
Employee Self Service Overview

EmpowHR Employee Self Service (ESS) is a web application that offers employees direct online access to their own Human Resources (HR) information such as benefits and compensation data. ESS reduces the burden on the HR department as information providers. ESS reduces the amount of phone calls and paperwork in and out of the HR office. The *EmpowHR* ESS menu group enables employees to view and/or update information in an easy-to-use experience. ESS provides the ability to initiate an online training request or certain personnel action requests (e.g. address, email, emergency contact information, phone number, LWOP, change in work schedule, etc.) and electronically submit the request for approval to the appropriate individual(s). Furthermore, the employee takes the responsibility for data entry and accuracy of their personal information.