

# Accessing Employee Self-Service

ePay, W-2, eBenefits

Updating Personal Information,



# Employee Self-Service Assistance Website

Access the Employee Self-Service Assistance website:

<http://employeeselfservice.omb.delaware.gov/default.shtml>

The screenshot shows the top navigation bar of the State of Delaware website. On the left is the State of Delaware logo with the text "State of Delaware" and "The Official Website of the First State". In the center is a search bar. On the right is a "State Services & Information" dropdown menu. Below the navigation bar, the breadcrumb trail reads "Office of Management and Budget >> PHRST Employee Self Service". A left-hand menu contains "Home", "Announcements", "Contact", "Services +", and "Information +". The main content area is titled "Employee Self Service Assistance" and contains two paragraphs of text. The first paragraph states: "Employee Self-Service is a secure online website for State Employees to update and view personal information such as Home and Mailing Address, Phone Numbers, W-2 form, Emergency Contacts, Email Address, Ethnicity and Disability." The second paragraph states: "Employees can also view Pay and Benefits information, make Benefit changes during the annual Open Enrollment and, for Time & Labor Organizations, view Leave Balances and/or enter their own time into Time & Labor."



# Which Employee Are You New User?

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## Select New User Registration

### Returning User

- [I know my User ID and Password](#)

### New User Registration

- [To create new User account \(you have not accessed Employee Self-Service since June 2013\)](#)
- Please Note: You cannot duplicate Challenge Questions or Answers. All questions/answers must be unique.

### Manage My Single Sign-On (SSO)

- [Change Password, Change Challenge Questions, UPDATE YOUR STATE EMAIL ADDRESS](#)
- Please Note: You cannot duplicate Challenge Questions or Answers. All questions/answers must be unique.

# New User Registration

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Select **Click Here** for **Active State of Delaware Employee Service**

Active State of Delaware Employee Service [Click Here](#)

Public Services [Click Here](#)



# New User Registration

- Enter your Employee ID as your User ID
  - Consult your HR Department for assistance locating your Employee ID
- Enter your default password using criteria below

**Sign In With Your Account**

\* User Id:  User Id is your six-digit Employee ID number.  
This has been assigned by your Human Resources Office

\* Password:  Default Password is = DE\$mmyy####

**DE = DE**  
**\$ = \$**  
**mm = your two digit birth month**  
**yy = the last two digits of the year you were born**  
**#### = the last four digits of your Social Security Number**



# New User Registration Password Management Page

## Step 1

**Password Management**

\* Old Password

\* New Password 

\* Re-Type New Password

Register challenge questions for your account.  
Questions and answers must all be unique.

\* Question1  \* Answer1

\* Question2  \* Answer2

\* Question3  \* Answer3

\* Required field

Enter **Initial Default Password** (Password = DE\$mmyy####)

Enter **New Password** Click on the Password Policy information icon and create a strong password in accordance with the Policy

**Re-Type New Password**

## Step 3

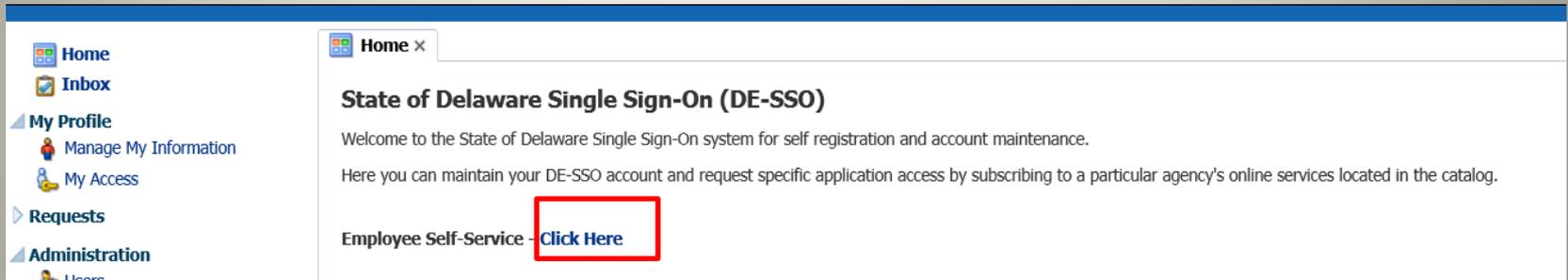
## Step 2

Click down arrow for **Question 1**, select a question, tab to **Answer 1** and type your answer. Answers should be one-word answers and unique. Repeat for **Questions 2 & 3** and **Answers 2 & 3**  
Click **Submit** button located at top right of the page



# New User Registration

- Home Page displays
- Click on **Employee Self Service** to enter Self-Service



Home x

## State of Delaware Single Sign-On (DE-SSO)

Welcome to the State of Delaware Single Sign-On system for self registration and account maintenance.

Here you can maintain your DE-SSO account and request specific application access by subscribing to a particular agency's online services located in the catalog.

Employee Self-Service - [Click Here](#)



# Returning User?

## I know my User ID and Password

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If you have entered the DE-SSO in the past, please use this option

### Returning User

- [I know my User ID and Password](#)

### New User Registration

- [To create new User account \(you have not accessed Employee Self-Service since June 2013\)](#)
- Please Note: You cannot duplicate Challenge Questions or Answers. All questions/answers must be unique.

### Manage My Single Sign-On (SSO)

- [Change Password, Change Challenge Questions, UPDATE YOUR STATE EMAIL ADDRESS](#)
- Please Note: You cannot duplicate Challenge Questions or Answers. All questions/answers must be unique.



# Returning User

- Enter Employee ID as your User ID
- Enter Password
- Consult your HR Department for assistance locating your Employee ID

**Sign In With Your Account**

\* User Id:

\* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)





# Returning User

- Home Page displays
- Click on **Employee Self Service** to enter Self-Service



Home x

## State of Delaware Single Sign-On (DE-SSO)

Welcome to the State of Delaware Single Sign-On system for self registration and account maintenance.

Here you can maintain your DE-SSO account and request specific application access by subscribing to a particular agency's online services located in the catalog.

Employee Self-Service - [Click Here](#)



# Change Password, Challenge Questions and access Manage My Single Sign-On

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## Returning User

- [I know my User ID and Password](#)

## New User Registration

- [To create new User account \(you have not accessed Employee Self-Service since June 2013\)](#)
- Please Note: You cannot duplicate Challenge Questions or Answers. All questions/answers must be unique.

## Manage My Single Sign-On (SSO)

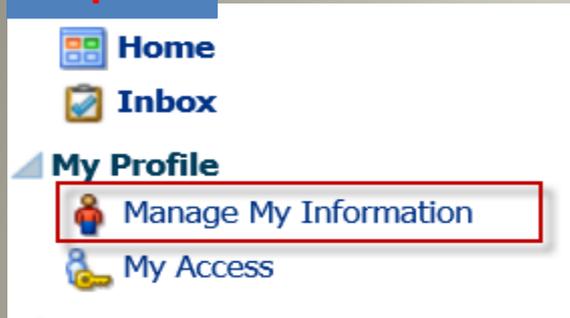
- [Change Password, Change Challenge Questions, UPDATE YOUR STATE EMAIL ADDRESS](#)
- Please Note: You cannot duplicate Challenge Questions or Answers. All questions/answers must be unique.



# Manage My Information

## Change Password

### Step 1



### Step 2

Enter **Old Password** (if you cannot remember Old Password, use **Forgot Password**)

Enter **New Password** Click on the *Password Policy* information icon and create a strong password in accordance with the Policy

**Re-Type New Password.** Then select **Apply**

### Change Password

\* Indicates Required Fields

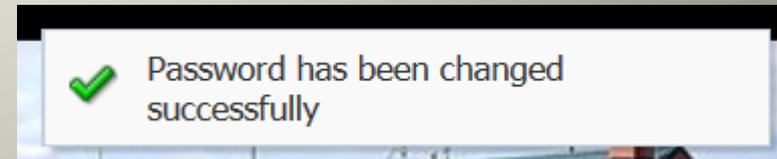
\* Old Password

\* New Password  

\* Confirm New Password

### Step 3

A message will display after successful password change



# Manage My Information

## Change Challenge Questions

### Step 2

Click down arrow for **Question 1**, select a question, tab to **Answer 1** and type your answer. Answers should be one-word answers and unique.

Repeat for **Questions 2 & 3** and **Answers 2 & 3**

Click **Apply** button located at top right of the page

### Step 1

 Home

 Inbox

 My Profile

 Manage My Information

 My Access

### Step 3

#### Challenge Questions

Your secret questions and answers are already set. However, you can use the below form to set them new.

Questions and answers must all be unique.

Apply

Cancel

\* Question1

\* Answer1

\* Question2

\* Answer2

\* Question3

\* Answer3



# Forgot Password Functionality?

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### Sign In With Your Account

\* User Id:

\* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)



A circular logo with a yellow background and a black padlock in the center. The text "STATE OF DELAWARE" is written in a semi-circle at the top, and "SINGLE SIGN ON" is written in a semi-circle at the bottom.

# Forgot Password?

- Insert your Employee ID number at the User Login prompt and select NEXT
- Consult you HR Department for assistance locating your Employee ID.

**Forgot Password**

Identify Yourself Answer Challenge Questions Select A New Password

Cancel Back **Next**

\* Required field

Please identify yourself

\* User Login 999999

# Forgot Password?

- Answer the Challenge Questions then select **NEXT**
- You must select 3 unique questions

Identify Yourself **Answer Challenge Questions** Select A New Password

Cancel Back **Next**

**Please answer your challenge questions**

Answer the challenge questions below with the answers you set during registration

\* Required field

In what city or town did you meet your spouse?  
\*

In what city or town was your first job?  
\*

Where were you when you first heard about 9/11?  
\*

# Forgot Password?

- Enter **New Password** - Click on the Password Policy information icon and create a strong password in accordance with the Policy
- **Re-Type New Password**, select **NEXT**

**Forgot Password**

Identify Yourself Answer Challenge Questions **Select A New Password**

Cancel Back **Next**

**Please enter new password** \* Required field

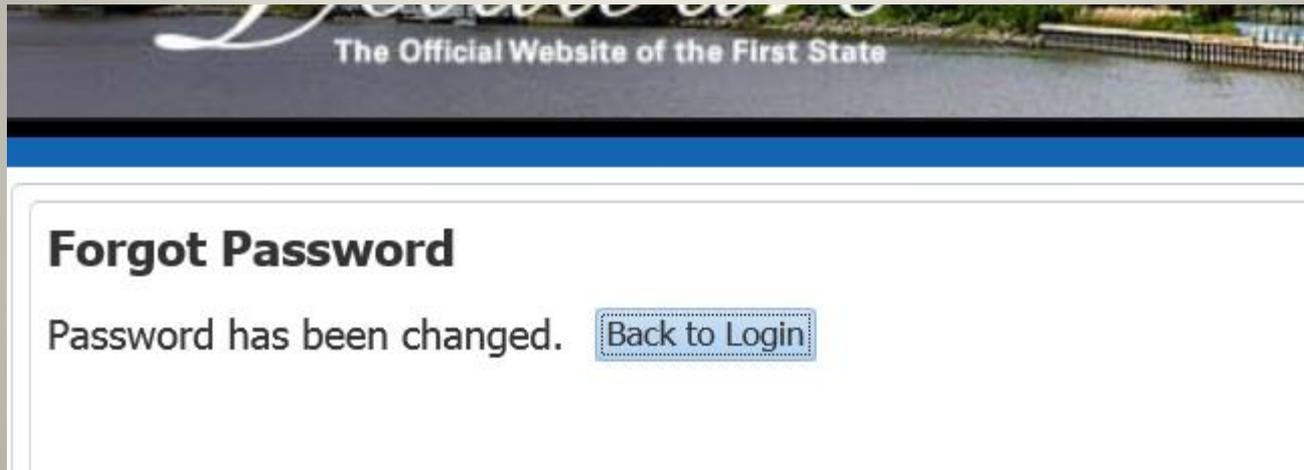
\* Enter new password

\* Re-enter new password

# Forgot Password?

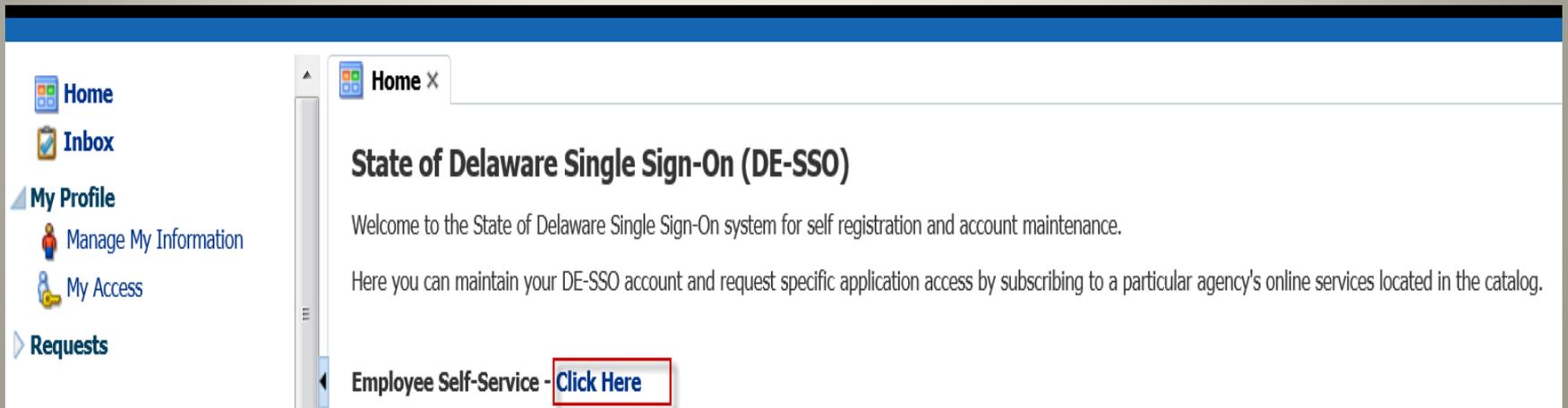
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Your password has been reset, select **BACK TO LOGIN**



# Accessing Employee Self-Service

To access Employee Self-Service, select **Employee Self-Service - Click Here**

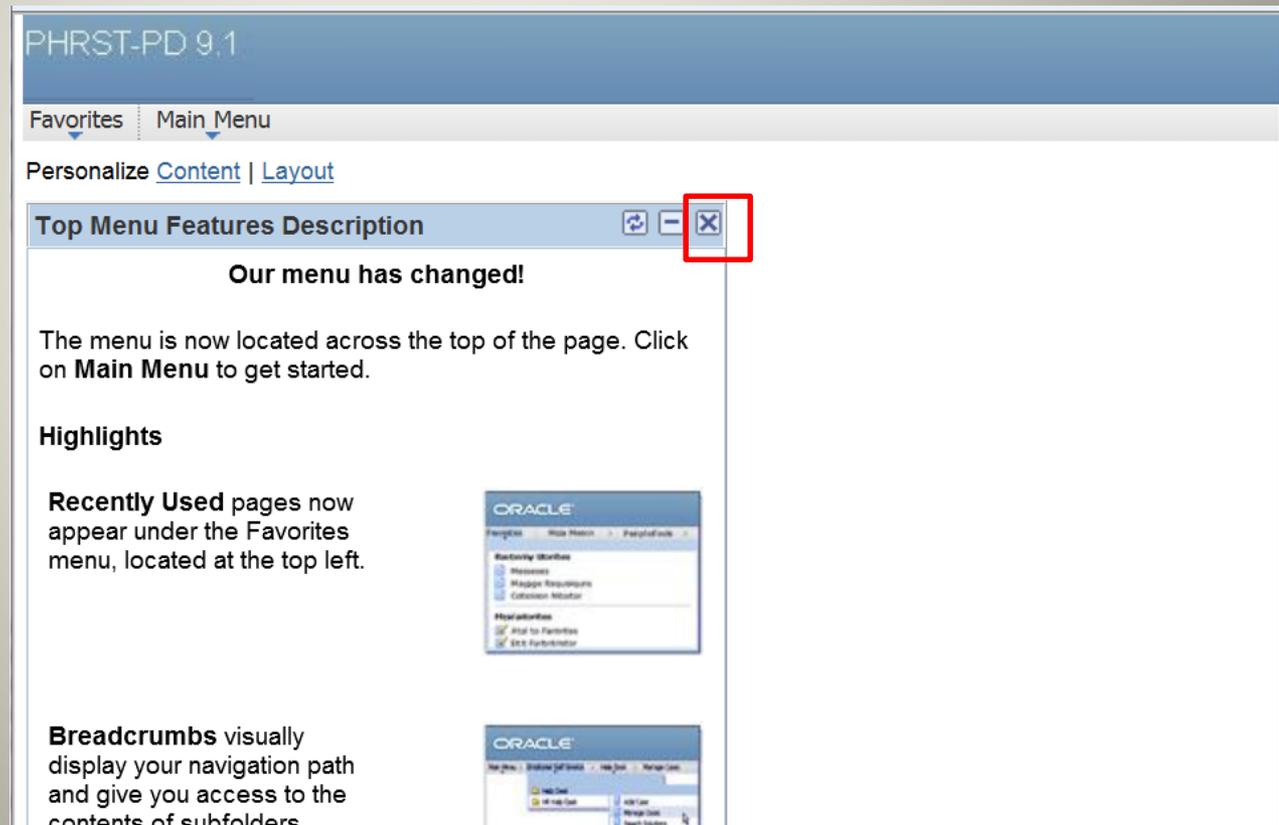


The screenshot shows a web browser window with a blue header bar. On the left is a navigation menu with the following items: Home, Inbox, My Profile (with a sub-menu containing Manage My Information and My Access), and Requests. The main content area has a title "State of Delaware Single Sign-On (DE-SSO)" and a welcome message: "Welcome to the State of Delaware Single Sign-On system for self registration and account maintenance. Here you can maintain your DE-SSO account and request specific application access by subscribing to a particular agency's online services located in the catalog." At the bottom of the main content area, there is a link "Employee Self-Service - Click Here" which is highlighted with a red rectangular box.



# Accessing Employee Self-Service

First time Users please read **Top Menu Features Description**. Afterwards you may click **X** to hide the Menu.



PHRST-PD 9.1

Favorites Main Menu

Personalize [Content](#) | [Layout](#)

**Top Menu Features Description** [Close]

**Our menu has changed!**

The menu is now located across the top of the page. Click on **Main Menu** to get started.

**Highlights**

**Recently Used** pages now appear under the Favorites menu, located at the top left.

**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.



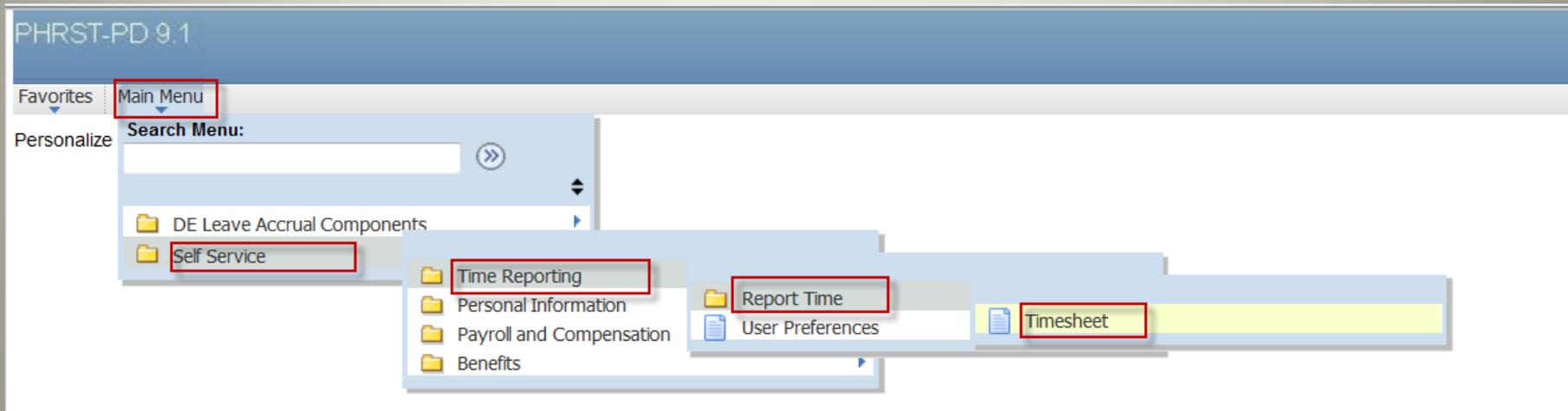
# Accessing Time & Labor Leave Balances

- Time & Labor Employees may click on the blue arrow under the Main Menu to open Time & Labor functionality.
- To view Sick/Annual Leave Balances, click on **DE Leave Accrual Component > LA Inquiries > Self-Service View Leave**



# Accessing Time & Labor Timesheet

- Time & Labor Employees may click on the blue arrow under the **Main Menu** to open the Time & Labor Timesheet functionality.
- To update the Timesheet, click on **Self-Service > Time Reporting > Report Time > Timesheet**

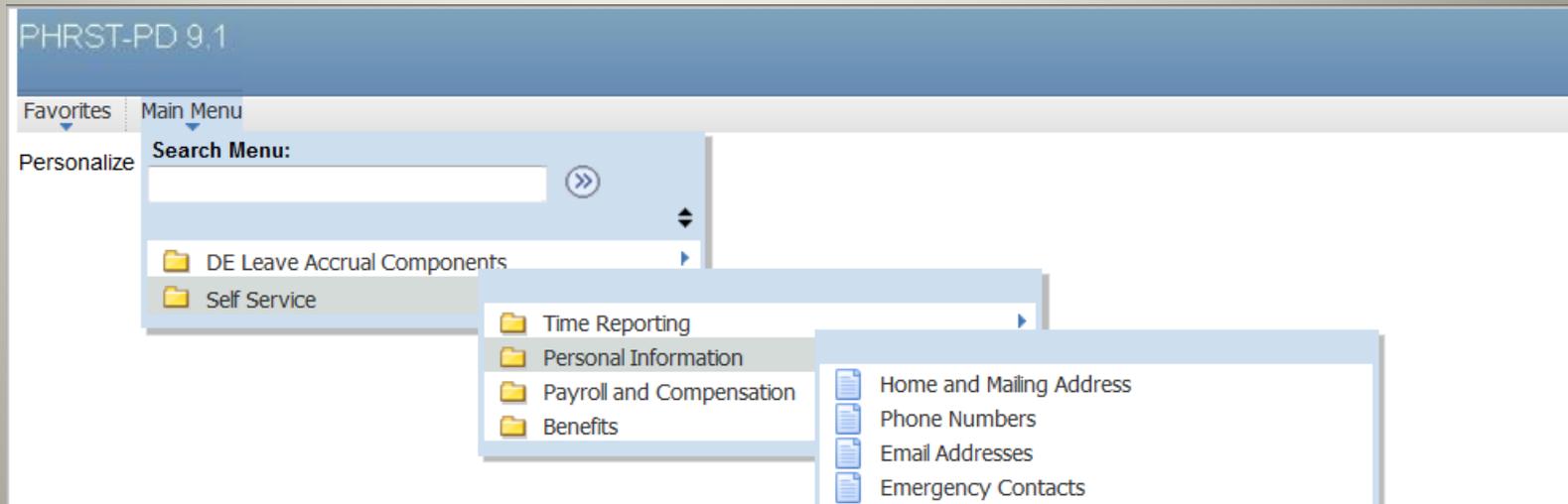


State of Delaware

Employee State Time & Attendance Reporting

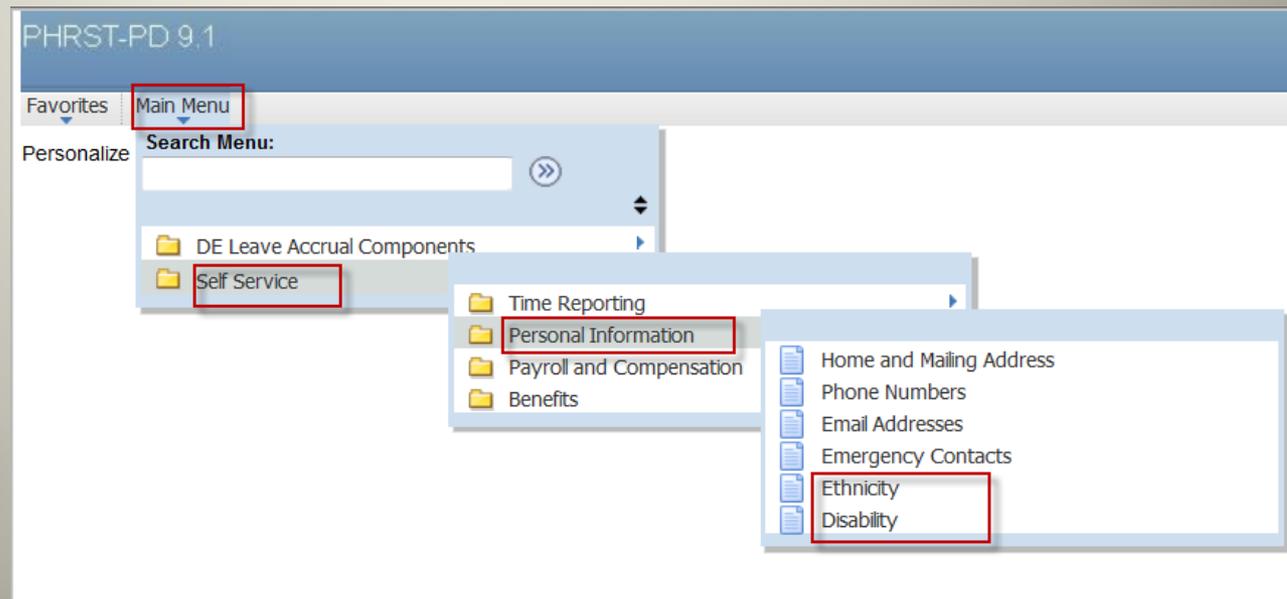
# Accessing Personal Information

- To access the Personal Information functionality, click on:  
**Main Menu > Self-Service > Personal Information**
- You have the option to update, edit or delete your **Home and Mailing Address, Phone Numbers, Email Addresses and Emergency Contacts.**
- Each option has an 'Add' button to add new functionality



# Accessing Personal Information, Cont'd

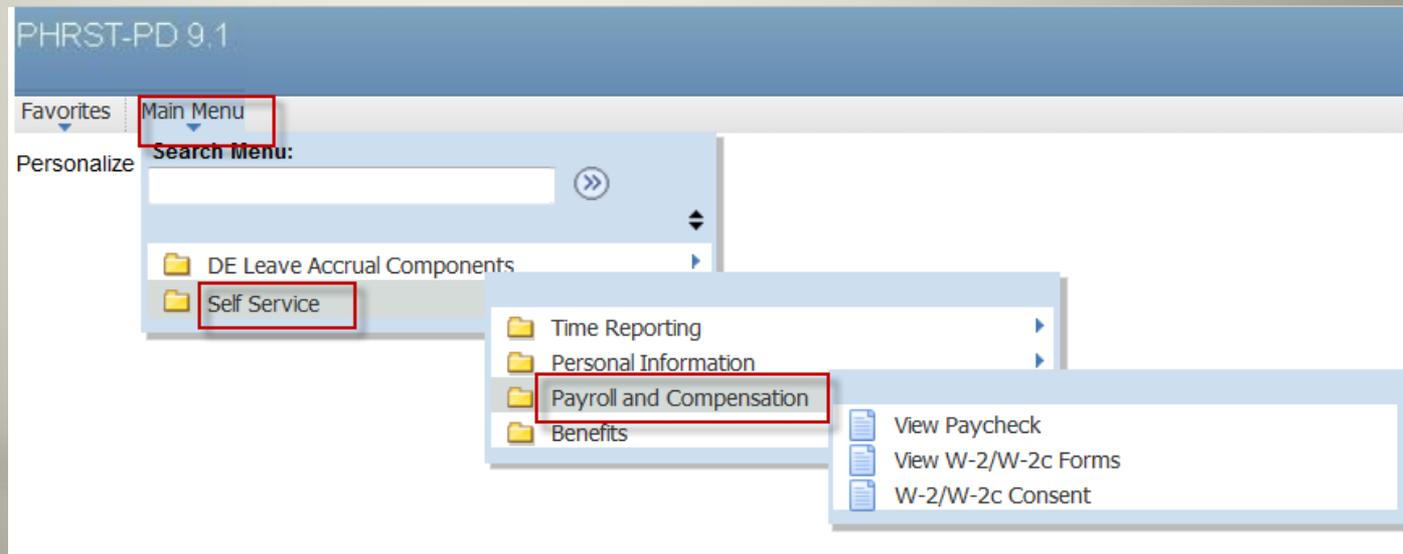
- Under: **Main Menu > Self-Service > Personal Information**  
You have the option to update, edit or delete Ethnicity and Disability.
- The Ethnicity functionality allows for the selection of your Ethnicity Group(s)
- The Disability functionality allows for the identification of being a person with a disability and/or a Veteran with a disability



# Accessing Payroll and Compensation

- Functionality is available to view the last 3 years of your Pay Check, W-2/W-2c Forms and Consent to receive your W-2 online rather than through the U.S. Mail

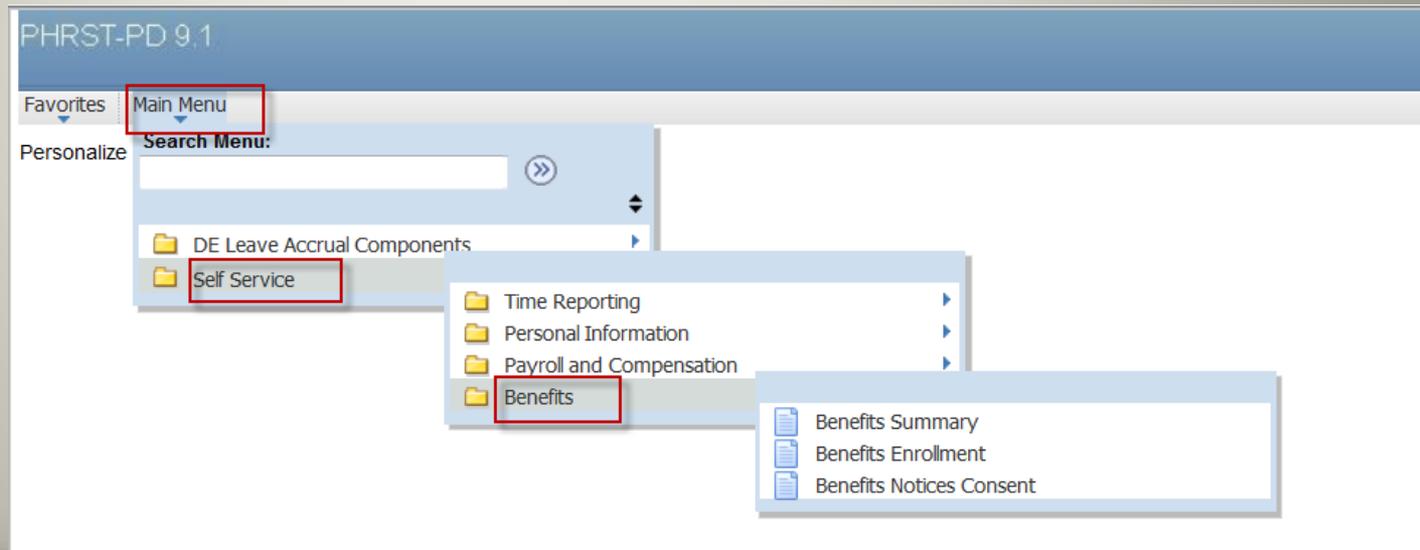
**Main Menu > Self-Service > Payroll and Compensation**



# Accessing Benefits

- Functionality is available to view your Benefit Summary, enrollment in eBenefits, and Consent to receive Benefit Notices online rather than through the U.S. Mail.

**Main Menu > Self-Service > Benefits**



# Employee Self-Service Assistance Website

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- More information about Self-Service functionality, Clearing Cache, W-2s and forms may be found on the Employee Self- Service Assistance website.

