Changing Your PIN

An employee Personal Identification Number (PIN) is required to log into the Time and Attendance Employee Self Service (ESS) application. See your Supervisor for your company's policy when PINs should be changed.

Follow these steps to change your PIN:

❶ Log in to ESS using your badge number and Personal Identification Number (PIN). See the "Logging In" job aid if you need instructions.

❷ Click the Change PIN link at the top of the window.

❸ Enter your new PIN in the fields provided, and then click ⬚ Ok .

Note: Be sure your entries in both fields are identical.