PeopleSoft Employee Self-Service (ESS) User Guide for Mobile Devices

Welcome to the upgrade PeopleSoft HR ESS user guide for mobile devices. In this guide, you will learn how to access PeopleSoft ESS via your mobile devices.

Open a web browser and go to the PeopleSoft ESS website: https://rbess.rwjbh.org/psp/P92HESS/?cmd=login

Login page

Enter your user ID and password and click sign in.

Landing Page

Once you login to PeopleSoft ESS, you will see the new and improved look. All employees will see a number of tiles with each tile giving access to various applications.

Each employee’s personal landing page will have a slightly different look which is based on security roles assigned in PeopleSoft ESS.
- Notifications button, allows managers to view actions and alerts in the notifications window.

- Actions List is used to view a list of available actions for the current window. The sign out command as well as help are always available under this menu.

Following options are available under Actions.

Home button, returns to landing page.

Search button allows employees to search in PeopleSoft.

NavBar provides handy navigation options such as Recent Places, My Favorites, Navigator (additional details on NavBar will be explained later).

**Navigation Bar -> NavBar**
NavBar is employee’s main navigation within PeopleSoft ESS. It can also be customized by clicking on the wheel button on the top.

**NavBar -> My Favorites**

You can add your most visited pages to your favorites. If you had any favorites before, they will be moved to the new ESS.

**NavBar -> Navigator**

Recent Places Menu displays the pages/tiles you most recently visited.

My Favorites Menu is configurable and allows you to add the pages/functions you use the most in ESS. Favorites that you have saved prior to this update will be accessible here.

Navigator Menu allows you to see the main menu in a linear layout.
Here you can access the functionality you need.

**Tiles**

- **Company Directory**
  - Search all employees in the organization.

- **Personal Details**
  - View & update personal information.

- **Payroll**
  - View paystubs, W2, direct deposit & tax information.

- **Paid Time Off Summary**
  - View Vacation/PTO, sick, personal, holiday balances

- **Total Rewards**
  - View total rewards statement.

- **Employee Health Information**
  - View Employee Health compliance.

- **Compensation History**
  - View compensation history.

- **Benefits**
  - Review benefit information.

- **Employee Expenses**
  - Submit & review expenses.
View/create technology requests.

Access Performance Plus, review/complete appraisals & goals.

Search job postings & view recognitions.

View policies & procedures.

Please refer to the additional PeopleSoft Employee Self-Service (ESS) user guides for functionality available in each tile on the ESS Home Page.