

DATE: February 27, 2020

SUBJECT: Terminated/Retired Employee Self-Service Access Change

EFFECTIVE DATE: Immediately

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APPROVAL:

SUMMARY: Employee Self-Service 'View Paycheck' tile has been extended for terminated and retired users.

A change has been made to Employee Self-Service (ESS) for (Non-Regent) employees who are no longer employed by the State of Kansas. A terminated/retired employee will have thirty days from the date of termination to access all their ESS information online. After thirty days, access will be limited to the "My System Profile", "W-2: Consent, Reissue, Forms", and "View Paycheck" tiles for 18 months from the date of separation from employment. Agencies should inform their employees upon their retirement/termination that they will have access to print their W-2's and view/print paychecks for 18 months after termination. The Employee Self-Service Center is available 24/7, excluding Official State of Kansas Holidays and scheduled monthly maintenance.

ESS may be accessed at www.kansas.gov/employee by clicking the Employee Self-Service hyperlink located on the right side of the page. If the past employee does not remember their password at any time during this 18-month period, a 'Forgot Your Password Instructions' is available on the ESS website. Additional resources on this website are listed under Frequently Asked Questions (FAQs) – W-2 Consent Withdraw, and Reissue Instructions', 'View Paycheck', 'Print Paycheck' and 'Request W-2 Reissue'.

JG:NTR:jko