

## Employee Self-Service

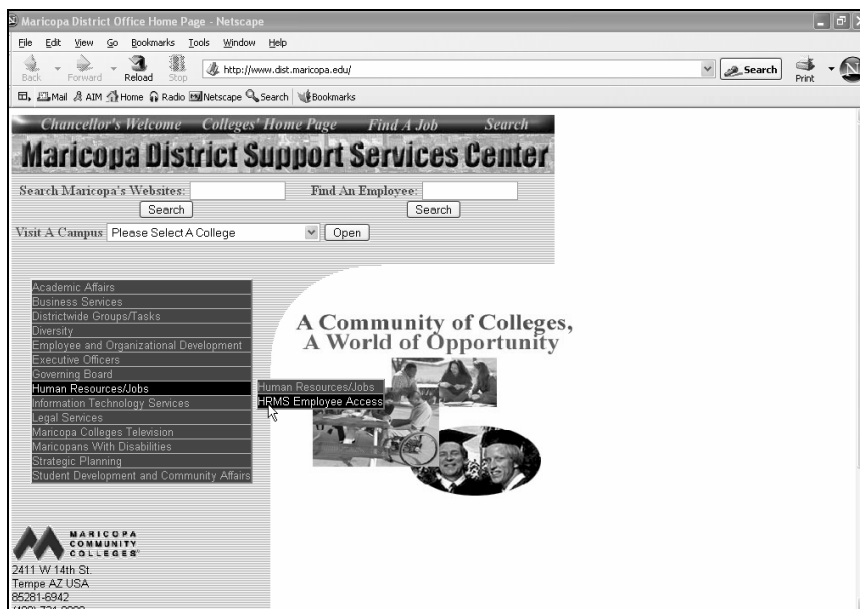
The new Employee Self-Service (ESS) feature enables employees' easy access to view and update their personal information online. Your personal data will continue to remain completely confidential and secure. Only **YOU** and the HR Services staff have access to the information in this database. No one else will be able to view your personal data.

The user id is your Enterprise ID and the Password is your MEMO password. Both fields are case sensitive. After logging into the Human Resources Management System (HRMS), you will continue to see Internet Explorer navigation buttons such as BACK, HOME and REFRESH. Do not use these buttons to navigate within HRMS.

The HRMS Navigation Menu is located on the left hand side of the screen. The menu is set up like a hierarchy and allows you to navigate to the desired page or component (group of pages). The menu options displayed on the Home page will reflect the roles and responsibilities that you have in the system. Listed below are the step-by-step instructions to log into HRMS and navigate within HRMS.

### Steps to Log in to Employee Self-Service

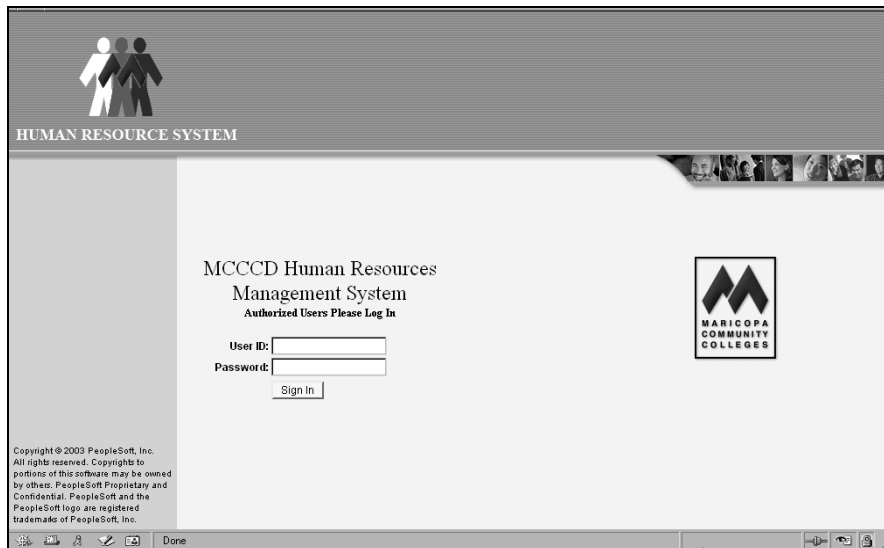
1. Start Internet Explorer.
2. In the Address field, enter <http://www.dist.maricopa.edu/>
3. From Maricopa District Support Services home page, place cursor on Human/Resources/Jobs, and then select HRMS Employee Access.



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### Steps to Log in to Employee Self-Service (continued)

4. At the login screen, enter your Enterprise ID in the username field.

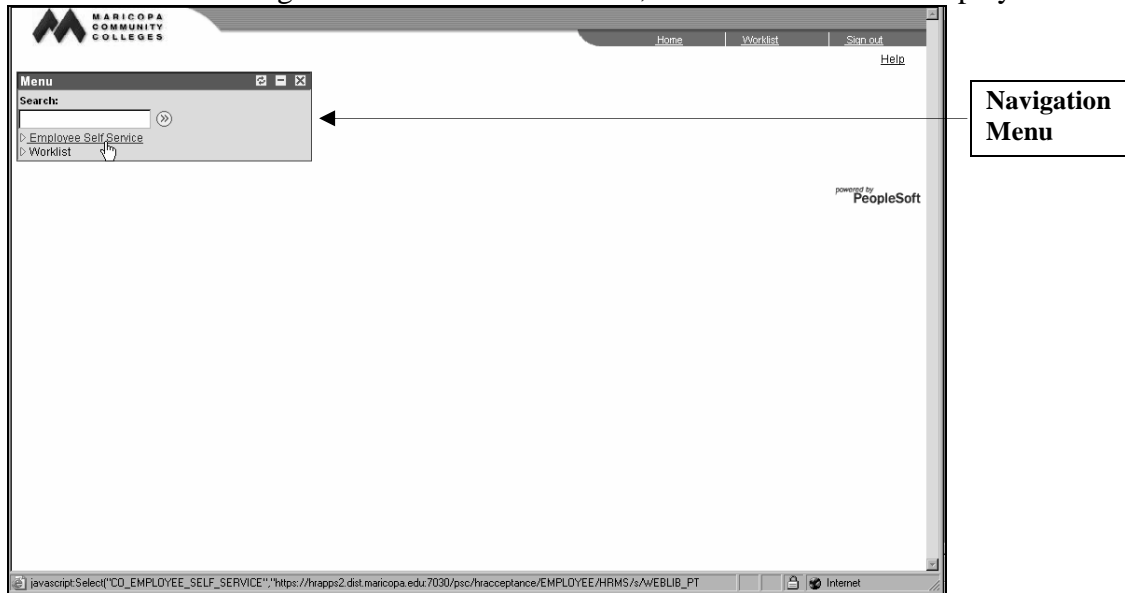


5. Enter your MEMO password in the password field.
6. Click the Sign In button.

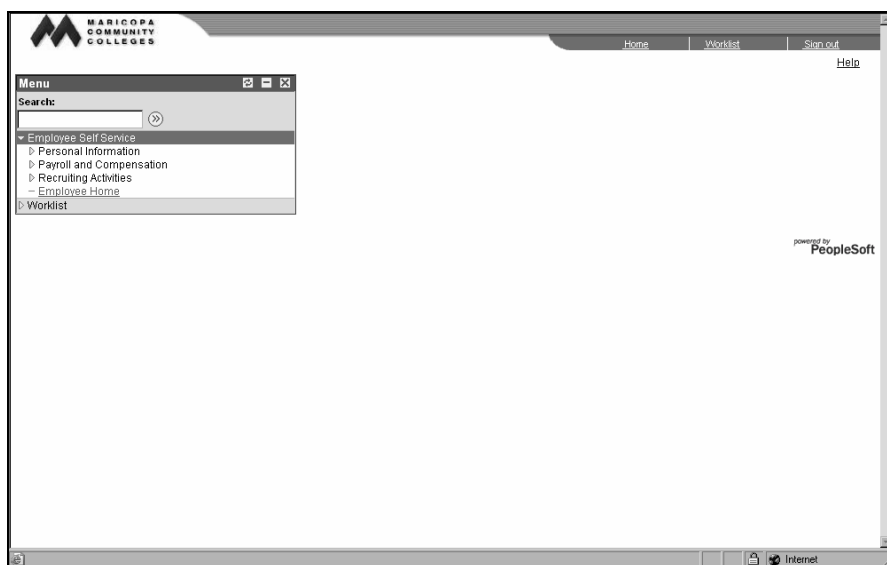
## Employee Self-Service

### Steps to Navigate within Employee Self-Service

1. From the Navigation Menu on the HRMS Home Page, click on Employee Self Service link.
  - A right pointing arrow ▶ before a link indicates that there are more levels to view under that heading. When the link is selected, a list of choices will display.



2. At the Employee Self Service component first list of choices, select the appropriate link.
  - A down pointing arrow ▼ before a link indicates that the link is expanded. This is where you will be able to view your personal information, emergency contacts, personal phone numbers, home/ mailing addresses, paychecks, etc.



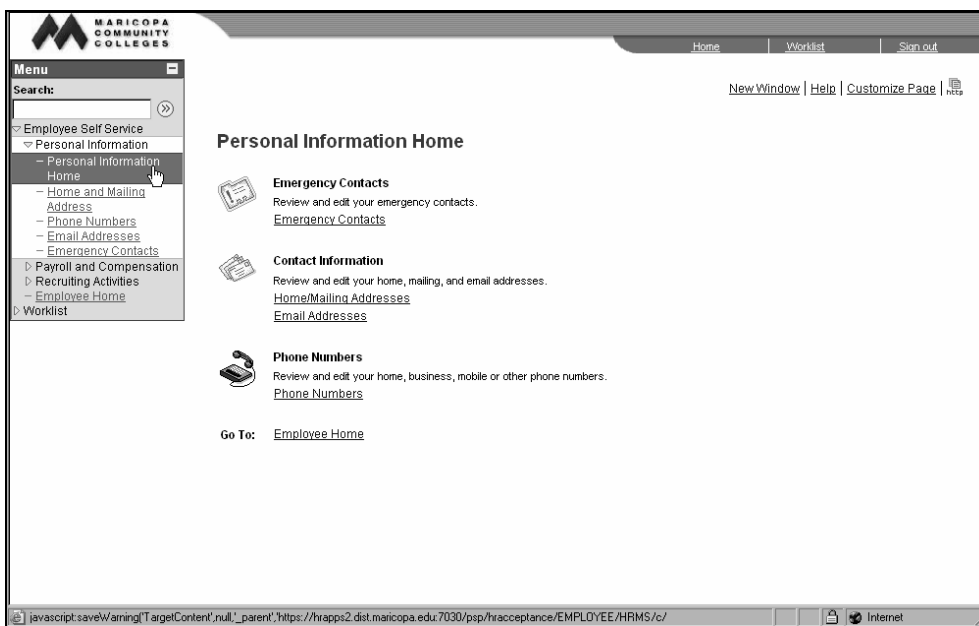
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### Steps to Navigate within Employee Self-Service (continued)

- At the Employee Self Service component second list of choices, select the appropriate link.
  - A dash **-** before a link indicates that this is the last level of navigation and there are no additional menus.



- At the Employee Self Service page, select the appropriate link to view or update your personal information.



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### Steps to Navigate within Employee Self-Service (continued)

5. At the Universal Navigation Header, click on the Sign Out link in the upper right hand corner to exit the system.
  - It is recommended that you Sign Out before closing your browser.

