

Archive of Employee Self-Service (ESS) Tips

As of 09-19-14

Need help finding a website?

On the ESS “home” page, there are links to many of the most common State of Idaho websites.



Looking for an email address for an active Judicial Branch Judge or employee?

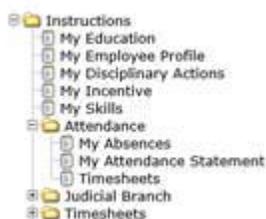
Logon to ESS and follow these steps:

- >> Select the **IDAHO JUDICIAL BRANCH** tab;
- >> Click **REPORTS**;
- >> Select **JUDICIAL BRANCH**;
- >> Select **EMPLOYEE CONTACT LIST**; then
- >> View the report (Alphabetical by last name)

Note: This report is only available to those who have an ESS logon.

Ever wonder how to print out an approved timesheet?

Choose **IDAHO JUDICIAL BRANCH**, then choose **REPORTS**.



A menu will open up. Choose **ATTENDANCE**

Next click **TIMESHEETS**.

Put in the effective date of the timesheet you would like to print and click **VIEW REPORT**.

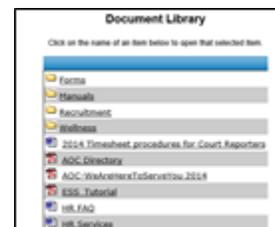


Please remember, the timesheet is not available until it has been approved.

Looking for personnel/payroll forms, manuals, and other useful information?

- > Click on the **IDAHO JUDICIAL BRANCH** tab.
- > Then click **DOCUMENTS**.

There you will find a library of forms, manuals, reports, and other useful information.



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.



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.