



ESS Reconfiguration

Going back to the basics – more choices, smoother sailing . . .

Personnel / Payroll Association

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Agenda

- ESS Reconfiguration
- Online Leave Request Process
- Centralized Security
- New online recruiting system

Why reconfigure ESS now?

- In the original project, the ESS iViews (screens) were customized to improve the user interface
- SAP has since improved its standard iViews
- Reconfiguring to standard SAP iViews makes sense
 - Improves user interface
 - Enhances system efficiency
 - Reduces cost and complexity of deploying future system upgrades
 - Opens the capacity for future enhancements, like online leave request and approval functions

When will change take place

- New iViews will be implemented statewide in May
- Tips and help will be available for users

The screenshot shows the HR website for the Washington State Department of Personnel. The top navigation bar includes links for Home, Strategic HR, Compensation & Job Classes, Training, Recruitment, Rules, Diversity, Payroll, and More DOP Services. The Payroll section is highlighted in green. Below the navigation bar, there is a search box with a 'GO' button. The main content area is titled 'Tips & Help' and provides information about Employee Self Service, including a list of services such as viewing earnings statements, updating permanent and mailing addresses, emergency contact information, and e-mail addresses. It also includes a 'My Career' section with links to search for state jobs, apply for state jobs, and enter/update profiles for job openings.

HR Washington State
Department of Personnel

Home Strategic HR Compensation & Job Classes Training Recruitment Rules Diversity Payroll More DOP Services

Home > Payroll > Employee Self Service > Tips & Help [Print Friendly](#)

Payroll

- Employee Self Service ▶
- Human Resource Management System
- Calendars and Schedules
- Payday FYI

Tips & Help

Washington State Employees have secure, password-protected access to manage their personal information. Available services are organized under two tabs:

Employee Self Service:

- View and print your earnings statements for the current year
- View and update your permanent and mailing address
- View and update your emergency contact information
- View and update your e-mail address

My Career:

- Search for state jobs
- Apply for state jobs
- Enter and update your profile so you can be considered for job openings

How will ESS change?

- Basic functions will remain the same
 - Personal Information
 - Mailing Address
 - Permanent Address
 - Email Address
 - Emergency Contact
 - Earnings Statement
 - Access to E-Recruiting

- Look and feel will change
 - DOP will reconfigure ESS to SAP's standard iViews (screens)
 - iViews (screens) will reflect standard internet design principles

Personnel/Payroll Association – Employee Self Service Changes

Preview of Standard ESS iViews

■ Overview

The screenshot displays the ESS iView interface. At the top, a dark red header bar contains the text "Welcome Edward Smith" and links for "Personalize" and "Log Off". Below this is a navigation bar with tabs for "Employee Self Service", "Employee Self-Service", and "My Career". A secondary navigation bar lists "Welcome", "ESS Applications", "Personal Information", "Earning Statements", and "ESS Help". The main content area is titled "Overview" and includes a "History" link and a "Back" button. The "Overview" section contains a descriptive paragraph: "Employee Self-Service applications provide you with easy access to information and services for employees." Below this are three main sections, each with an icon and a list of quick links:

- Personal Information** (Icon: ID card): Manage your addresses, emergency contacts, and email address information.
 - Quick Links
 - [Addresses](#)
 - [Emergency Contacts](#)
 - [Email Address](#)
- Earning Statements** (Icon: Money): Display your current or past earning statements.
 - Quick Links
 - [Earning Statements](#)
- ESS Help** (Icon: Book):
 - Quick Links
 - [Addresses Help](#)
 - [Emergency Contacts Help](#)
 - [Email Address Help](#)
 - [Earning Statements Help](#)

Personnel/Payroll Association – Employee Self Service Changes

Preview of Standard ESS iViews

■ Personal Information

The screenshot displays the ESS iView for Personal Information. At the top, a dark red banner shows a welcome message for Edward Smith, with links for Personalize and Log Off. Below this is a navigation bar with tabs for Employee Self Service, Employee Self-Service, and My Career. A secondary navigation bar lists Welcome, ESS Applications, Personal Information (selected), Earning Statements, and ESS Help. The main content area is titled Personal Information and includes a History and Back link. A sidebar on the left contains a user icon and the title Personal Information. The main content area lists three sections: Addresses (Enter, change, or delete your addresses.), Emergency Contacts (Enter, change, or delete your emergency contact information.), and Email Address (Enter, change, or delete your WORK email address. Only ONE (1) email address allowed.). Below these sections is a Personal Information Help section with links for Addresses Help, Emergency Contacts Help, and Email Address Help.

Personnel/Payroll Association – Employee Self Service Changes

Preview of Standard ESS iViews

■ Address

Welcome Edward Smith [Personalize](#) | [Log Off](#)

Employee Self Service | Employee Self-Service | My Career

Welcome | ESS Applications | Personal Information | Earning Statements | ESS Help

History | [Back](#)

Addresses

1 2 3 4

Overview Edit Review and Save Confirmation

Permanent residence

Street Address: 1234 Test Ave.
City: Olympia
Telephone No.: 918-8111

[Edit](#)

Mailing address

Street Address: 1234 Test Ave.
City: lacey
Telephone No.:

[Edit](#) [Delete](#)

[Previous Step](#) [Exit](#)

Preview of Standard ESS iViews

■ Email



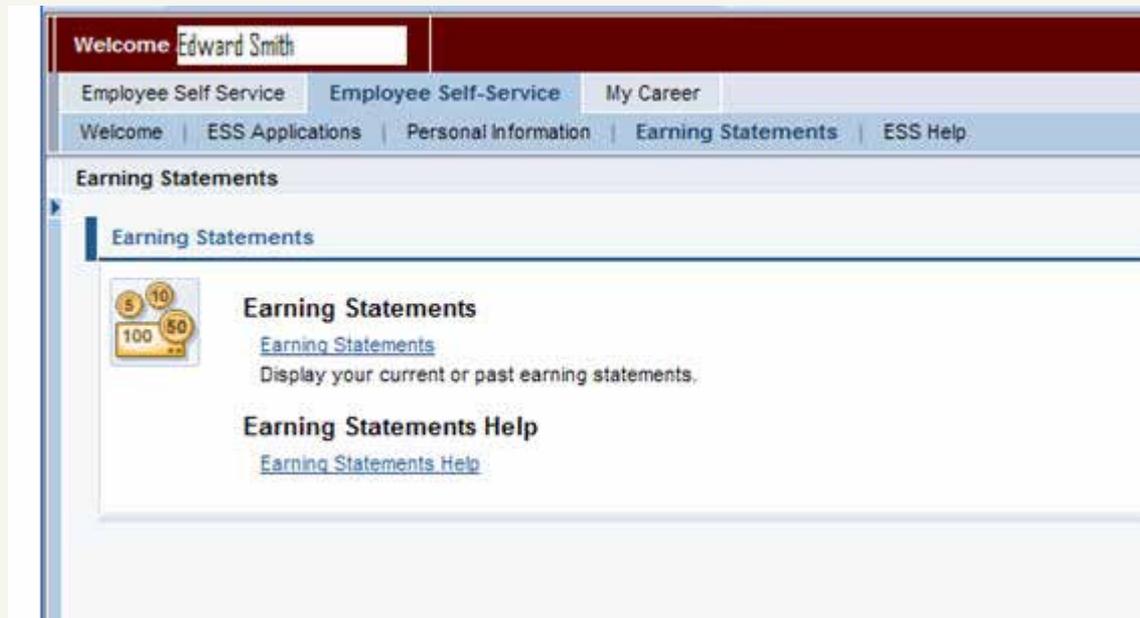
Preview of Standard ESS iViews

- Emergency contact information

The screenshot shows a web interface for an Employee Self Service (ESS) system. At the top, a dark red banner displays "Welcome Edward Smith". Below this, a navigation bar includes "Employee Self Service", "Employee Self-Service", and "My Career". A secondary navigation bar lists "Welcome", "ESS Applications", "Personal Information", "Earning Statements", and "ESS Help". The main content area is titled "Family Member/Dependents" and features a progress indicator with four steps: 1 (Overview, highlighted in yellow), 2 (Edit), 3 (Review and Save), and 4 (Confirmation). The "Emergency contact" section lists two contacts: Tony Smith and Thomas Smith, each with "Edit" and "Delete" buttons. A "New Emergency contact" button is located at the bottom of the list. At the very bottom of the interface, there are "Previous Step", "New Emergency contact", and "Exit" buttons.

Preview of Standard ESS iViews

- Earning Statement



Personnel/Payroll Association – Employee Self Service Changes

Preview of Standard ESS iViews

- Select earning statement from list

The screenshot displays the ESS interface for Edward Smith. The top navigation bar includes "Employee Self Service", "Employee Self-Service", and "My Career". Below this, a secondary navigation bar lists "Welcome", "ESS Applications", "Personal Information", "Earning Statements", and "ESS Help". The main content area is titled "Earning Statements" and features a sub-section for "State of Washington Employee Earnings Statement". This section includes the state seal and the name "SMITH, EDWARD". A table lists three earning statements with columns for Pay Date, Period, Year, Start of Period, and End of Period. At the bottom, there are buttons for "Display Earnings Statement" and "Display Extended Earnings Statement".

	Pay Date	Period	Year	Start of Period	End of Period
<input type="checkbox"/>	02/10/2010	03	2010	01/16/2010	01/31/2010
<input type="checkbox"/>	01/25/2010	02	2010	01/01/2010	01/15/2010
<input type="checkbox"/>	01/11/2010	01	2010	12/16/2009	12/31/2009

Communications about the change

- Payday FYIs
 - April 10 – heads up that change is coming, help will be available at normal places
 - May 10 – reminder of change and help options (first payday after change)
- ESS Welcome Page (update with rollout)
- DOP Web site -- ESS Tips and Instructions

Online leave processing

- Request and approve leave online
 - Pilot project in progress with DOP and Office of Insurance Commissioner
 - Process will be tested and available to other agencies by December
- Will process show real-time leave accrual?
 - Yes, the system will calculate the balance by subtracting leave requests that have not been rejected from the current earned leave balance.
- Will agencies be required to use the leave process?
 - It is voluntary, but we believe it will provide a service improvement for most agencies

Centralized Security

■ Why Centralized Security?

- Audit review identified HRMS security issues concerning excessive access to functions and personal data.
- Centralized security and monitoring will address all of the audit findings

■ Implementation planned for Fall

■ Impact on agencies

- Frees agency time and effort for other work in their agencies.
- Reduces the administrative burden of agencies.
- Aligns with the Shared Services Directive by maximizing efficiencies of services, and reducing redundant activities supporting the same services.

New Online Recruiting System

■ Goes live on July 1

- NEOGOV is vendor – proven service, 11 other states use it
- Part of Governor’s Shared Services Directive – all agencies expected to use
- Several agencies participating in project team
- All agencies have Points of Contact who coordinate agency activities
- Data will not transfer from the current system. After July 1, job seekers need to reapply to be considered for job openings
- Learn more:
<http://www.dop.wa.gov/recruitment/RecruitmentSharedServices/>