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.


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.
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.