

Employee Self Service

Employee Dashboard

User Guide

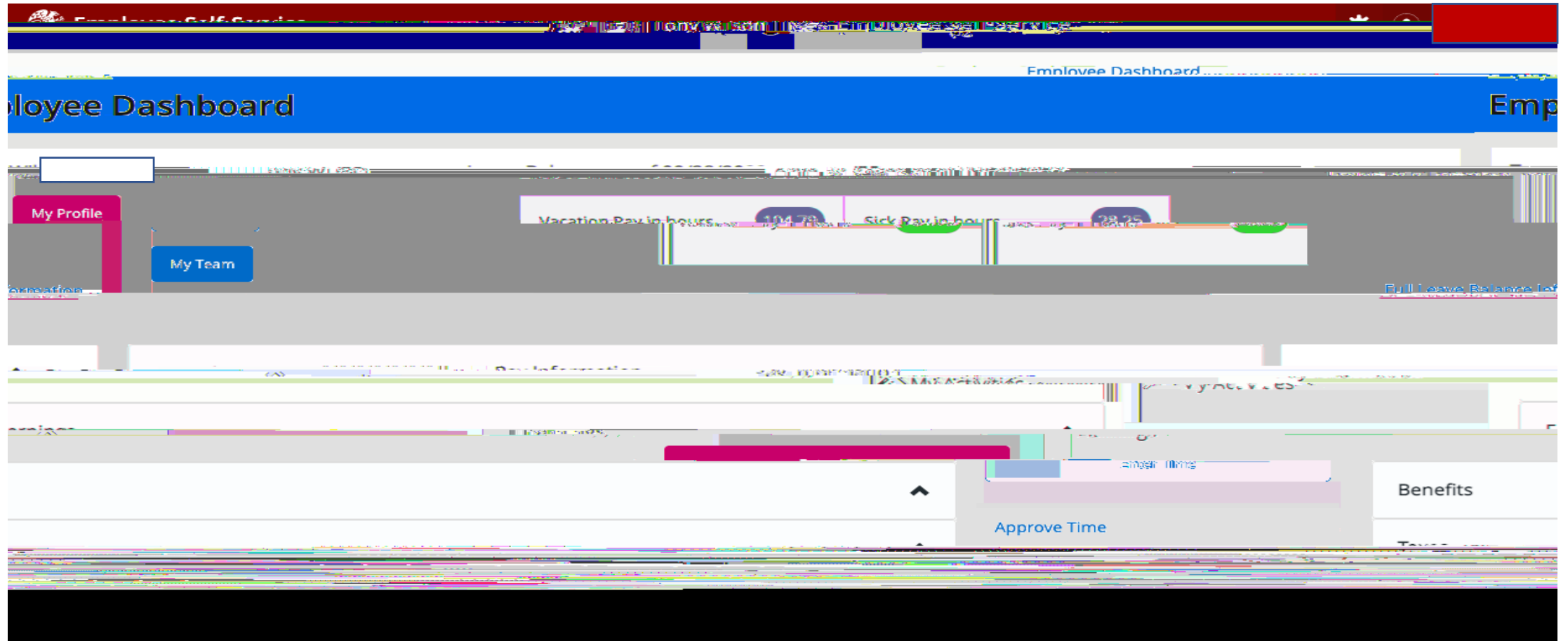
To access ESS, use the link

ess.reed.edu

Your employee dashboard will open



From the Dashboard you can access "My Profile", "My Team" (if you are a supervisor)
You can also access pay, tax & benefits information
In the "My Activities" you can access your current & past timesheets, and supervisors can approve time
See separate user guides for timesheet entry and supervisor approval



From the employee profile page you can view and edit some of your personal information.

In the "Tax" section your can view your current Federal & State filing status. As well as view your annual W-2 and 1095-C.

The "Job Summary" shows your current position and any historical job information.

