 Division of Human Resources Standard Operating Procedures	Procedure:	EMPLOYEE SELF SERVICE (ESS) SYSTEM
	Effective Date:	July 16, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

The Employee Self Service (ESS) system is maintained by the Nevada System of Higher Education (NSHE) System Computing Services (SCS). ESS is available 24/7 with the exception of scheduled outages for backup and maintenance. This website enables CSN employees to do the following:


- View and change W-4 tax information
- Print W-2 tax forms and paycheck stubs/advises
- Manage or initiate paperless direct deposit
- Manage FICA alternative retirement plan
- Change mandatory and/or supplemental retirement contribution percentage and retirement company selection
- View employment status, hire date, tenure status, and retirement plan
- Update mailing address
- Update personal/work contact information
- Complete a time-specific Open Enrollment for MetLaw (Hyatt Legal) Plan or ASI, Flex, flexible spending accounts (FSAs)

To access the system:

1. Go to: <https://mustang.nevada.edu/hrip/ccsnlog.htm>.
2. **First Time Users** - To gain access to ESS it is necessary to have an Employee Identification Number (EID). First time users must also have a PIN number (issued by HR) and complete the registration process in order to set up a password. To register, the following information must be provided:
 - Employee ID Number
 - PIN
 - Date of Birth
 - Zip Code

Returning Users - If previously registered, the Employee ID and password are sufficient to access the system. If the password is forgotten, the “forgot your password” function will generate a temporary password that will be emailed to the requester and will allow access to the system.



 <p>CSN COLLEGE OF SOUTHERN NEVADA</p> <p>Division of Human Resources Standard Operating Procedures</p>	Procedure:	EMPLOYEE SELF SERVICE (ESS) SYSTEM
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3. The welcome screen includes a list of Quick Links on the right side of the screen:

- Update Contact Info (office, home, emergency information)
- Go Paperless - Direct Deposit
- Go Paperless - W2

To make changes click any link and provide the requested information.



4. There are also tabs along the top of the page. Click on any tab to access further information.

- Home
- Payroll (direct deposit, W2, W4, advices)
- Benefits (retirement, health insurance, Met Law, FSA)
- Employment (status, degree, office information)
- Personal (address, emergency contact, personal information, name and SSN changes)

5. Click “LOGOFF” in the upper right hand corner.

NOTE: Contact the Division of Human Resources at (702) 651-5800 to make changes not accessible on the ESS site.