



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: Personal Data

Employee Self-Service

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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.

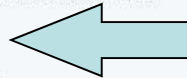
[E-mail Address](#)

View your e-mail address.

[Absence Quotas](#)

Display your absence quotas here.

Click on
Personal Data





Overview: Personal Data

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1 2 3 4

Overview Edit Review and Save Confirmation

Valid for All Personnel Assignments

Personal Data

Full name of the Employee: RENEE Mae COQUELICOT
Personnel Number: 00016548

← Click on Edit



Edit: Personal Data

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

Valid for All Personnel Assignments

Personal Data

Name

Form of Address:

First Name: * Last Name: *

Name at Birth: Middle Name:

Initials: Known as:

HR Data

Date of Birth: *

Gender: Unknown Male Female

Language:

Marital Status:

Number of Children:

Make the necessary edits and click on Review



Review & Save: Personal Data

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

Valid for All Personnel Assignments

Verify the Personal Data data below

Personal Data

Name

Form of Address:

First Name: RENEE Last Name: COQUELICOT

Name at Birth: Middle Name: Mae

Initials: rc Known as:

HR Data

Date of Birth: 11/11/1944

Gender: Female

Language: English

Nationality: Other Nationality:

Marital Status: Married Since:

Number of Children: 0

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

To accept the changes, click on Save



Confirmation: Personal Data

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

The changes you made to your Personal Data data were saved
Valid for All Personnel Assignments

What do you want to do next?
[Go to Personal Data Overview](#)

Personal Data

Name

Form of Address:

First Name:	RENEE	Last Name:	COQUELICOT
Name at Birth:		Middle Name:	Mae
Initials:	rc	Known as:	

HR Data

Date of Birth:	11/11/1944	Other Nationality:	
Gender:	Female	Married Since:	
Language:	English		
Nationality:			
Marital Status:			
Number of Children:	0		

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.

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