Employee Communication, Employee Self-Service Portal

Date: March 14, 2018
To: All Employees
From: Valerie Johnson
Subject: Employee Self-Service Portal

We are pleased to now offer all City of Elmhurst employees easy access to a new Employee Self Service (ESS) portal. Employee Self Service (ESS) is a web-based tool within the Click-to-Gov Self-Service Portal that provides employees with the ability to view and update information related to their employment with the City of Elmhurst.

With this new tool you can access personal data, review accrual balances, and create "what if" scenarios for net pay when changes are made to state or federal taxes. You will be able to view information such as your emergency contact(s), salary, hire date, current address, and pay stubs. Effective April 13th, we will no longer print paper pay stubs.

Follow these guidelines to access the new Self-Service site. Please read the steps carefully

- Either type or copy and paste the link below into your web browser address line. The link to the Employee Self Service site will also permanently be maintained on the City of Elmhurst employee intranet site main landing page.

  https://clicktogov.elmhurst.org/Click2GovESS/index.html

- When you connect to the Click2Gov Self-Service (see sample login page below) you will be asked to either log in or create your account. Since this is your first time accessing Self-Service, you should select the option for New User Registration.

- Below is the landing page that welcomes you to the site

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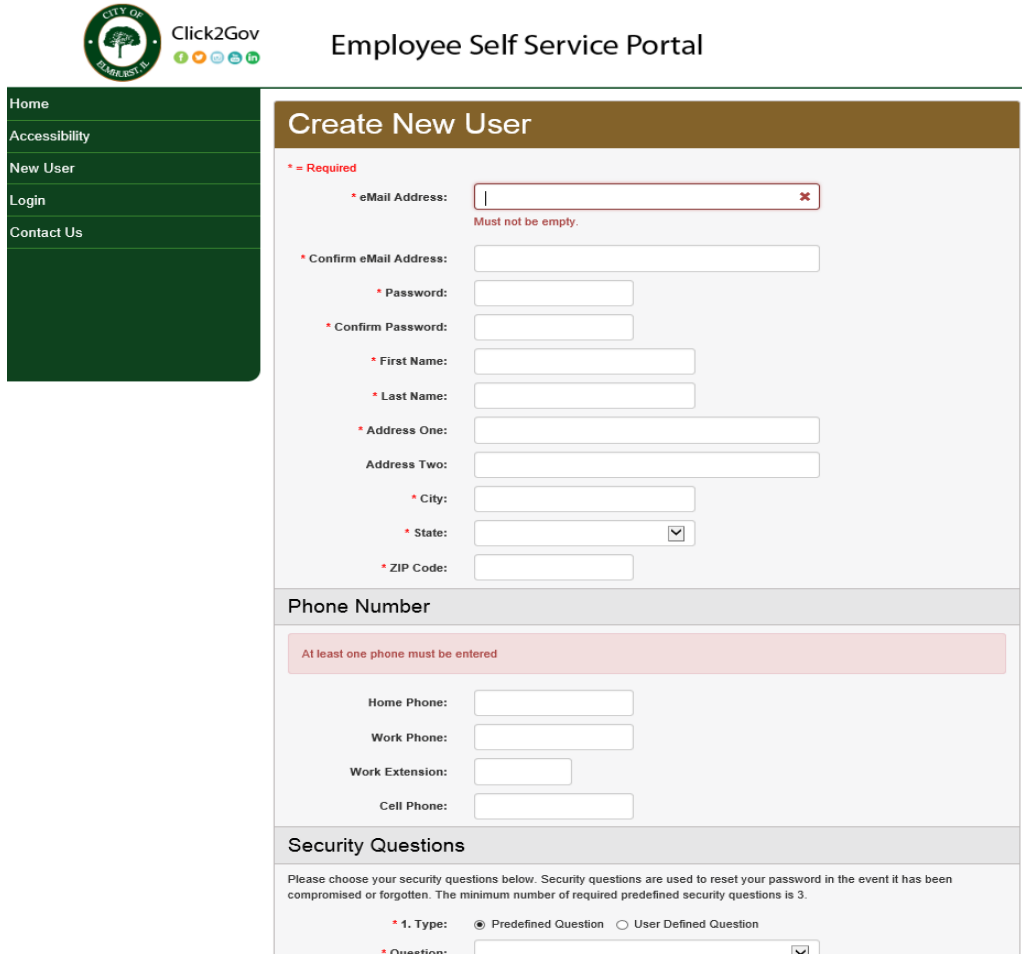
- To gain access to your information you will need to do a "Create New User" registration and enter the following requested information. See below:

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- o **Email address =** enter your work email address and password
- o **Personal information** = enter your last name, address and contact information
- o **Security information** = choose your security questions so you can rest your password if ever needed.

- Click **Create New User** once all information has been entered. **An email will be sent to the address on file to enable your account.**
- Click the link to activate your account. You are now ready to log in to Self-Service.

Once on the site, you will see a list of options on the left:

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Access, view, and change whatever you deem necessary.

Be on the lookout for training videos and the Human Resources team coming on site for "Pop-in" sessions to answer any questions, help with logging in, and troubleshoot if necessary. We are excited about this new tool and hope that you will find it beneficial and easy to manage.

Sincerely,

Human Resources Department