



Employee/Manager Self Service (EMSS)

Introduction to EMSS

Did you know that you can view your benefits and other personal information in EMSS?

How to access EMSS:

- Login to EMSS at <http://emss> (Intranet Link)
- Enter your last name, person code (Employee ID number), and PIN
- If you are new to EMSS or you have forgotten your PIN - click “Forgot Password” and a PIN will be emailed to you
- If you do not receive the email with your PIN - contact [Human Resources](#) to verify your email on file in EMSS

Information Available in EMSS:

- Personal Information
- Pay Information
- Attendance
- Benefits

Quick Tip – Review your Emergency Contacts annually – Here’s how:

- Click Contacts – To add an emergency contact:
- Click on the 1st green plus sign below your current list of contact
- Enter your emergency contact’s first and last name, relation and phone number
- Click the 2nd green plus sign (below your Contact Type) and select emergency contact or 2nd emergency
- Click the red disk icon at the top of the page to save
- Click submit (scroll to the top of the page if the Submit Button is not visible)
- A dialog box will open asking you to verify the changes you’ve made
- Click okay to proceed with your changes
- To remove an emergency contact - please submit the [Personal Information Update Form](#) to HR

Helpful Tips:

- You can also modify your emergency contacts, phone numbers, and addresses in EMSS
- If you update your address in EMSS – you must also submit the [Personal Information Update Form](#) to HR
- Your Person Code/Employee ID number is located on the top left of your paystub labeled “EE ID”

Questions?

- Login questions: [Email](#) or call the DIT Helpdesk at 425-388-3378
- Payroll, Leave, & W4 questions: Contact your Payroll Liaison
- Benefit and personal information questions: [Email](#) or call Human Resources at 425-388-3411 ex. 0