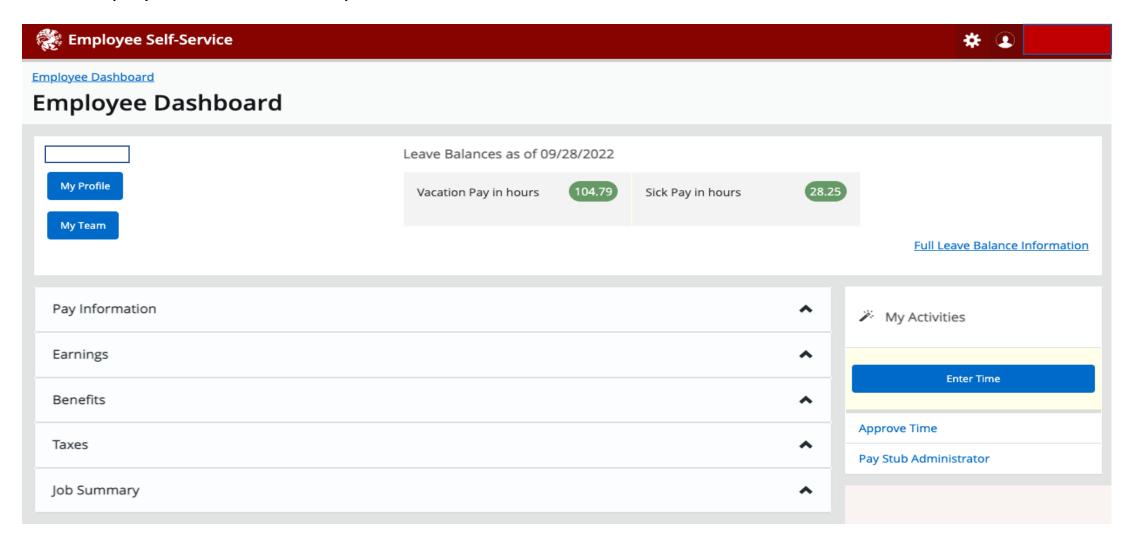
Employee Self Service

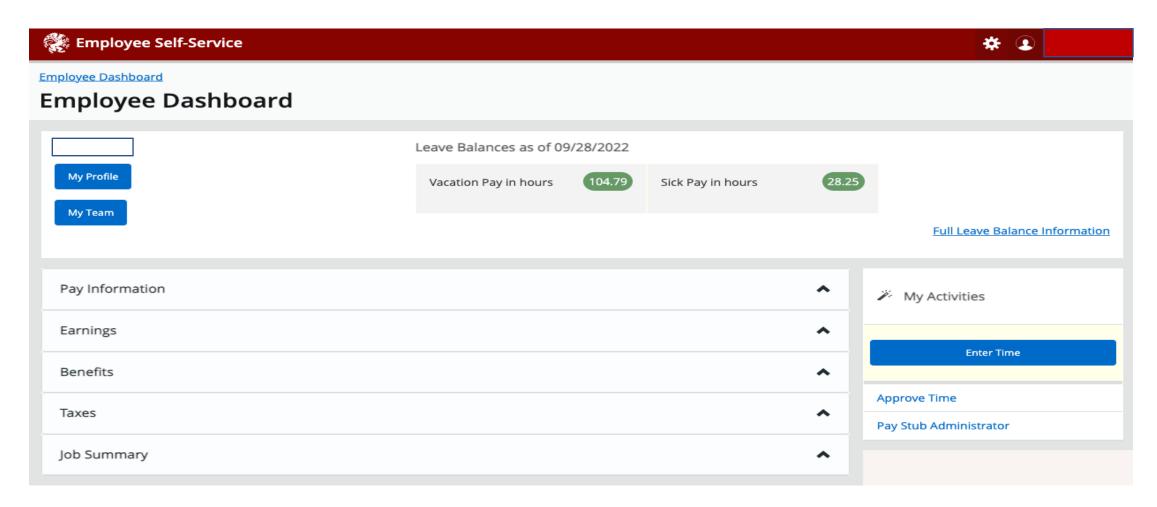
Employee Dashboard User Guide

To access ESS, use the link ess.reed.edu

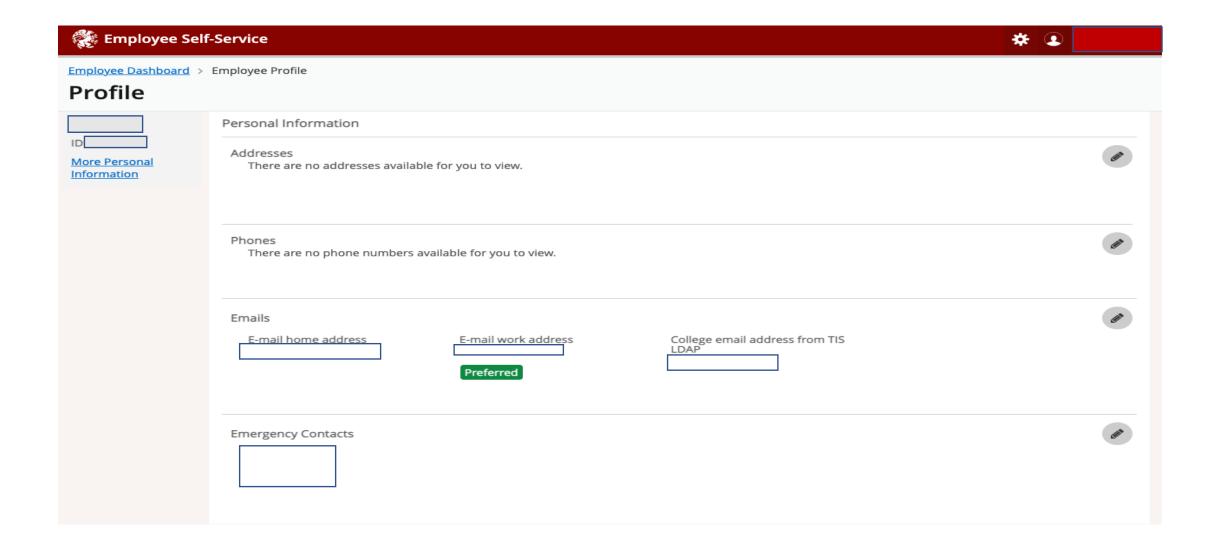
Your employee dashboard will open



From the Dashboard you can access "My Profile", "My Team" (if you are a supervisor)
You can also access pay, tax & benefits information
In the "My Activities" you can access your current & past timesheets, and supervisors can approve time
See separate user guides for timesheet entry and supervisor approval



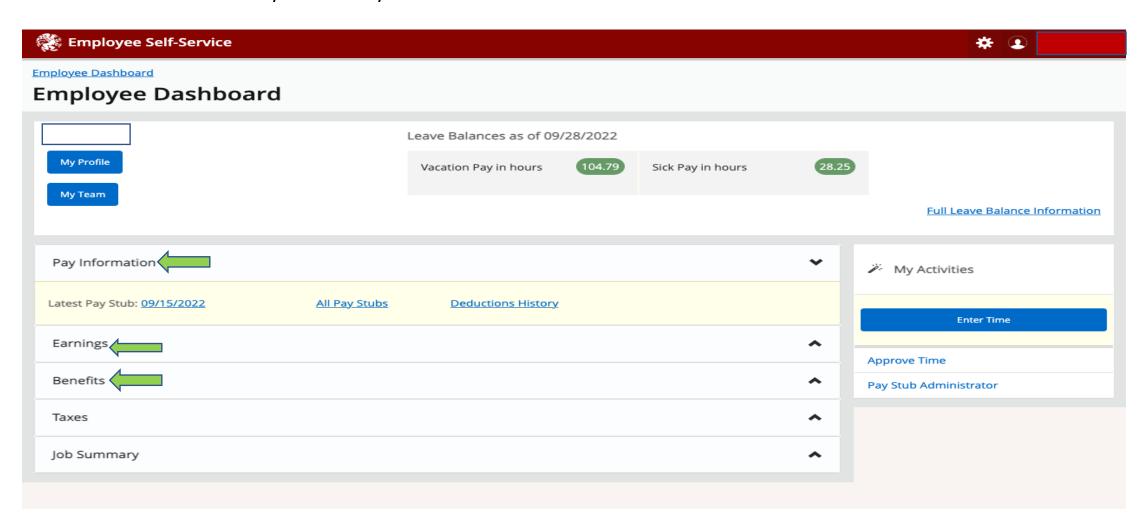
From the employee profile page you can view and edit some of your personal information. Note when you select the edit icon you will leave ESS and be directed to IRIS



In the "Pay Information" section, you can view current and past check stubs. As well as viewing deduction history information.

The "Earnings" section, you can view your current year-to-date earnings and detailed breakouts by date range, or job (if applicable).

The benefits section allows you to view your current benefits



In the "Tax" section your can view your current Federal & State filing status. As well as view your annual W-2 and 1095-C.

The "Job Summary" shows your current position and any historical job information.

