MCFRS TechTip – Employee Self Service (ESS)

Logging onto ESS

- Access Quicklinks and click **ePortal/MCtime** in the left-hand navigation.

- Log in with your county credentials (i.e., whatever you use for Windows and Outlook Web).

- Find and click **Oracle Employee Self Service (ESS)** in the top section.

- Click **MCG HR Employee Self-Service** in the left-hand box.

Exploring ESS

The HR Employee links give you access to things that have been available only through OHR and some that were previously available on the county intranet portal. Here is a breakdown of what is available to you now:

ESS Module	Description	Notes
Personal Information	Basic Details Phone Numbers Main Address Emergency Contacts Dependents	Employees are responsible for updating their own information. (Note: This is your task; please do not call FRS OHR unless you are stuck.)
My Information	Employment Salary Performance	Displays current salary, rank, etc.
Employee Appraisal	Appraisals Performance Management Plan Appraisals in Progress Completed Appraisal	This section will be used beginning in June 2011.
Self-Service Benefits	Updating Benefits for Dependents	Used to update health benefits.
Payslip	Payslips as of January 14, 2011	Info from previous pay periods is still available on-line via ePayAdvice.
Tax Forms	Federal Tax Withholdings	View or modify tax withholding information.
Employee W-2	View and Print W-2	2010 W-2 forms are not available.
Employment Verification	Employment Information Employment & Salary Information	Employment verification may be e-mailed to potential credit approvals, jobs, etc. (Note: This is your task; please do not call FRS OHR unless you are stuck.)
Total Compensation	Gross Salary Group Insurance Benefits Savings and Retirement Other Benefits	Access details of your total compensation.

Note: Remember to click the Logout link at the top-right corner when you have finished. For security and access reasons, never simply close the browser without logging out properly first.