

Employee-Self Service (ESS) is accessed via Administrative Applications and Resources (AAR) and is 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 Employee Self-Service via [Administrative Applications and Resources \(AAR\)](#). On the right side of the screen, under **Application Systems**, choose **HR System**.



Colorado State University

Administrative Applications and Resources Home Reporting Research

System Updates

Welcome to AAR

AAR is designed to provide links to the administrative applications supported by the Information Systems Department.

All available applications are accessed using the region on the right side of the page (side menu). Click the pointer next to each section to reveal additional choices. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general information.

Click headers to expand menus

- Application Systems
 - Conflict of Interest (COI)
 - HR System
 - Kuali Financial System (KFS)
 - Kuali Research (KR)
 - TimeClock Plus
 - TimeClock Plus - Manager

If you received these errors:

- a. "Your eBusiness Suite Account has expired", call Human Resources at (970) 491-6947.
 - b. "Could not display page" - try logging in through secure.colostate.edu first.
 - c. "Server may be obsolete" - try using Internet Explorer to access AAR.
2. You will be prompted to enter your eID and password.

Authentication Required

eID Login

Log in to IS Production Infrastructure

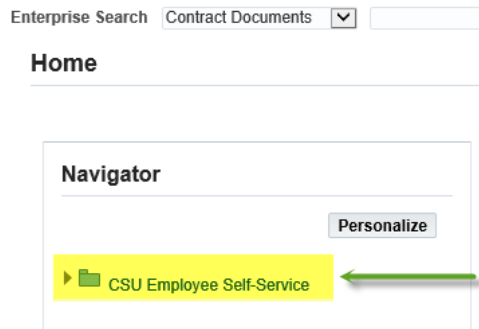
isifp291

eName: CAMRAM
Password:

Disable Single Sign-On for this session

Login

3. When the Oracle Applications Home Page opens, choose **CSU Employee Self-Service** from the left column.



4. The following options are available in ESS:

- a. **Personal Information** – you may change your name, address and phone number.
- If you change your name, you must contact the HR Liaison in your department for them to verify the change (with SS card or ID).
 - If you're not sure of your HR Liaison, contact HR at (970) 491-MyHR (6947) or MyHR@colostate.edu.

- b. **Employee Information** – you may view your information and your HR Liaison can explain any details of your CSU employment.

- c. **Direct Deposit Information** – please return your [Direct Deposit Form](#) to HR if you need to update your banking information.

- Return the form to:
Human Resources – Payroll
6004 Campus Delivery
Fort Collins, CO 80523

- d. **Pay Advices** – you may view and print your monthly paystubs.

- e. **W-4 Tax Form** – you may change W-4 tax withholdings.

- Changing your W-4 in ESS will update both the state and federal withholdings. If you wish for them to be different, please complete a W-4 and return it to HR.

- f. **Employee W-2** – you may view and print your annual W-2s.

- g. **CSU Benefits** – you may view your current benefits.

- If you experience a [mid-year qualifying event](#), you may update your benefits. Please contact HR within 30-days of the effective date of the change should you need assistance.

