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## HUMAN RESOURCES MEMORANDUM NO. 02-098

November 8, 2002

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** New and Handy Employee Self-Service Guide

When our paycheck statements changed in October, we notified employees by Human Resources Memorandum No. 02-086. Because some of the year to date amounts no longer appear on the statements, employees were advised to access their full payroll information through Employee Self-Service (ESS).

To make accessing ESS easier, an Employee Self-Service Guide has been developed and is now available on Channel Z as a tutorial thanks to Greg Wirth from Information Services. We are evaluating the cost of printing pocket-sized guides for those who prefer to have their own personal copy. A personal pocket guide may be convenient for those who access computers away from work (at home or at the public library).

At work, you can log on to Channel Z to explore the new [Employee Self-Service Guide](#). Before you begin, you must have your personnel number available. It is located on your pay statement. After logging on to Channel Z, follow the directions listed below.

Click on [ACRT Info](#), then [AHR Info](#). You will see the message [Need help with the Employee Self-Service paycheck information system?](#) Take our quick tutorial. [Click Here](#). The Employee Self-Service Guide will then appear, page by page. Move from page to page by clicking on [Anext](#).

Please call the Human Resources Office at (225) 342-0880 if you have any questions.

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