



Employee Self-Service (ESS) is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The ability to directly view your human resource and payroll data in the PASSHE Human Resource/Payroll System provides an excellent opportunity for you to ensure that the information is correct and kept up to date. One of the major advantages of the ESS system is having real-time data at your fingertips 24/7.

Using the Employee Self-Service Benefits Screens

Display your benefits participation information. In the benefits area of ESS you are able to view the following:

- A listing of each benefits program in which you are currently enrolled along with all the selected plans, employer and employee contributions and other options that apply to that program.
- For savings and retirement plans, the name of the provider, the contribution being made to that provider or the percent of salary being contributed to that provider.
- Flexible Spending Account annual contributions.
- For most benefit plans, a provider link that will take you to the provider's website for additional information.
- Other plan description links that will provide more detailed information about your benefit plans.
- If you have dependent coverage under your health plans, information on the covered dependents.

During open enrollment periods, you can access the online benefits enrollment system.

Access ESS through my.Edinboro. Help screens and tutorials are available in ESS under the “Help Documents” tab.

