



Archive of Employee Self-Service (ESS) Tips

Date Posted	Topic
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05-23-14 **Employee Self-Service (ESS) Tip:** The only Web browser that is supported by ESS is **INTERNET EXPLORER**. If you create our timesheet using a different web browser, it may appear that it worked; however, it will cause the timesheet to become corrupted and you will have to re-create the timesheet.

When navigating through ESS, **DO NOT** use the browser's **BACK BUTTON**. Instead, use the navigation buttons in ESS.



04-18-14 **Ever wonder how you get back to the “main” screen in ESS?** Look at the top of the screen and click on “My Information.”

Version 9.0.0

My Information

You may have noticed that it is in **BOLD**. Clicking “My Information” will take you back to the main screen in ESS. Think of it as your “home” button.