

Employee Self Service (ESS)



Updating your E-mail and location information in ESS

The e-mail stored in SAP is used to send employee's information related to their employment actions (i.e. when a supplement is eliminated, hired or separate employment) the employee will receive an e-mail.) If you don't have an E-mail address, please see your site CAB Administrator.

Log on to SAP

1. Select Employee Self Service
2. Select **Contact Information**
3. A new window will open, **Select Change Own Data**

The screenshot shows the SAP Employee Self Service interface. At the top, there is a navigation bar with 'Employee Self-Service' selected. Below it, there are tabs for 'Overview', 'Contact Information', 'Vacation and Sick Balances', 'Benefits', 'Payment', 'Career and Job', and 'Professional Development'. The 'Overview' page is displayed, with a 'Contact Information' link highlighted by a red box and a blue arrow labeled '2'. A separate window titled 'Contact Information' is shown to the right, with a 'Change Own Data' link highlighted by a red box and a blue arrow labeled '3'.

4. Enter information for any or all of the fields.
5. Choose **Review**
6. Choose **Save**

The screenshot shows the 'Change Own Data' form in SAP. At the top, there is a progress bar with four steps: 'Overview', 'Edit', 'Review and Save', and 'Completed'. The 'Edit' step is currently active. Below the progress bar, there are sections for 'Communication' and 'Department'. The 'Communication' section includes fields for 'Area Code + Office Phone Number' (754-321-8120), 'Extension' (2428), and 'E-mail' (SROCKELMAN@BROWAF). The 'Department' section includes fields for 'Building' (SAWGRASS) and 'Room' (244). The 'Miscellaneous' section includes a 'License Plate Number' field. At the bottom, there are navigation buttons: 'Previous Step', 'Review to Save', 'Exit', 'Previous Step', 'Save', and 'Exit'. A blue '@' icon is also visible on the right side of the form.