



ESS Overview

Employee Self-Service

Overview | [Personal Information](#) | [Benefits and Payment](#) | [Working Time](#)

| [History](#) | [Back](#) | [Forward](#) | 

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: Absence Quotas

Employee Self-Service

Download Forms

Overview

Personal Information

Benefits and Payment

Working Time

| History, [Back](#) Forward



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.

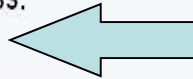
[E-mail Address](#)

View your e-mail address.

[Absence Quotas](#)

Display your absence quotas here.

Click on
Absence Quotas





Personal Information: Absence Quotas

Welcome Test Portal 46 HASP – Better processes. Better information. Better care. [Help](#) | [Log Out](#)

Employee Self-Service | Manager Self-Service | HR Administrator | SAP Access | Reporting

Overview | Personal Information | Benefits and Payment | Working Time

Click on Back to return to Personal Information Overview

[Back](#) [Forward](#)

Detailed Navigation Absence Quotas

- ESS Overview

Portal Favorites

ESS Absence Quotas

Absence Quotas

View [Standard View] Filter Settings

Pers.No.	Quota text	Start Date	End Date	Entitlement	Taken	Remaining	Unit
2538	Targeted Vacation	2008-10-25	2010-03-31	0.00000	0.00000	0.00000	Hours
2538	Vacation	2008-10-25	2010-03-31	58.12000-	0.00000	58.12000-	Hours
2538	Accumulated Bank	2008-10-25	2010-03-31	138.25000	0.00000	138.25000	Hours
2538	STI Automatic	2008-10-25	9999-12-31	480.00000	0.00000	480.00000	Hours
2538	General Illness	2008-10-25	2010-03-31	101.50000	0.00000	101.50000	Hours
2538	Appointment	2008-10-25	2010-03-31	22.50000	0.00000	22.50000	Hours
2538	Emergency	2008-10-25	2010-03-31	15.00000	0.00000	15.00000	Hours
2538	Family	2008-10-25	2010-03-31	37.50000	0.00000	37.50000	Hours
2538	Holiday Bank	2008-10-25	9999-12-31	0.00000	0.00000	0.00000	Hours
2538	Smoothing Bank	2008-10-25	9999-12-31	41.00000	0.00000	41.00000	Hours

Row 1 of 10

Vacation balance from target

Personnel No.	Quota text	Entitlement	Taken	Remaining	Unit
00002538	Vacation target from balance	0.00000	0.00000	0.00000	Hours



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.

HASP

Health Administrative
Systems Project

Better processes.
Better control.
Better care.



For More Information

For more information on ESS, please contact:

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