

# Employee Self Service @ JOHNS HOPKINS

Employee Self Service (ESS) is an enhancement to the central HR/Payroll system that will allow you to view your personal and payroll data and easily make changes.

It's a convenient, secure, user-friendly resource that you will be able to access online through [my.johnshopkins.edu](http://my.johnshopkins.edu). You will log on using your JHED ID; then click on HR, then ESS.

Using Employee Self Service, you'll easily be able to:

- Update your permanent address.
- Update your emergency contact information, including gender.
- View your personal data and work addresses.
- You can now add a nickname to your personal data and update your work phone number.
- Update your direct deposit information.
- Make changes to your tax withholding information.
- View your pay statements.



You will be able to perform these tasks quickly, without complicated forms or additional assistance.

All employees paid via SAP will have access to ESS with the following exceptions:

- Employees on I-9 hold or I-9 pending will not be able to access direct deposit information until the hold has been removed.
- Non Resident Aliens (NRA) will not be able to change withholding information.
- Employees with foreign addresses will not be able to access permanent address information.

Use this quick reference guide to help you navigate and edit your personal information through ESS.

**Note:**

*For Security purposes, ESS will automatically log you off after five minutes of no activity. HR/Payroll Services is happy to answer your questions and to help you. Please contact them by calling 443-997-5828.*

# Getting Started

SAP at Hopkins supports specific internet browsers. Please verify that you are currently using a supported browser by going here: <https://know.it.jhu.edu/x/aRerAQ>

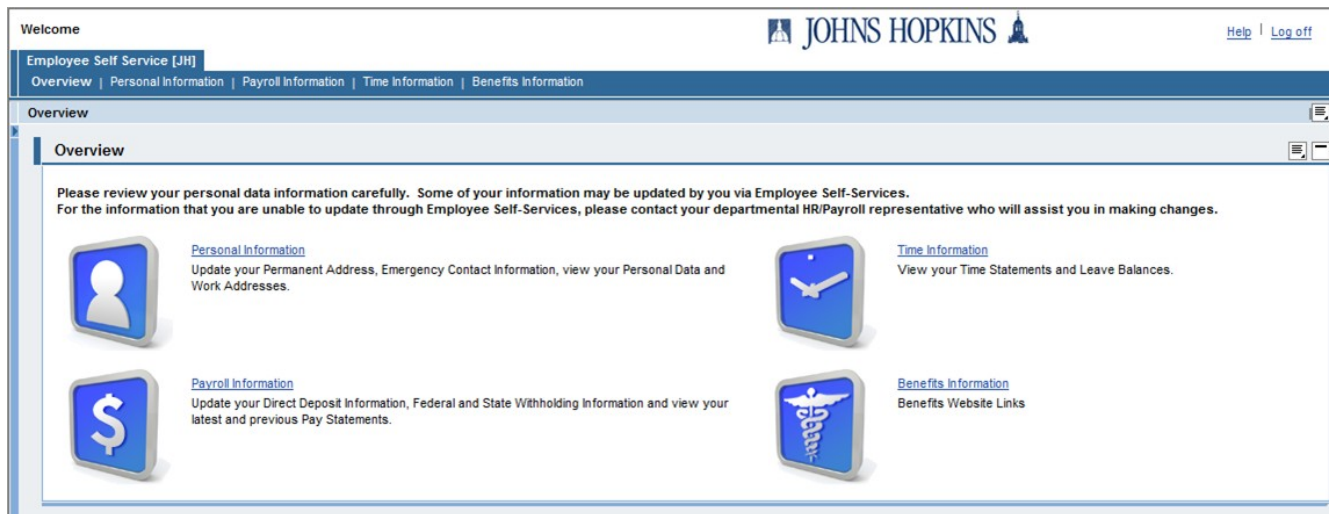
## Accessing ESS

You can access ESS through <https://my.johnshopkins.edu/> using your JHED ID and password. The ESS icon is the first icon within the “HR” icon group.

## Overview

ESS consists of four modules that allow you to review and/or edit your personal information. The four modules include:

1. Personal Information
2. Payroll Information
3. Time Information
4. Benefits Information



When navigating between the different modules, you can use the **Overview** screen or the corresponding tabs located at the top of the screen.

The rest of this guide will provide step-by-step instructions on how to review/edit specific personal information within each module.



# Personal Information

Update your permanent address, emergency contact Information, additional personal data, and view your personal data and work addresses.

## Permanent Address

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Follow these steps to edit your personal address:

1. Click **Edit**.
2. Enter your permanent address. Be sure to include information in all of the highlighted/required fields.

**Note:**

- Be sure to populate the **Maryland County** field if you live in Maryland. It is required for Maryland residents **ONLY** even though it's not marked with a red asterisk. Please select the county from the dropdown provided. Typing the county in will cause an error.
- For **Primary Phone**, enter your area code in the first box and remaining seven-digit number in the second box.
- **Major Intersection** is a field requested from emergency management. (**Example:** one of the JHHS nurses lives near the intersection of Northern Pkwy. and Falls Rd. This is most likely where the emergency management team would pick her up during severe weather).

3. Read and select "I Agree" to the statement concerning the need to review your state tax information.
4. Click **Review**.
5. Click **Save**.

## Work Addresses

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Users cannot edit their own work address, although you can now update your work phone number. Updating your phone number on the physical address will not change it on the mailing address - you must change that number manually as well. Contact your department SAP/HR administrator to update the actual address section.

## Emergency Contact

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Follow these steps to edit your emergency contact information:

1. Click **Edit**.
2. Enter the information pertaining to your emergency contact person. Be sure to include information in all of the highlighted/required fields.

**Note:**

- For **Telephone**, enter the area code in the first box and the remaining seven-digit number in the second box.
- You can now update the gender of your emergency contact if necessary.

3. Click **Review**.
4. Click **Save**.

Personal data is read-only. Users cannot edit their own personal data. Contact your department SAP/HR administrator to update this information.

## Additional Personal Data

Follow these steps to edit information about your race, ethnicity, and/or military status:

1. Click **Edit**.
2. Use the drop-down menus, checkboxes, and entry fields to edit your additional personal data.
3. Click **Review**.
4. Click **Save**.




## Payroll Information

Update your direct deposit information, update your federal and state withholding information, and view your latest and previous pay statements.

## Direct Deposit

When hired, your information will be entered under the default bank. This is the information that must be edited to set up your default/main bank. Follow these steps to edit your current default bank:

1. Click **Edit**.
2. Use the entry fields, drop-down menus, and disclaimer checkbox to set up your direct deposit information.
  - To set up the default bank, type in the routing number or click the paper icon at the end of the field to search for your bank's routing number. 
    - i. If you need to search for the routing number, when the Advanced Search screen appears, type in the name of your bank in the **Bank name** field using an asterisk before and after.  
*Example: \*M&T Bank\**
    - ii. Click the **Go** button.

Advanced Search						
Bank Key:	<input type="text"/>	Bank name:	<input type="text" value="*M&amp;T*"/>			
City:	<input type="text"/>	Bank Branch:	<input type="text"/>			
Bank number:	<input type="text"/>	Bank Country:	<input type="text" value="US"/>			
	<input type="button" value="Go"/>	<input type="button" value="Exit"/>				
Bank number	SWIFT code	City	Ctry	Name of bank	House	

- When the result appears, click the **Bank number** once to return it to the **Routing Number** field.

**Note:**

There may be several results, so you may want to add the **City** to your search to narrow the results.

Bank number	SWIFT code	City	Ctry	Name of bank
021909494		14125 OAKFIELD	US	M&T BANK, NATIONAL ASSOCIATION

3. Read and check the disclaimer box.
4. Click **Review**.
5. Click **Save**.

## Adding Additional Banks

For direct deposits, in addition to the default bank, you can maintain up to two additional banks.

*Example:* your default bank might be M&T but you may have an “additional” savings account at the Johns Hopkins Federal Credit Union.

The additional bank(s) will be processed first in the deposit process.

*Example:* if the payroll deposit is \$1,000 and the additional bank is set to deposit \$100 into a savings account, that \$100 will be taken first, then \$900 will be deposited into what you have selected as your default bank.

You can choose to deposit by a percentage or dollar amount of your net pay.

Follow these steps to add an additional bank to your direct deposit:

1. Click **New Additional Bank**.
2. Use the entry fields, drop-down menus, and disclaimer checkbox to enter all required information about your new additional bank.
3. Read and check the disclaimer box.
4. Click **Review**.
5. Click **Save**.

## Pay Statement

The most recent pay statement will appear by default. It will display in a PDF format. Use the drop-down menu to select the month and year to view a different pay statement. Click **Exit** when you are finished viewing pay statements.

**Note:**

Use the PDF tool bar to zoom, save, email, or print the statement you are currently viewing.

## Federal and State Withholding

Follow these steps to edit your federal and state withholdings:

1. Click **Edit**.
2. Use the entry fields and drop-down menus to make changes to your federal and state withholdings.

**Note:**

*You must read the declaration statement and check the checkbox next to **Declaration**.*

3. Click **Review**. Please note the effective date of your change.
4. Click **Save**.

## Employment and Wage Verification

This link will take you to an online help resource used to provide employment and/or wage verification to lending agencies and services.