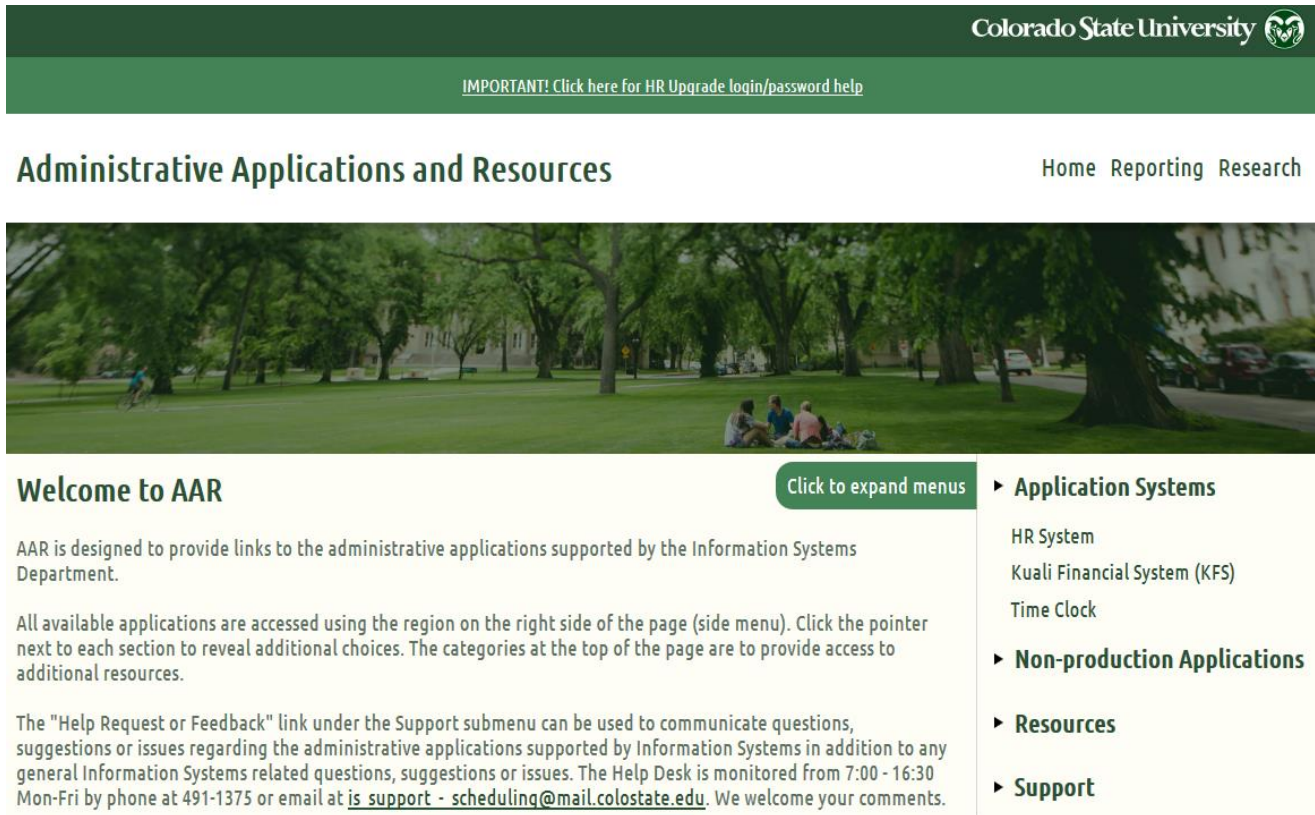


## Accessing Employee Self-Service

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.

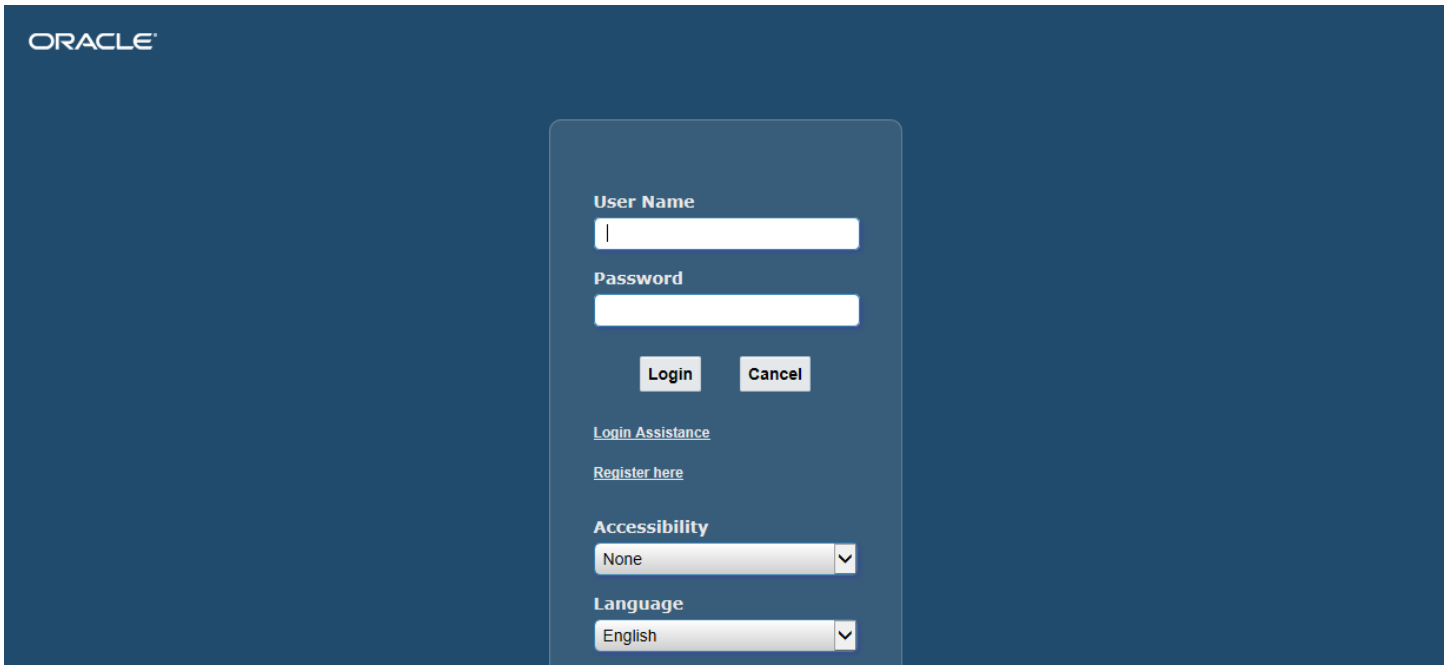
1. Access to Employee Self-Service is completed via [Administrative Applications and Resources \(AAR\)](#).



- 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 <https://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 **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.



ORACLE

User Name

Password

Login Cancel

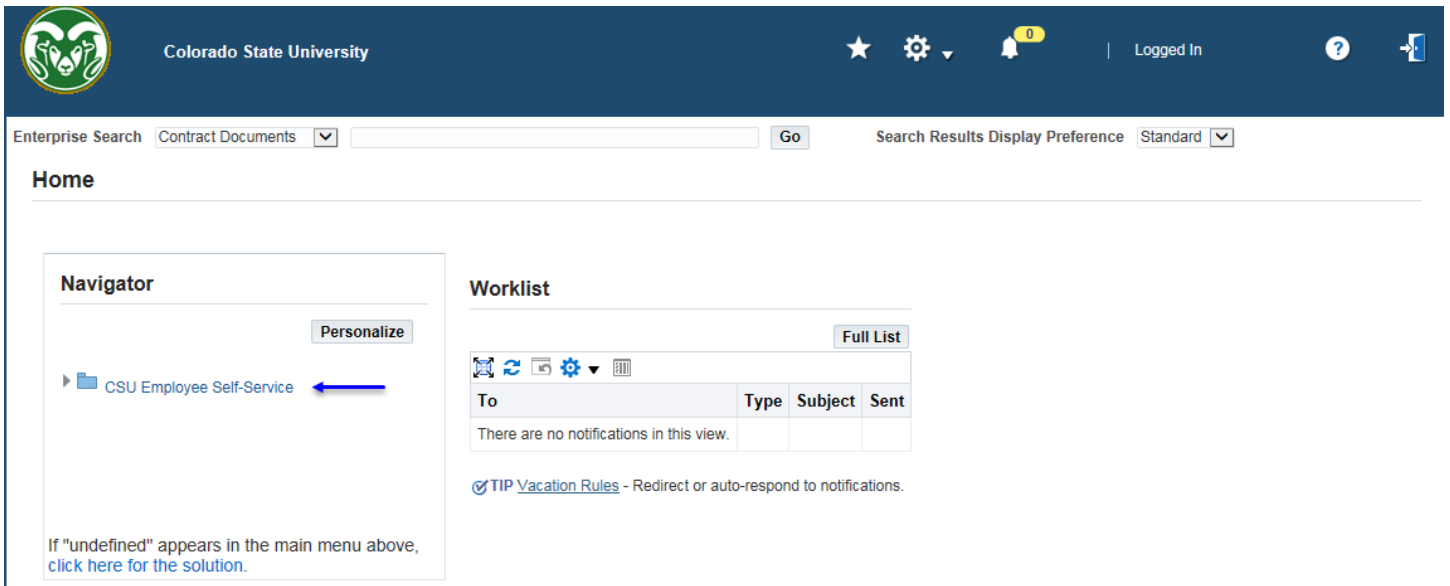
[Login Assistance](#)

[Register here](#)

Accessibility  
 None

Language  
 English

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



Colorado State University

Enterprise Search Contract Documents  Go Search Results Display Preference Standard

Home

Navigator Personalize

CSU Employee Self-Service

Worklist Full List

To	Type	Subject	Sent
There are no notifications in this view.			

TIP Vacation Rules - Redirect or auto-respond to notifications.

If "undefined" appears in the main menu above, [click here for the solution.](#)

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](mailto: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](mailto: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](mailto:MyHR@colostate.edu)
- **CSU Benefits** – contact HR at (970) 491-My HR (6947) or [MyHR@colostate.edu](mailto:MyHR@colostate.edu)

