address Type, Address, Suburb, State (set to Victoria), Country (set to Australia), Postcode, Phone, Mobile, and Email. Below this is the 'Emergency Contact Details' section with fields for Surname, Given Name, Relationship (set to Wife), Telephone, Mobile, and Email. At the bottom, there is a table with columns: Address Type, Address, Address Line 2, Suburb, and Phone Number. The table contains one row for 'Home Address'. A search bar is located to the right of the table. The page number 'Page 1 of 1 (1 items)' is displayed at the bottom right.

3. Click **Ok**

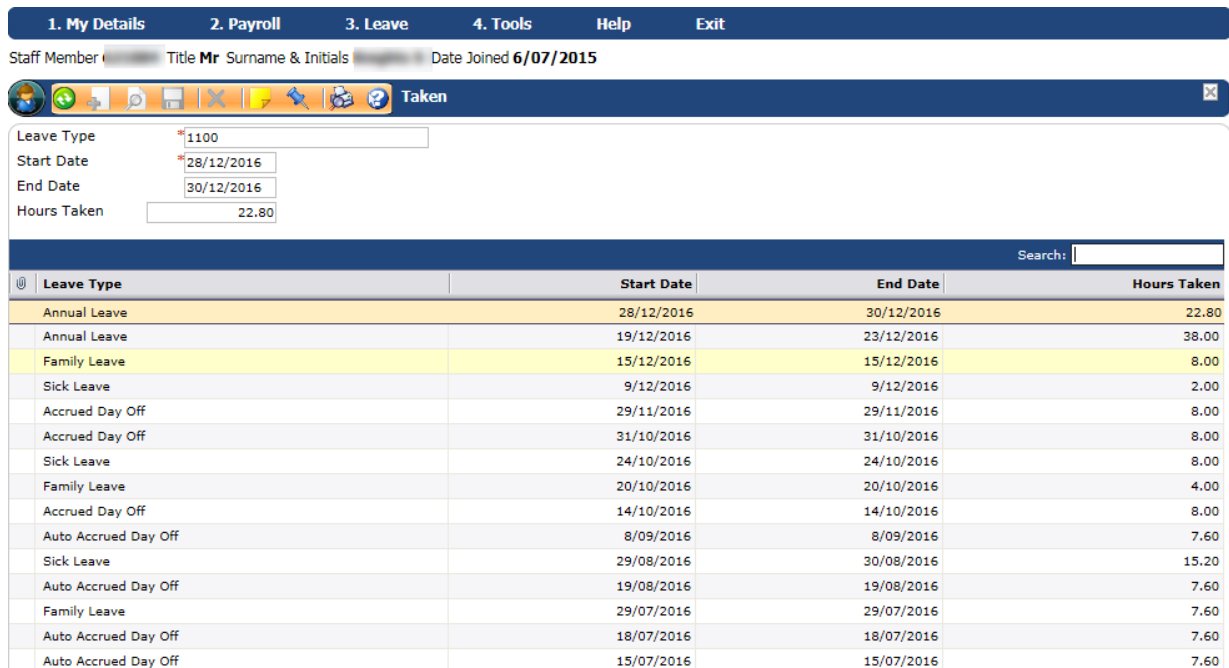


View Leave Balances & History

1. Select **3. Leave**, then click **Balances** from the drop down menu

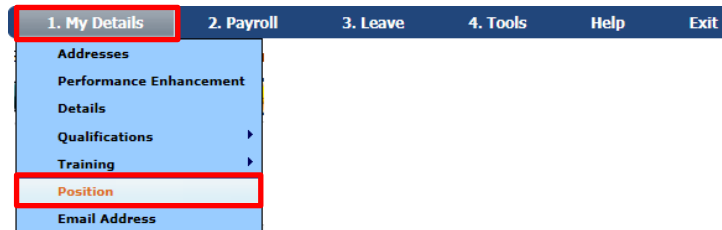


2. To view leave history, select **3. Leave** and then **Taken** from the drop down menu

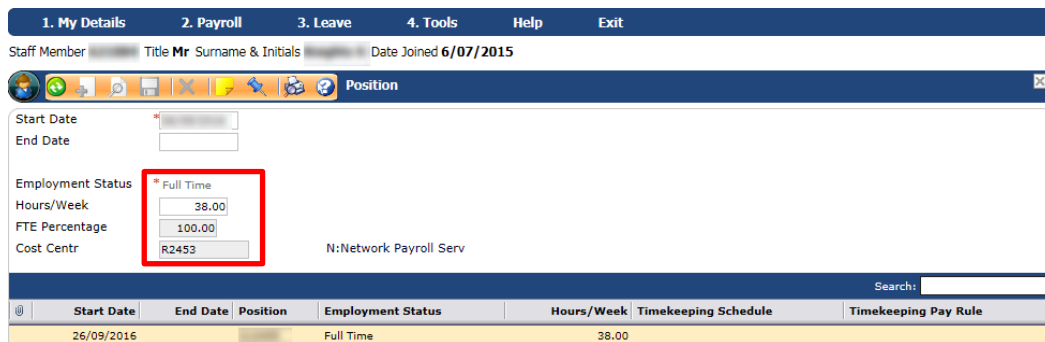


## View Current Employee Status & Position Hours

1. From the main menu, select **Position**



2. View details listed

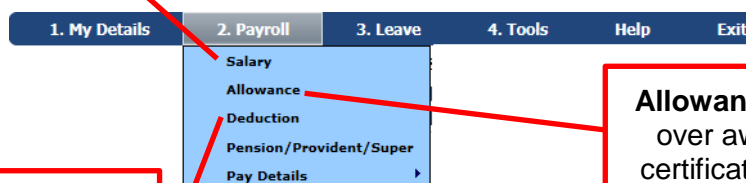


## View Classification & Pay/Allowance Rates

The **2. Payroll** menu item displays three areas relating to your pay details...

**Salary** displays your base salary/rate details and history

**Deductions** shows your salary packaging, car parking, gym membership, extra tax contributions, to name a few



**Allowances** will list any over award, laundry, certificate, or any other allowance you are entitled to receive

### Support Contacts

For further assistance with ESS contact Payroll Services on 9265 2700 between the hours of 8.30am and 4.30pm.

Alternatively, log a **Payroll Query** via the [Payroll Intranet](#) page.

For password reset, contact IT Helpdesk 9594 2755