



State of Louisiana

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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 ANeed 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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