Welcome
Welcome to the Employee Self Service (ESS) User guide. This guide is designed to provide you with the information you need to successfully navigate the Employee Self Service (ESS) features to access information with a goal to make your work life easier. The RWJBarnabas Health Human Resources team hopes you find this guide helpful to you. Thank you!

Employee Self Service
Employee Self-Service (ESS) is a centralized employee-focused homepage in PeopleSoft that provides you with access to your personal and pay information, learn of announcements and have access to resources. To support easy navigation there are Tiles on the ESS homepage and you can click on Tiles to get to pages with more specific employee information you may need to access personally or professionally. Through ESS you will have:

✓ More access, increased convenience and ability to update your personal information in PeopleSoft—anywhere, anytime!
✓ Ownership of your data to be sure it is correct without calling or filling out paper forms. Without leaving your seat or your home, your information in ESS can be immediately updated.
✓ The ability to view and make changes to your information online instantly, with your computer, tablet, or smartphone, from anywhere with internet access.

Navigation Assistance and Log In and Access Support
If you have questions regarding your data in the ESS pages, please contact a member of your site’s Human Resources team. If you have a question regarding your login or access to the ESS pages or browser functionality, please contact the IT & S Help Desk. The numbers are included here for reference: 1-855-453-1950 / 1-844-513-4357

Employee Self Service (ESS) Access and Login Information
You can access ESS using two (2) approaches:

1. The PeopleSoft Employee Self Service homepage can be accessed directly at the following link: https://rbess.rwjbh.org/

2. The PeopleSoft ESS homepage can also be accessed from The Bridge at https://thebridge.rwjbh.org/system/home.aspx.

Once on the Bridge, choose the “I want to Find” menu in the page header and select Employee Self Service (Paycheck) (third option, third column) which will open the PeopleSoft Employee Self Service resource page in the Human Resources site pictured below.
Once you arrive on the ESS/MSS Resource page on the bridge, please select the ESS SIGN IN button in the upper right corner of the page to open the PeopleSoft ESS Login Page shown below and log in using your RWJBH Employee ID number and password.

Wonderful News- You are Logged In!

Employee Self Service Homepage

Once you have logged into PeopleSoft ESS, your Homepage will look something like the image below. You will see a number of tiles with each tile giving access to various applications and/or access to information. Please note that each employee’s personal homepage may have a slightly different look for each employee based on security roles assigned in PeopleSoft ESS.
Let’s Learn About the Tiles on the Employee Self Service (ESS) Homepage

On the following pages you will find the ESS Tiles from the ESS homepage which link you to employee information and resources. Please take a moment to familiarize yourself with the Tile images so you may learn how to simply navigate the Tiles to find information available at your fingertips! Have fun exploring!

**Company Directory Tile** gives you the opportunity to search staff by name, job title, location, etc.
**Personal Details Tile** is where employees can view, update, or change information such as address, phone number, emergency contacts, marital status, and more. To navigate to this tile, sign on to Employee Self-Service (ESS) and click on the *Personal Details* Tile to see the options.

**Payroll Tile** gives you the opportunity to view any information related to your pay, such as paychecks, tax withholdings, W-2 and direct deposit information.

**Paid Time Off Summary Tile** allows access to your Paid Time Off hours and other benefit hours banks.

**Total Rewards Tile** allows access to your Total Rewards Statement for prior years.
Employee Health Information allows you to view and/or print your flu vaccination status.

Timekeeper Exam Tile provides a page with two separate tabs. The first tab contains information on the Fair Labor Standards Act (FLSA) regarding administration of payroll hours. The second tab contains the timekeeper exam. A passing grade is required for access to the eTime application as a timekeeper.

Review Transactions Tile will allow an employee to review any transactions they have submitted for approval such as a change of address, marital status, etc.
**Compensation History Tile** allows you to see all historical adjustments to your compensation including date, amount, percent change, etc.

Welcome to the Benefits Tile! The **Benefits Tile** will open up a new page with various Tiles (links) to the benefits administration portal, Connect Together, Wellness (BHealthy), Health Plan and Pharmacy, and retirement information to support your health and well-being.

We have included an image of the various tiles available to you within the Benefits Tile. Feel free to take a peek!
These are the various Benefits Tiles located in the main benefits tile. A simple click will take you to the information you need – it’s easy as 1-2-3!

In this Tile Directory, we will review the following Tiles:
- Benefits Administration
- Connect Together
- Wellness
- Health Plan and Pharmacy
- Retirement

**Benefits Administration Tile** will lead employees to the benefits portal (benefitexpress), where employees can review their benefits and make changes during Annual Enrollment or Life Events.

**Connect Together Tile** provides you with access to a variety of personalized resources available to us through RWJBarnabas Health, offering meaningful support to not only promote health and wellness, but to address the effects of stress and trauma on our personal and professional lives.
Wellness Tile allows you to access the BHealthy Employee Wellness program and portal. RWJBarnabas Health partners with Avidon Health (formerly MedPro Wellness) to bring you BHealthy, a wellbeing program offering fun, interactive, and engaging activities and tools that fit your goals and your busy schedule.

Employees and spouses can choose activities based on personal goals and recommendations from the BHealthy online experience, and earn rewards for making positive, healthy choices.

Health Plan and Pharmacy Tile allows you to get to The Bridge where medical and pharmacy information can be found, along with links to Horizon and pharmacy.

Retirement Tile will open up a login page for Fidelity retirement, where you will be able to find information regarding your (401k/403b) retirement plans.
Employee Expenses Tile will allow you to submit your expenses and to review the status of your already submitted expenses.

Technology Requests & Support Tile will open a new window with three different options as shown below.

These tiles will give you the opportunity to:
- Easily enter requests for system access using the Create Access Request (CAM) Tile
- View the status of your previous CAM requests using CAM Dashboard Tile
- Submit an IT ticket to get help or report an issue using the IT & S Portal Tile
**Performance and Goals Tile** will open a new window which includes a tile for the Performance Plus application.

**Performance Plus Tile** links you directly to our online performance appraisal system titled Performance Plus which allows you to view your current and previous performance reviews and your goals that you may have set up with your manager during previous annual review.

**Careers and Recognition Tile** opens to two different Tiles:
- RWJBH Internal Job Opportunities
- Recognizing You
RWJ Internal Job Opportunity Tile allows you to browse through available job opportunities within the system as well as apply to the roles that might interest you.

Recognizing You Tile is for our employee recognition program. Using this Tile, managers are able to reward employees for their achievements and peers are able to recognize and congratulate their colleagues.

Policies and Procedures Tile will open up to the page on The Bridge with RWJBH policies and procedures.
Now that you have reviewed familiarized yourself with the ESS Tiles, we wanted to provide you with additional navigation information for some of the frequently visited ESS Tiles.

Feel free to peruse the information as best meets your needs in our I WANT TO LEARN MORE section of this user guide.

**I WANT TO LEARN MORE ABOUT THE….**

**PERSONAL DETAILS TILE**

*Menu*

On the left side of the Personal Details landing page, you will see a menu of options. At the top, the employee’s name and title is listed. To the right of the name, a bubble with an arrow will navigate to a related actions menu, where a link to the company directory is available.

![Menu example](image_url)

*Addresses*

To update home address, select *Addresses* on the menu bar to highlight it, click on the current address listed and a pop up window with editable fields will appear. Key in correct address and click the green save button in top right corner.

![Addresses example](image_url)
**Personal Details Tile Navigation Information (continued)**

**Contact Details**
To update phone number or email address, select *Contact Details* on the menu bar, then select the current record and enter data in pop-up window. To add a phone number or email address, click the corresponding icon and enter the new information in the correct fields. Remember to click save.
Personal Details Tile Navigation Information (continued)

You can add more than one phone number, but it is recommended to add a cell phone number as the Preferred number. Certain functions such as accessing view paycheck and W4 requires Multi-Factor Authentication (MFA) for security purposes. MFA utilizes the preferred number to send a code during this process.

If you have more than one email, check the Preferred box on your primary address.

Work email address cannot be edited.

Marital Status
To update marital status, click Marital Status on the menu and choose a status from the dropdown menu. Select the effective date and click submit.
Personal Details Tile Navigation Information (continued)

Name
To request a name change, click Name on the menu, then the current record to open up the name change window. Update applicable fields, click save to submit for approval.

Emergency Contacts
To add or update, click Emergency Contacts on the menu, then Add Emergency Contact. In the first window that opens, add the contact info, then click Add Address and Add Phone Number to enter that data. Remember to click save.
**Personal Details Tile Navigation Information (continued)**

To view information such as gender, date of birth, start date, and education level, click *Additional Information* from the menu. This is a view only section, if any information is incorrect, contact the Human Resources department.
**Personal Details Tile Navigation Information (continued)**

**Disability**

To update disability status, click *Disability* from the menu, read through the information and check the box that pertains to you. Then click submit.

![Voluntary Self-Identification of Disability form]

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1986 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.
PAYROLL TILE

Once you click on the payroll tile, the following screen will open up. There will be a menu on the left hand side and you will be able to see a listing of your paystubs on the right hand side.

The following menu that can be seen on the left hand side of the Payroll Tile allows you to view your paychecks, see your selected tax withholdings, view W2 forms, and view/change your direct deposit.

When you select Tax Withholding option, the following screen will appear. It will display your Federal and State tax withholdings and allow you to change them.
Payroll Tile Navigation Information (continued)

When you select W-2/W-2c option, it will display your available W-2 forms.

The direct deposit option, will show you your current direct deposit information as well as provide the ability to update this information by adding/deleting bank information as well as changing the amount of direct deposit. It is important to remember that if you are deleting bank information for direct deposit you must enter new bank information. This section cannot be left blank or incomplete.

- Select the Direct deposit link
- When you open the link, you’ll have any existing direct deposits/checks listed, and have the ability to add (+ sign) or Filter (Funnel sign).
- All listed accounts need to equal 100% or the full amount of your check.
- If you are adding or deleting accounts, you must adjust the existing account, which will default to 100% or your full salaried amount.
Payroll Tile Navigation Information (continued)

- To explore the details of an existing account, the right arrow on the far right of the screen, will open a detail box. Information can be edited directly on this screen.
- There is also a direct deposit instruction pop-up link if additional info is needed.

- To add a new direct deposit account, click the + sign.
- The following page will display for direct deposit accounts
- Direct deposit:
Payroll Tile Navigation Information (continued)

- In the pay distribution at the bottom of the page, two account type options exist:
  - Checking account
  - Savings account

- There are also 3 choices for deposit type:
  - Amount
  - Percent
  - Remaining balance
**Pay Distribution**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Savings</th>
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<tbody>
<tr>
<td>Deposit Type</td>
<td>Remaining Balance</td>
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***all accounts need to total 100% or full payment amount***