

ESS Frequently Asked Questions

How do I get to the Employee Self Service (ESS)

ESS is administered through the Washington State Department of Personal. You can access ESS by visiting their website at www.dop.wa.gov and clicking on the Employee Self Service Link on the right hand side of the homepage. Or simply click here <https://wahrms.wa.gov/irj/portal>

What if I have never accessed ESS?

You will need to contact the DOL helpdesk at (360) 902-0170 to have your password reset. Be sure to have your personnel identification number ready.

Where can I find my personal identification number?

The logon ID for ESS is your eight-digit personnel identification number. This is the number that is printed in the upper right corner of your earnings statement. Please retain your most recent earnings statement so that you may refer to it when logging into the ESS. If you do not have access to your most recent earnings statement, please contact Erica Hansen at erhansen@dol.wa.gov and she will retrieve it for you.

Why do I have to have a personnel identification number?

A personnel identification number was established for each employee a few years ago as the state implemented procedures to reduce the exposure of social security numbers.

What if I forget my password?

ESS now has a “password reset” feature as long as you have a valid e-mail address established in ESS. DOL recommends that you use your work email address. **If you have not yet established your e-mail address, please contact the DOL Help Desk at (360) 902-0170.**

Will travel reimbursements be handled the same way?

There will be no change to the reimbursements for travel or other expenses. This change only affects earnings statements processed through HRMS.

Why are we eliminating the printed earnings statement?

Employees now have online access to all the information contained in the earnings statement. Eliminating the printed earnings statement is part of DOL's sustainability effort and will save on printing and distribution costs. We estimate that we will save approximately \$19,000 per year in costs associated with postage, delivery, envelopes and staff time.

Why don't we just let each employee choose individually whether or not to receive a printed earnings statement?

DOL has chosen to use the online earnings statement and eliminate the paper version for sustainability, efficiency and cost reduction reasons.

Will I be reminded every payday that the online earnings statement is available?

No. You can go online and view your statement each payday or anytime that is most convenient for you.

How long are the employee earnings statements available online?

HRMS will display the current calendar year of earnings statements online. The calendar year is reset on the first payday of each calendar year. Employees may individually keep PDF versions of the earnings statements for past calendar years. It is recommended that employees keep them on their home computer for these extended periods.

Can the earnings statement be e-mailed directly to each employee?

No. You can go online and view your statement each payday or anytime that is most convenient for you.

What about my wage and tax statement, Form W-2? Will I still receive a printed W-2 form?

Yes, you will continue to receive a printed W-2 form. Your W-2 will be mailed and you will receive it by January 31.

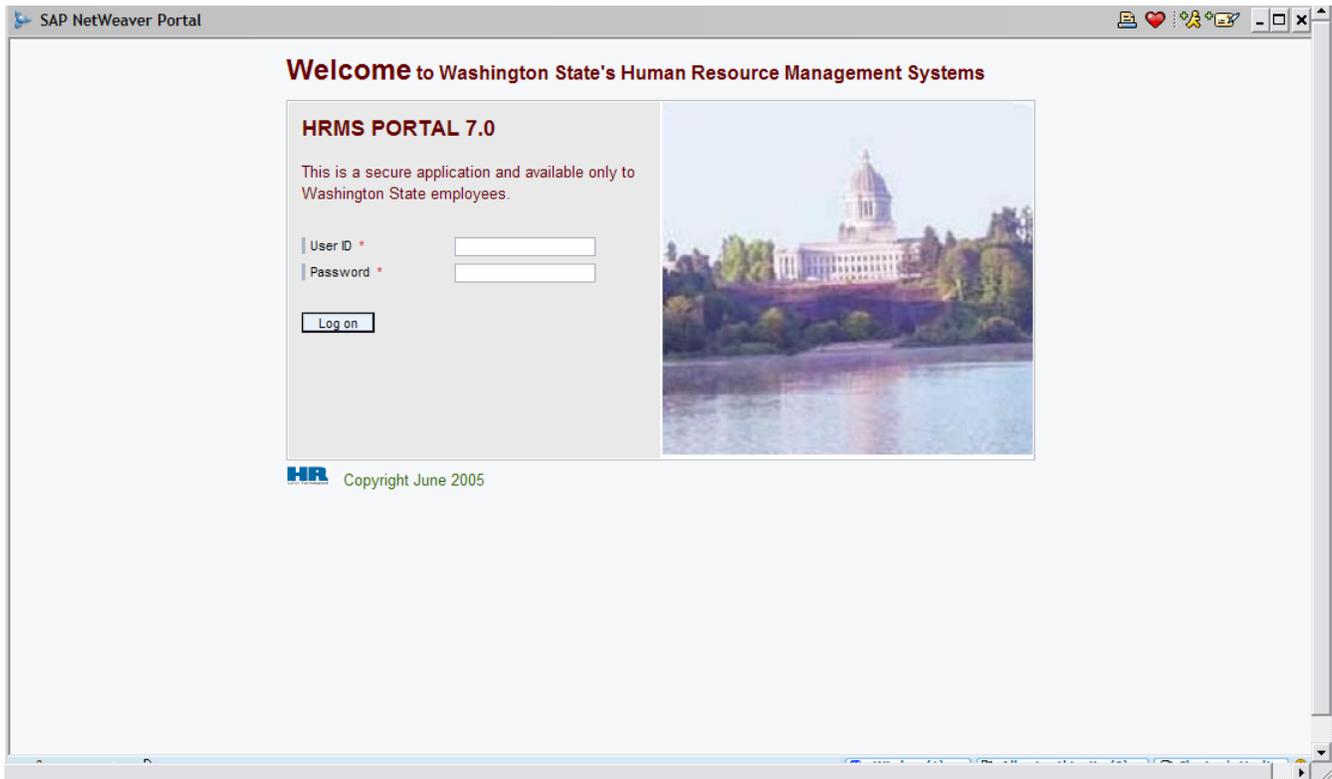
***Board member pay periods end on the 15th of the month**

[See next page for ESS Quick start guide](#)

Quick Start Instructions

Login to Employee Self Service

1. Use the link to the Log-on to Employee Self Service to bring up the portal sign-on screen.
Note: If you wish you can go directly to the portal from any internet browser by entering this URL: <https://wahrms.wa.gov/irj>
2. You will be at the following screen:



3. Enter your eight digit User ID and New Portal password. (Passwords were distributed after May 19)

SAP NetWeaver Portal

Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL 7.0

This is a secure application and available only to Washington State employees.

User ID *

Password *

Sample – Please enter your user ID and New Portal Password

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4. You will get a message that says your password has expired.
5. You will need to reset your password. To do this, re- enter your temporary password in the “Old Password” field.
6. Now enter a new password that fits the following criteria:
 - **A minimum of 8 characters**
 - **Include at least one number**
 - **Include one upper or lower case letter**
 - **Include at least one special character (such as @, &, #, \$,)**
 - **Can not begin with a question mark (?) or an exclamation (!)**
 - **Can not contain your name or any part of your name**
7. Confirm your new password by re-entering it in the “Confirm Password” field

Welcome to Washington State's Human Resource Management Systems

Password has expired

Change Password

User ID:

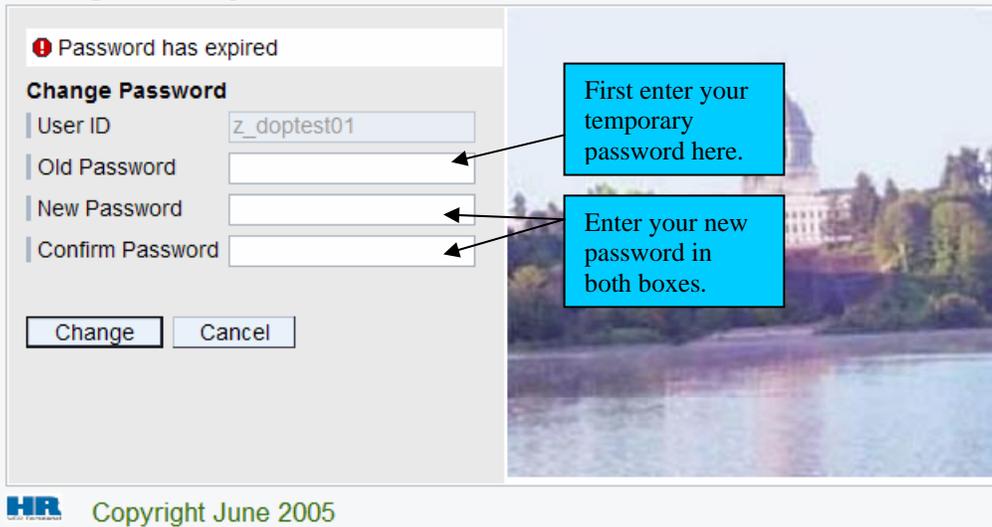
Old Password:

New Password:

Confirm Password:

First enter your temporary password here.

Enter your new password in both boxes.



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8. You are now logged in!

Welcome - SAP NetWeaver Portal

Welcome **CHERIE WILLHIDE** [Help](#) | [Log Off](#) **HR**

Employee Self Service

Welcome | [My Personal Information](#) | [My Earnings Statement](#)

Welcome | History | Back Forward

Welcome

Employee Self Service

- **My Personal Information** – Click on this link above to update your personal information, including address, emergency contact and email.
Before performing any activities in E-Recruiting, enter your email address here (select "Email Update"). This email address will be available in E-Recruiting the following day.
- **My Earnings Statement** – Select this option to view and print any earnings statement from the current year. ESS also retains the final earnings statement of the previous calendar year until May of the current year. The list is refreshed in January. If you need a specific earning statement that is not available on the list, contact your payroll office.
- **Password problems?** If you enter an incorrect password three times, you will be locked out of the system and will need to contact your agency's help desk to have your password reset.
- **Need help?** Go to www.dop.wa.gov/ess or contact your agency's help desk.