

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:

- 1 Select **Personal Information** from the Interactive Summaries menu.
- 2 Click the name of the employee whose PIN you need to find.
- 3 Click the **Private** tab.

Payroll Manager

Personal Information

Last Name	First Name	ID	Badge	Location	Dep
Addison	Irene	250	250	Illinois	Ins
Allen	Connie	193	193	Other Locations	Oth
Anderson	Heather	106	106	Other Locations	Oth
Anderson	Brian	147	147	Other Locations	Oth
Antonia	Demetria	1	1	Other Locations	Oth
Argueta-Chicas	Bertha	275	275	Other Locations	Oth
Ashdown	Juan	45	45	Other Locations	Oth
Bacon	Maureen	231	231	Other Locations	Oth
Baffoni	Edith	304	304	Other Locations	Oth
Baker	Novelette	221	221	Other Locations	Oth
Ballard	Rockeshiea	254	254	Other Locations	Oth
Banks	Michael	82	82	Ohio	Ma
Barre	Ann	105	105	Illinois	Des
Bass	James	156	156	Indiana	Ma

Pages: Personal Info. Prev. Empl. Banks, Michael Next Empl. Location: Ohio Department: Management Cost Center: **Default**

Banks, Michael (Ohio, Management, **Default**)

Last Name	First Name	ID	Badge Location	Department	Cost Center	Pay Class	Hired
Banks	Michael	82	82 Ohio	Management	**Default**	Hrly PT TskSht	07/01/07

Basic Personal **Private** Address Custom Fields Rates Workgroup Active Status Hourly Status Transfers

eMail Address: sample@sample.com
ESS Pin: 0