**Instructional Guidance for Employee Self-Service**

**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).**

   ![Administrative Applications and Resources](image1)

   ![Welcome to AAR](image2)

   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](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.

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