

Slide 2: Summary of Employee Self Service Features

1. Employee Self Service is expanding effective February 22nd.
2. Employee Self Service is an online tool that puts you in charge of your information. It gives you instant access to view and update your personal, pay and benefits information.
3. This page is a summary of things you will be able to do in Employee Self Service.
4. Items towards the top, designated with an asterisk, are new features that will launch on February 22nd. The other features are currently available.
5. Let's take a look at some of the new features on the left:
 - a. In the Personal Information section of Employee Self Service, you will be able to make name changes, address changes; phone number changes, and change your emergency contact information.
 - b. In the Pay section, you will be able to add up to 5 direct deposit accounts, request a reprint of a W-2, and update your W-4 tax information.
 - c. Also, for certain updates you make in the Benefits section, you will receive email checklists and reminders of other actions you need to take.

Slide 3: What Does This Mean For You?

1. So, what does expanded Employee Self Service mean for you?
2. As mentioned before, an important benefit of Employee Self Service is more options for you to view and manage your pay, benefits and personal information.
3. Employee Self Service will also give you greater accessibility to your own information as you will have the ability to access it from any computer with an internet connection.
4. It will also translate into less duplicated effort, data errors, and processing time for requests.
5. It also reduces our environmental impact by reducing our use of paper forms
6. If you are a traveler and decide to set up multiple direct deposit accounts, your travel and expense reimbursements will always be deposited into your "balance account."
7. All other processes and procedures for business travelers will remain the same.

Slide 4: Accessing Employee Self Service

Employee Self Service has a new gateway. It is myOhio.gov.

Step 1

- Step 1 is to go to myOhio.gov and select the Employee Self Service icon (shown here on the left).
- As you can see, myOhio.gov contains links to access Employee Self Service as well as links to step-by-step instructions on how to use Employee Self Service.
- Once you click on the “Employee Self Service button” you will be directed to the screen on the next page.

Slide 5: Accessing Employee Self Service**Step 2**

- Next, log into the system using your User ID and Password. Your User ID is the same as your Employee ID. New users who do not have a password will need to contact HR Customer Service at 1.800.409.1205 to obtain a temporary password.

Slide 6: Accessing Employee Self Service**Step 3**

- Select Self Service from the menu on the left to navigate to Personal Information, Benefits and Payroll and Compensation

Slide 7: Accessing Employee Self Service**Step 4**

- Finally, use the Personal Information, Payroll and Compensation, and Benefits menus to access your information

Slide 8: Key Reminders

We wanted to highlight a couple of key points...

Job Aids

- Job aids that provide step-by-step instructions on each Employee Self Service feature can be found at the link show here.

HR Customer Service

- Should you need help at any time with Employee Self Service please contact HR Customer Service.

Business email

- Note: An email address is not required to use Employee Self Service. However, I encourage those of you who do not have an email address to add it to your system profile and mark it as “primary” as it will enable you to receive system and benefits related notifications. It is recommended that you enter your state email address in the Business Email field and set it as your primary type. If you do not have a state email address, you may choose to enter a personal email address as your business email address.

Phone numbers

- I encourage you to enter/update the business phone number field. Those of you who have a desk phone should use that number. Otherwise, use a central agency number. Please do not use any number that you wouldn't want to be public, as this will be published.

Forgotten password help questions

- Employee Self Service has a feature to help employees at any time who forget their password. If you haven't already, it's important that you set up a forgotten password help question in the Personal Information section.

Slide 9: Forgotten Password Help

The Password help feature enables the system to verify your authenticity when requesting a new password. If you enter the appropriate response to the forgotten password help question, then the system automatically emails a new password. The step-by-step instructions you see here are also located at selfservice.ohio.gov

1. From the main navigation bar, select **My System Profile**
2. On the My System Profile page, click on the link “**Change or set up forgotten password help**”
3. In the Question box, select a question
4. In the Response box, enter the expected answer
5. Click **OK**