



ESS Overview

Employee Self-Service

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Employee Self-Service (ESS) provides you with easy access to information and services. This page gives you an overview of everything you can access through ESS.



[Personal Information](#)

Manage your personal information and banking information.



[Benefits and Payment](#)

View your benefit plan enrollment and display your pay advice.

Click on
Personal
Information



Personal Information: Bank Information

Employee Self-Service

Download Forms

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Personal Information

[Addresses and Phone Numbers](#)

Update contact information.

[Bank Information](#)

View banking information.

[Family Members/Emergency Contact](#)

View information on family members and dependents.

Update emergency contact information.

[Personal Data](#)

Update your personal data.

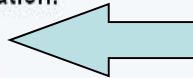
[E-mail Address](#)

View your e-mail address.

[Absence Quotas](#)

Display your absence quotas here.

Click on
Bank Information





Overview: Bank Information

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1 2 3 4

Overview Edit Review and Save Confirmation

Valid for All Personnel Assignments

Main bank

Bank name: ROYAL BANK OF CANADA
Bank Account: XXXX964

Click on View to see more details for your primary deposit account

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

Other bank

Bank name: Bank of Montreal
Bank Account: XXXX871

Click on Edit to change the secondary account deposit amount



Edit: Bank Information

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1 Overview | **2 Edit** | 3 Review and Save | 4 Confirmation

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

Other bank

Payee: *

Bank Country:

Bank Key: Bank of Montreal

Account Number:

Payment Method:

Currency: CAD

Standard Percentage:

or

Default Value:

Enter a percentage or dollar value

Click on Review



Review & Save: Bank Information

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1 Overview — 2 Edit — **3 Review and Save** — 4 Confirmation

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

Verify the Bank data below

Other bank

Payee:	RENEE Mae COQUELICOT		
Country:	Canada		
Bank Key:	000100093	Bank of Montreal	
Bank Account Number:	XXXXX871		
Payment Method:	EFT - Payroll		
Currency:	CAD		
Standard Percentage:	0		
Default Value:	250.00		

[Previous Step](#) [Save](#)

To accept the changes, click on Save



Confirmation: Bank Information

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1 Overview — 2 Edit — 3 Review and Save — **4 Confirmation**

i The changes you made to your Bank data were saved

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

What do you want to do next?

[Go to Bank Information](#)

[Go to Email Address](#)

Other bank

Payee:	RENEE Mae COQUELICOT	
Country:	Canada	
Bank Key:	000100093	Bank of Montreal
Bank Account Number:	XXXXX871	
Payment Method:	EFT - Payroll	
Currency:	CAD	
Standard Percentage:	0	
Default Value:	250.00	

Click on
Back to return
to Personal
Information



ESS Overview: Log Off

Overview Add Working Time - SAP NetWeaver Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://hasphpd.cfms.gov.ns.ca:57500/irj/portal> Go

Back Forward Stop Refresh Home Search Favorites

Google Search Bookmarks Find Check AutoFill Sign In

HASP – Better processes. Better information. Better care. Help Log Off

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Click Log Off to exit ESS



Please note that it is very important to Log Off ESS when you are finished with your session, especially when using a shared computer.



For More Information

For more information on ESS, please contact:

- Please ask your Manager First
- Further questions email PeopleSofthelp@cdha.nshealth.ca