Accessing Employee Self-Service

ESS, accessed via Administrative Applications and Resources (AAR), can be used to view and manage many elements of your employment information in a secure and confidential environment using your eID login credentials. You are able to update your name, mailing address, phone number and W-4 Withholding. You may also view your Direct Deposit details, Benefits Job Profile, Earning History, Pay Advices and W-2.

1. Access to Employee Self-Service is completed via Administrative Applications and Resources (AAR).

   - If you receive this error: “Your eBusiness Suite Account has expired”, call Human Resources at (970) 491-6947.
   - If you receive this error: “Could not display page”, try logging in first (with your eID) through https://secure.colostate.edu.
   - If you receive this error: “Server may be obsolete”, try using Internet Explorer to access AAR.

2. On the right side of the screen, under Application Systems, choose HR System. (If this is your first time logging in, select “Register for Self-Service”.)
3. You will be prompted to enter your eID and password. Please note: the system upgrade completed in September 2016 requires you to create a unique password for the HR System. Additionally, you may need to change browser settings to access ESS. Visit [http://www.hrs.colostate.edu/hr-liaisons/hr_system_login_assistance.html](http://www.hrs.colostate.edu/hr-liaisons/hr_system_login_assistance.html) for step-by-step instructions on accessing Oracle.

4. When the “Oracle Applications Home Page” opens, choose **CSU Employee Self-Service** from the left column.
5. The following options are then available to view.

- **Personal Information** – contact your Departmental HR Liaison. If you’re not sure who that is, contact HR at (970) 491-MyHR (6947) or MyHR@colostate.edu and we will refer you to the appropriate person.
- **Employee Information** – your Departmental HR Liaison can explain the information regarding the details of your employment at Colorado State University.

- **Direct Deposit Information** – if you need to update your banking information, send the Direct Deposit Form to:
  
  Human Resources – Payroll  
  6004 Campus Delivery  
  Fort Collins, CO 80523

- **Pay Advices** – contact HR at (970) 491-My HR (6947) or MyHR@colostate.edu
- **W-4 Tax Form** – to update your CO status or withholding, send a new W-4 to the Payroll office at the address provided above.
- **Employee W-2** – contact HR at (970) 491-My HR (6947) or MyHR@colostate.edu
- **CSU Benefits** – contact HR at (970) 491-My HR (6947) or MyHR@colostate.edu