Locating an Employee Self Service PIN

Employees need a personal identification number (PIN) to clock in and out using Employee Self Service (ESS), to submit leave requests, and to perform other Time and Attendance functions. Occasionally employees forget their PINs; follow these instructions to find them:

❶ Select **Personal Information** from the Interactive Summaries menu.

❷ Click the name of the employee whose PIN you need to find.

❸ Click the **Private** tab.