

Exciting changes are coming to Employee Self Service on April 2, 2019!

The Department of Administration is pleased to announce that Employee Self Service (ESS) is being upgraded to a new user interface known as FLUID. FLUID will modernize both the navigation and 'look and feel' of Employee Self Service. While the 'look' of the pages has been updated, and you will click on ***tiles*** to get to pages, the actions you take when you reach a page will remain the same! You can check out the future FLUID 'look and feel' below! See more at https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training

Due to the upgrade, Employee Self Service will be unavailable during the following dates and times:

Sat., March 16, 7AM – 7PM & Fri., March 29th @ 6PM – Tues., April 2nd @ 7AM

NEW Employee Self Service Homepage – Coming April 2nd!



Tips for using the new Employee Self Service Homepage:

- **Your timesheet will be available by clicking on the 'My Time' tile**
  - **Tip:** To resize your timesheet (or other page), press and hold the 'Ctrl' key on your keyboard, then use the wheel on your mouse, or the '+' or '-' keys on your keyboard, to change the size of a page
- **Supervisors can View and Approve employee timesheets under the 'Team Time' tile**
  - **Note:** Only employees who are supervisors will see the 'Team Time' tile in ESS
  - Supervisors will click 'Get Employees' **once** to view employees who report directly to you
- **Review your Primary Email displayed on the 'My System Profile' tile – if it's not correct, click on the tile to update it!**
  - **Note:** If your "Secret Question & Answer" (used to re-set your password) is missing, you will be required to set it up the first time you log into ESS