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).

   a. If you receive this error: "Your eBusiness Suite Account has expired", call Human Resources at (970) 491-6947
   b. If you receive this error: "Could not display page", try logging in first (with your eID) through http://secure.colostate.edu
   c. 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 Quick Links, choose Human Resources. (If this is your first time logging in, select “Register for Self-Service”.)
3. You will be prompted to enter your eID and password.

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 From** – to update your 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