

How to Log into Employee Self Service (PeopleSoft)

Logging into Employee Self Service – PeopleSoft

After successfully logging into the ESS Workstation, the **Internet Explorer** browser displays with the **Employee Self Service (ESS) Website** opened on one tab, and the **Outlook** e-mail system opened on another tab.

If you are using a home computer, please navigate to ess.nychhc.org on your Web browser.

1. Click on the **Employee Self Service** blue computer icon on the top right corner, as shown below

Employee Self Service

Welcome to NYC Health + Hospitals Employee Self Service

Employee Self Service Home
eProfile
eBenefits
eLearning
ePerformance
ePaystubs
Learning and Development
Careers
New Employees
Workplace Violence
Technical Support
Forms
Links

Keep Everyone Safe
Manage Your Resources
Keep Learning
Work Together
Pursue Excellence
Keep Patients First

Click Here to access Employee Self Service (ESS) in PeopleSoft

Employee Self Service is designed to help you access a wealth of information on PeopleSoft, including your personal information, benefits information, paystubs, training opportunities, career advancement opportunities, performance evaluation and

2. The sign-in page for **PeopleSoft** displays. Enter your **User ID** and **Password** in the correct fields, as shown below.



The screenshot shows the PeopleSoft HR sign-in page for NYC Health+Hospitals. The page has a dark blue background. At the top left is the NYC Health+Hospitals logo. To its right, the text "PEOPLESOFT HR" is displayed in a light blue font. Below the logo and title, there are two white input fields. The first is labeled "User ID" and contains the text "DOEJOHN". The second is labeled "Password" and contains a series of dots. Below these fields is a green button labeled "Sign In". At the bottom of the page, there is a line of text: "If you are having difficulties logging in to PeopleSoft please contact the Enterprise Service Desk at 877-934-8442 or email EnterpriseServiceDesk@nychhc.org". A red rectangular box highlights the User ID and Password input fields.

NOTE: If you do not have a **User ID**, or do not remember your **Password**, please call the Enterprise Service Desk at 1-877-934-8442 or email the ESD at EnterpriseServiceDesk@nychhc.org with the *Subject: ESS* to get one.

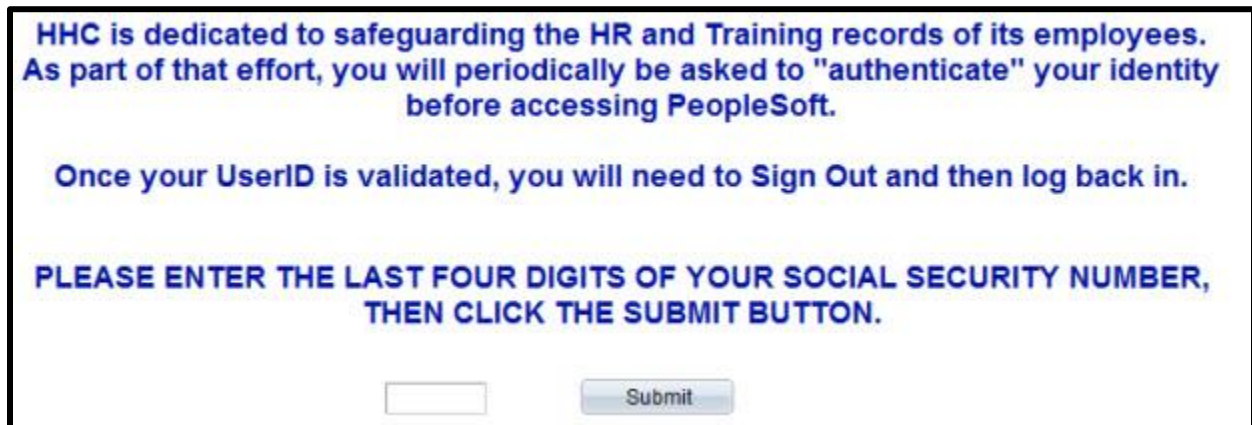
3. After entering your log-in information, click the **Sign In** button.



This screenshot is identical to the one above, showing the PeopleSoft HR sign-in page. However, in this version, a red rectangular box highlights the green "Sign In" button. A mouse cursor is positioned over the button, indicating it should be clicked. The rest of the page, including the logos, input fields, and contact information, remains the same.

4. If this is your first time logging into **PeopleSoft**, you will be asked to **authenticate** your identity using the last four digits of your Social Security Number. Enter the last four digits of your Social Security Number in the correct field and click **Submit** to continue.

Due to the sensitive nature of the information available, this is required for all employees.



NOTE: Employees will be asked to “re-authenticate” periodically. *If you failed to authenticate or cannot log in, please call the Help Desk at 1-877- 934-8442 or email them at EnterpriseServiceDesk@nychhc.org.*

5. After successfully authenticating and logging into **PeopleSoft**, your Home page displays as shown below.



Employee Self Service Navigation Tiles

Important Note: Navigation Tiles vary based on security roles within PeopleSoft.

- A. **Personal Details** – Your current name, address, contact information, and other personal information.
 - B. **Talent Profile** – Your licenses/certifications, language skills, education, etc.
 - C. **Benefits** – Your Health Benefits summary and Life Events.
 - D. **Performance** – Your performance documents history and performance documents for your direct reports (if applicable).
 - E. **My Pay** – Your Electronic Paystubs, Pay Advice Distribution Option, and Employment Verification Letter options.
 - F. **Careers** – Displays Careers Page search options for current job openings.
 - G. **Health and Safety** – Workplace Violence Incident Reporting.
 - H. **Upload Supporting Documents** – Upload ESS Supporting Documentation for your Name, Address, and/or Health Benefit ESS events.
6. To sign out of **PeopleSoft**, click on the **Sign out** button on the top right corner as shown below.

