Employee Self Service Portal (ESSP v2)

Access to the Employee Self Service Portal internally & externally has not changed. Internally, it is located towards the bottom of the left hand column of the home page under the heading Employee Resources:

Externally, from the [http://www.kpb.us](http://www.kpb.us) page click on Human Resources, expand Employees and select Employee Self-Service Portal.

For the techies – [https://essp.borough.kenai.ak.us](https://essp.borough.kenai.ak.us)
This is the new Employee Self Service Portal.

The first time you use version 2 of the ESS Portal your Password will be your social security # without the dashes.

Your Employee # can be found in the upper left corner of your Timesheet:

You may be asked to enter your social security # again.

Click Reset Password. If you want to start over click the Restart button.

Below you
• Will be asked to enter a new password and confirm it.
• You can either accept the security question provided or create a new one. Then you must enter the answer to the security question and confirm it.

Both the Password & Security Answer are case sensitive.
Click Login button.

You will not be able to login if your password does not conform to the password standards outlined above. You will know if it doesn’t conform by the following error message:

Also if there are any problems with the information you have entered after you click the Login button. The messages will appear above the Employee Number line. And the screen will revert back to an empty screen that has to be filled in again.

Please go to the Change Address dropdown and verify that you have an email address filled in. If it is blank or it is not correct, fill in/modify the Email address field on the Change of Address screen and click the Submit button. This is the email address used to notify you if you are locked out of the portal.

**Side Menu**

Most of you will only have the Employee & Sign Out options. If you expand Employee it will look like this:

**Pay Statement**

This is your check stub you are use to seeing. This is your default view. A different date may be selected by using the drop down box in the upper right corner of the screen.
The **Detail** tab will show individual time entries that comprised your pay. This will only show time entry.

If no time detail is available, you will receive the following message:

**Pay Statement**
BROWN, JAMES A [7001]

There is no pay statement available for the selected date.

**Profile**
Provides useful information such as the benefit information, direct deposits, hire date, leave balances and tax information.
Change Address

View your current home address, telephone number and email information and make changes online if required.

Current Address

ZUG JR, LENNIE J [1100]

Address: 8873 PHOENIX DR
   APT 409
City: ST. LOUIS
State: MO
Country Code: USA - UNITED STATES
Zip: 63124
Home Phone: 314-989-9885
Work Phone:
Mobile:
Email:

Any changes must be submitted for approval by Human Resources. Now is a good time to verify your information.

Once the address change is submitted, you can view your change request by clicking on the Future Address button.

Future Address

ZUG JR, LENNIE J [1100]

Address: 8873 Lake dr.
   Apt 450
City: ST. LOUIS
State: MO
Country Code: USA - UNITED STATES
Zip: 63106
Home Phone:
Work Phone:
Mobile:
Email:
Status: In process

The status of the request displays at the bottom of the window. In the event that the address change is rejected; you can make corrections and resubmit it.
**Year End Forms**
Employees can see their year-end forms, while administrators can pick the employee number they wish to review and click **Go** (located at the top right hand corner of the window). Users can also select a different year using the drop-down.

![Year End Forms](image)

**Change Password**
You can change your password using the “Change Password” menu item.

![Change Password](image)

To do this, simply enter your old password, a new password, and a confirmation of your new password, and click **Change Password**. The change will take effect immediately for your next login.

**Security Question Tab**
The security question is a security measure to identify you in the event that you forget your password. By default, the Security question prompts you to enter your Social Security Number, but you could also create your own security question and provide an answer for it in the “Security Answer” field.

![Change Password](image)

**Recommendation**: Choose a question to which you will easily be able to remember the answer. **The security answer is case sensitive**; therefore you should enter a short and concise answer to avoid mistakes when you have to provide it.
**Employee Messages**

The ESSP messaging system allows administrators to send messages to employees. In such cases, the messages will pop up to the recipients once they are logged into the Employee Self Service portal.

From that point, you can click **Snooze** or **Dismiss**, as you would do with Microsoft Outlook’s reminder function.

- Snooze - The message will show up the next time you log in.
- Dismiss - The message will never show up again.
- Show All - All messages received up to date will be listed.

**Note:** You automatically receive a system message if a change of address is rejected.

**Documents**

This is where other documents attached to your account can be seen. This feature is not currently being used.

**Options**

Indicate your main screen preferences (the window that displays by default after you login).

**Troubleshooting**

In some cases, you can click on the error message in the dialog box to go to the field that has the error.

For example, this error is from the **Security Question** tab of the “Change Password” window. Clicking the first line closes the dialog box and positions the cursor in the “Security Answer” field.

If you have entered an invalid password 3 times you ESS Portal account will be locked. The following individuals can rest your password for you:

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Finance</th>
<th>IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Robinson – ext 2132</td>
<td>Brandi Harbaugh – ext 2176</td>
<td>Michael Crawford – ext 2106</td>
</tr>
<tr>
<td>Chris Anderson – ext 2133</td>
<td></td>
<td>Tony Oliver – ext 2114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lynne Carter – ext 2103</td>
</tr>
</tbody>
</table>