## Employee Self Service Employee Dashboard User Guide

## To access ESS, use the link <u>ess.reed.edu</u> Your employee dashboard will open

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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

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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.

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