



## 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  
Benefits and  
Payment




# Benefits and Payment

**Employee Self-Service**

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**Benefits**

[Participation Overview](#)

View a list of plans in which you are currently enrolled.  
Note: Any discrepancy in claims administration is subject to further investigation by your employer and benefit provider.

**Payment**

[Pay Advice](#)

View your current and historical pay advice.

Click on Participation Overview



# Benefits and Payment: Participation Overview

**Employee Self-Service** | Download Forms

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**Valid for Benefit Area(s):** 00016548 0102 0907 PT 1 05:CH IISGEU/MGMT/EXC

▶ [Show Benefits General Links](#)

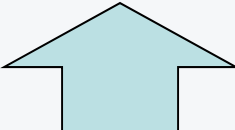
Show Participation Overview as of:

**Participation overview as of 3/3/2009**

Plan

**Medical**

CDHA Med Retiree- 64 and Under



Select a particular date to view participation details, then click on Go



# Benefits and Payment: Participation Overview

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Show Participation Overview as of:

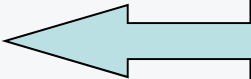
**Participation overview as of 1/1/2009**

Plan

**Medical**

CDHA Med Retiree- 64 and Under

Selected Participation Overview date



Select a plan to view,  
Then Click on Show  
Participation Details



# Benefits and Payment: Participation Details

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**Valid for Benefit Area(s): 00016548 0102 0907 PT 1 05:CH HSGEU/MGMT/EXC**

▶ [Show Benefits General Links](#)

**Details of Plan CDHA Med Retiree- 64 and Under**

Participation Period	Starts on 2008-07-06
Plan Option	Employee + family
Dependent Coverage	Family
Employee Cost (Post-Tax)	87.7400 CAD4 Monthly
Employer Credit	162.9400 CAD4 Monthly
Deduction Model	Monthly First pay period of each month

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↑  
Click on  
Back to return  
to Benefits and  
Payment

← Click on Back to select a different  
plan and view it's Participation  
Details (if applicable)



## 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

Employee Self-Service

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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](mailto:PeopleSofthelp@cdha.nshealth.ca)