



# Employee Self Service (ESS) User Guide

State of Wyoming Auditor's Office  
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## ***INTRODUCTION***

This User Guide provides information about viewing and updating employee information. It explains how to add, modify, and view personal employee information.

ESS is a table-driven web based system. Reference tables provide ESS with a central source of data used for viewing. In addition, changes may be made to an employee's information by completing the appropriate ESS document.

## **ABOUT THIS GUIDE**

This guide is provided by the State Auditor's Office and is intended only for use with the State of Wyoming Employee Self Service system.

## **PURPOSE**

This guide provides step-by-step instructions for the most often used features of Employee Self Service. Understanding how to use these features will help the user to add, modify, and view personal employee information.

## ***TYPOGRAPHICAL CONVENTIONS***

The following typographical conventions are used in this guide:

<b>Style</b>	<b>Area</b>	<b>Definition and Examples</b>
<b>Bold</b>	Fields	"Type in <b>User Name</b> and <b>Password</b> ."
	Buttons	Press <b>Enter</b> or select the <b>Login</b> button.
	Links	Select the <b>Modify Employee Emergency Contact</b> link.
	Checkboxes	Indicate if the mailing address is the same as the home address by selecting the <b>Same Mailing</b> checkbox.
	Menu	Select <b>Employee Information</b> from the Secondary Navigation Panel.

# ***GETTING STARTED***

## **OVERVIEW**

- Help with ESS
- Logging into ESS
- Saving ESS to Web Browser Favorites
- Changing Passwords on Login to ESS
- Changing Passwords in ESS
- Logging Off ESS

## ***HELP WITH ESS***

- ESS User Guide: <http://sao.state.wy.us/essuserguide.htm>
- WOLFS and Payroll Help Desk email: [WOLFS&PayrollHelpDesk@state.wy.us](mailto:WOLFS&PayrollHelpDesk@state.wy.us)
- WOLFS and Payroll Help Desk phone: 307-777-5258
- WOLFS and Payroll Help Desk hours: Monday thru Friday 8am to 5pm
- WOLFS and Payroll Help Desk will reply within 12 hours.
- If you have questions regarding the information within ESS, please contact your agency Human Resource Specialist.

## ***LOGGING INTO ESS***

Use the following steps to sign on to ESS.

1. Open a web browser window.
2. Type the **web address** for ESS in the Address field and press **Enter**. The “ESS login window” appears.
3. Type in the **User Name** and **Password**. User Name will be numeric. Passwords are case sensitive.
4. Press **Enter** or select the **Login** button. The “ESS Home Page” appears.

## ***SAVING ESS TO WEB BROWSER FAVORITES***

Use the following steps to save ESS to the web browser favorites list.

1. The “AMS Advantage ESS Login” page appears.
2. Select **Add ESS to your Favorites** link at the bottom of the page.
3. An “Add Favorite” page will appear.
4. Enter the **Web Name** a user wants to use in the **Name** box or use the existing web name that appears then select **OK**.
5. The ESS web site is added to the web browser favorites list for future use.

## ***CHANGING PASSWORD ON LOGIN TO ESS***

The State Auditor's Office security policy requires passwords to be a minimum of eight characters and to contain the following: a lower case letter, a capital letter, a special character (@, #, \$) and a number. Do not use "dictionary" words, your name, or passwords that are in any way similar to the logon id. An example of a good password would be "1mM4r#Cz".

Use the following steps to change a user's password in ESS on initial login or password reset.

1. After logging into ESS a "Change Password" page appears.
2. Enter the current password in the **Old Password** field.
3. Enter the new password in both the **New Password** field and the **Confirm New Password** field.
4. Press **Enter** or select the **Login** button.

## ***CHANGING PASSWORD IN ESS***

Use the following steps to change a user's password in ESS once a user has accessed ESS.

1. Select the **My Desktop** workspace tab, located at the top left side of the page. The **My Desktop** business functions are displayed.
2. Select the **Change Password** business function, located along the top of the screen in the Business Functions menu. The "Change Password" page appears.
3. Enter the current password in the **Old Password** field.
4. Enter the new password in both the **New Password** field and the **Verify New Password** field.
5. Press **Enter** or select the **Change User Password** button.
6. A message appears at the top of the page stating 'User Password was successfully changed'.

**NOTE:** For security purposes the system will require the user to change the password every 90 days. ESS will automatically prompt a user for a new password every 90 days.

## ***LOGGING OFF ESS***

Use the following steps to log off ESS.

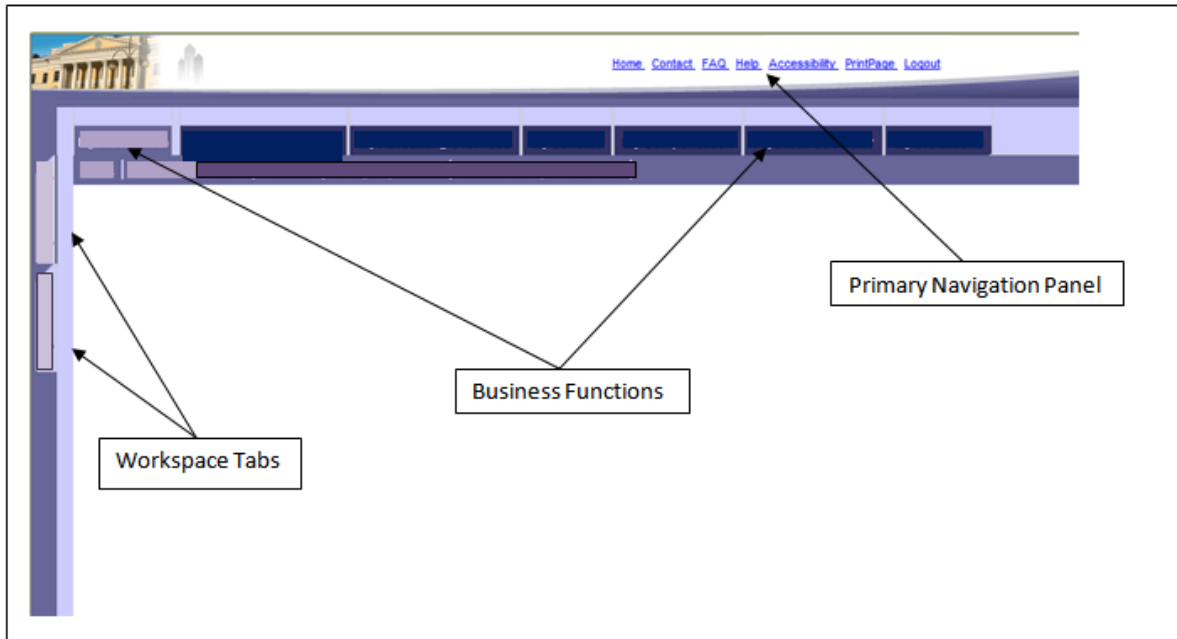
1. Select the **Logout** link, located on the Primary Navigation Panel in the top right corner of the page.
2. Close the web browser by selecting the 'X' in the upper right hand corner.

**NOTE:** A user **MUST** select the **Logout** button prior to closing the web browser.

## ESS HOME PAGE/UPCOMING EVENTS

The ESS Home Page is the first page a user sees after logging into the ESS system. Upcoming Events will keep users up-to-date on important events. A user can return to the Home Page from any page in ESS by selecting the **Home** icon located in the Primary Navigation Panel located in the upper right corner of the page. The Home Page includes three major navigation areas:

- Primary Navigation Panel
- Workspace Tabs
- Business Functions



### ***PRIMARY NAVIGATION PANEL***

The Primary Navigation Panel is located at the top right corner of all ESS pages. It enables a user to perform various tasks such as:

- Return to the ESS Home Page
- Log Off ESS

### ***WORKSPACE TABS***

The Workspace Tabs are located vertically along the left-hand side of the page and are used to access specific features and information within the system. From the ESS Home Page the Workspace Tab enables users to access:

- My Desktop
- My Info

## ***BUSINESS FUNCTIONS***

The Business Functions are located at the top of each Workspace Tab. Unlike the static icons and links on the Primary Navigation Panel, the Business Functions change as you move through the system. Depending on what Workspace Tab you are in, the Business Functions enable users to perform various tasks such as:

- Changing Passwords
- Viewing Pay Stubs

## **NAVIGATIONAL ITEMS**

The following Navigation Items help users to maneuver through ESS when entering documents or viewing pages.

### ***PAGE NAVIGATIONAL ITEMS***

<b>Navigational Item</b>	<b>Location</b>	<b>Navigational Description</b>
<b>Hyperlinks/Links</b>	Bottom and Top of pages.	Allows the user to select the link on a page, which links to another page or creates a document.
<b>Expand and Collapse Arrows</b>	Between the sections of a page.	These blue arrows enable a user to expand or collapse all of the sections currently displayed on a page or document.
<b>First</b>	Between the grid and scalar on pages.	Takes the user to the first listing.
<b>Previous</b>	Between the grid and scalar on pages.	Takes the user backwards to the previous listing.
<b>Next</b>	Between the grid and scalar on pages.	Takes the user forward to the next listing.
<b>Last</b>	Between the grid and scalar on pages.	Takes the user to the last listing.
<b>Continue</b>	Bottom of pages.	Takes the user forward to the next page.
<b>Back</b>	Bottom of pages.	Takes the user back to the previous page.
<b>Save &amp; Exit</b>	Bottom of pages.	Saves & takes the user back to the ESS Home Page.

### ***DOCUMENT NAVIGATIONAL ITEMS***

<b>Navigational Item</b>	<b>Location</b>	<b>Navigational Description</b>
<b>View All (Errors)</b>	Top left of documents.	Shows the user the document has an error(s). A yellow bar will appear at the top of the document.
<b>Calendar Tool</b>	Right side of document fields.	This mini calendar icon displays a calendar that can be used to populate the associated date field by clicking the desired date. To display the calendar tool, select the calendar icon appearing beside the field.
<b>Drop Down Menu</b>	Right side of document fields.	This provides a list of possible values that can be selected in a field. To display the drop down menu, select the icon appearing beside the field.
<b>Pick List</b>	Right side of document fields.	This provides a list of possible values that can be entered or selected in a field. To display the pick list, select the icon appearing beside the field.

Navigational Item	Location	Navigational Description
<b>Tombstones</b>	Bottom of documents.	Buttons at the bottom of documents that perform actions such as Submit, and Close.
<b>Reset</b>	Bottom of documents.	Undo or “reset” all changed fields before Submit or Close is selected.
<b>Finish</b>	Bottom of documents.	Submits the document to the State of Wyoming Payroll system to update information.
<b>Cancel</b>	Bottom of documents.	Takes the user back to the page before the document was created.

## ***NAVIGATING THE SYSTEM***

The first page or Home Page of ESS displays “Up Coming Events”. Select the appropriate Event within the Subject grid listing to view the detailed message of each up coming event. The topics listed below are also located on the Home Page of ESS in the Workspace Tabs. Each topic will be discussed in detail within the following sections.

- My Desktop
- My Info

### **MY DESKTOP**

The **My Desktop** Workspace Tab enables users to access the following business functions:

- Home Page
- Change Password
- Forms and Websites
- My Work in Progress
- My Completed Work
- Announcements
- Broadcasts
- Alerts

### ***HOME***

Click the Home icon from any page in the system to return to the Home Page.

### ***CHANGE PASSWORD***

Change Password allows a user to change the password for ESS before it is required. Please see the instructions “Changing Password in ESS” on page 3 for further information.

### ***FORMS AND WEBSITES***

The **Forms and Websites** business function provides documents that you can download to your computer to print or store.

## ***MY WORK IN PROGRESS***

My Work in Progress is a location to view, update, edit, and discard documents a user has started but has not finished, such as address changes or emergency contact changes.

## ***MY COMPLETED WORK***

My Completed Work is a location to view documents a user has completed.

## ***ANNOUNCEMENTS***

The Announcements business function displays a list of all upcoming events sorted by subject. Details pertaining to each announcement are displayed in the lower section of the page.

## ***BROADCASTS***

Broadcasts are messages targeted to all users. Broadcast messages notify users of system messages such as: "The System will be coming down for maintenance at 6:00pm. All users must log out of ESS by 6:00pm."

## ***ALERTS***

Alerts are messages targeted to a user. Alerts will notify a user if documents have been successfully approved. Users may delete Alerts.

## ***MY INFO***

The **My Info** Workspace Tab is a special feature of ESS that enables users to view and update basic information recorded in the system. The topics listed below are the Business Functions available when the **My Info** Workspace Tab is selected:

- My Information
- My Time and Attendance
- My Accounting Overrides
- My Benefits
- My Compensation
- Paycheck Calculator
- My Evaluations

## ***MY INFORMATION***

The **My Information** business function enables a user to view and update basic information about an employee's information recorded in the State of Wyoming Payroll system.

By selecting the **My Information** business function located under the **My Info** Workspace Tab, the **My Information** page will appear. The **My Information** business function contains several Activity Folders allowing a user to navigate to several areas listed within the Activity Folders. The Activity Folders are listed across the top of the page, under the main Business Function list. As you change or select a Business Function in the main menu across the top of the page, the Activity Folder listing will change according to the Business Function selected. The following are the **My Information** Business Function's Activity Folders:

- **Jobs:** View the position information for the employee. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear in the grid listing.
- **Personal Information:** View basic identification, education, and veteran information for the employee. Select the **Expand arrow** at the top of the page to open all the sections on the page.
- **Address:** View, enter, and update address information for the employee. Select the **Expand arrow** at the top of the page to open all the sections on the page. Employees can make address changes by selecting the Create/Modify tombstones at the bottom of the Address page.
- **Emergency Contact:** View, enter, and update emergency contact information for the employee. Select the **Expand arrow** at the top of the page to open all the sections on the page. Employees can make emergency contact changes by selecting the Create/Modify tombstones at the bottom of the Emergency Contact page.
- **Tax Withholdings/Allowances:** View tax status and additional tax deductions for an employee. Select the **Expand arrow** at the top of the page to open all the sections on the page.

## ***MY TIME & ATTENDANCE***

The **My Time & Attendance** business function enables a user to view work schedule, leave balance, and leave usage recorded in the State of Wyoming Payroll system.

By selecting the **My Time & Attendance** business function, located under the **My Info** Workspace Tab, the **My Time & Attendance** page will appear. The **My Time & Attendance** business function contains several activity folders allowing a user to navigate to the following areas listed within the activity folders:

- **Jobs:** View the position information for the employee. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear in the grid listing.
- **Timesheet Roster:** Displays pay period start and end dates for the employee.
- **Work Schedule:** Displays by month, the number of work days and off days for the employee.
- **Leave Request:** (Not currently used.)
- **Leave Balance:** Displays the leave balance by leave category for the employee.
- **Leave Activity by Date:** Displays detailed leave activity for each leave event within a specified leave category.
- **Leave Accrual and Usage by Month:** Displays monthly accruals and usage by leave category for the employee.
- **Leave Bank Enrollment:** (Not currently used.)

## ***MY ACCOUNTING OVERRIDES***

The **My Accounting Overrides** business function is not currently used.

## ***MY BENEFITS***

The **My Benefits** business function enables a user to view details pertaining to an employee's dependents,

benefits, and deductions recorded in the State of Wyoming Payroll system.

By selecting the **My Benefits** business function, located under the **My Info** Workspace Tab, the **My Benefits** page will appear. The **My Benefits** business function contains several activity folders that allow a user to navigate to the following areas listed within the activity folders:

- **Jobs:** View the position information for the employee. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear in the grid listing.
- **Dependents:** View dependants for the employee. (Not currently used.) Select the **Expand arrow** at the top of the page to open all the sections on the page.
- **Dependent Benefits:** View the dependents covered under the benefits plan for the employee. (Not currently used.) Select the **Expand arrow** at the top of the page to open all the sections on the page.
- **Employee Benefits and Deductions:** View miscellaneous and insurance deductions for the employee.
- **Past Enrollments:** (Not currently used.)
- **Current Enrollments:** (Not currently used.)
- **Future Enrollments:** (Not currently used.)

## ***MY COMPENSATION***

The **My Compensation** business function enables a user to view pay and deduction summaries, information about disbursed paychecks, and tax forms.

By selecting the **My Compensation** business function, located under the **My Info** Workspace Tab, the **My Compensation** page will appear. The **My Compensation** business function contains several activity folders allowing a user to navigate to the following areas listed within the activity folders:

- **Jobs:** View the position information for the employee. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear in the grid listing.
- **Pay Summary:** Displays pay by quarter and year, by pay category, for the employee. The Totals displayed are Inception to Date (ITD). To display a specific year a Search will need to be performed.
- **Deduction Summary:** Displays deductions by quarter and year, by deduction category, for the employee. The Totals displayed are Inception to Date (ITD). To display a specific year a Search will need to be performed.
- **Issued Checks/Advices:** Displays the issued pay checks/advices for the employee. Select, in the grid listing, the appropriate check to view the details on the lower portion of the page. Select the **Expand arrow** at the top of the page to open all the sections on the page.
- **View Tax Forms:** Will display the employee's W-2 form (starting in 2006).

## ***PAYCHECK CALCULATOR***

The **Paycheck Calculator** business function is not currently used.

## ***MY EVALUATIONS***

The **My Evaluations** business function is not a function used by the State of Wyoming.

## ACTIONS PERFORMED IN ESS

The following topics will be discussed in this section:

- Viewing Issued Check Information
- Viewing and Printing Actual Check/Advice Stub
- Viewing and Printing Actual W2
- Changing Address Information
- Changing Emergency Contact Information
- Opening a Document from My Work in Progress
- Discarding a Document from My Work in Progress

## VIEWING ISSUED CHECK/ADVICE INFORMATION

Checks and Advices are issued once a month by the State of Wyoming and can be viewed online.

1. From the Home Page, select the **My Info** Workspace Tab. The **My Info** business functions will appear at the top of the page.
2. Select the **My Compensation** business function. The Jobs information page will appear. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear.
3. Select the **Issued Checks/Advices** activity folder. The grid at the top of the page displays a list of issued checks. The scalar at the bottom of the page displays detail information about a specified check.
4. Select a check from the grid, detailed information about that specific check appears at the bottom of the page.

## VIEW AND PRINT ACTUAL CHECK/ADVICE STUB

Images of Check/Advice stubs can be viewed in ESS as a PDF (Adobe Acrobat file).

1. From the Home Page, select the **My Info** Workspace Tab. The **My Info** business functions will appear at the top of the page.
2. Select the **My Compensation** business function. The Jobs information page will appear. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear.
3. Select the **Issued Checks/Advices** activity folder. The grid at the top of the page displays a list of issued checks. The scalar at the bottom of the page displays detail information about a specified check.
4. Select a check from the grid.
5. Select the **Attachments** link located under the grid, a Reference Table Attachments page will appear.
6. Select the **Download** link, a File Download box will appear.
7. Select the **Open** button, a File Download box will appear.

8. Select the **Open** button, a PDF file will open in Adobe Acrobat with an image of the Check/Advice stub.
9. To print your Check/Advice stub, click on the **Printer** Icon located at the top left corner of the PDF file.
10. Select the 'X' in the upper right corner of the window to close Adobe Acrobat.
11. Select the **Return to My Compensation – Issued Checks/Advices** link.

## VIEW AND PRINT ACTUAL W-2

Images of W-2 stubs can be viewed in ESS as a PDF (Adobe Acrobat file).

1. From the Home Page, select the **My Info** Workspace Tab. The **My Info** business functions will appear at the top of the page.
2. Select the **My Compensation** business function. The Jobs information page will appear. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear.
3. Select the **View Tax Forms** activity folder. The grid at the top of the page displays a list of W-2.
4. Select a W-2 from the grid.
5. Select the **Attachments** link located under the grid, a Reference Table Attachments page will appear.
6. Select the **Download** link, a File Download box will appear.
7. Select the **Open** button, a File Download box will appear.
8. Select the **Open** button, a PDF file will open in Adobe Acrobat with an image of the W-2.
9. To print your W2, click on the **Printer** Icon located at the top left corner of the PDF file.
10. Select the 'X' in the upper right corner of the window to close Adobe Acrobat.
11. Select the **Return to My Compensation – View Tax Form** link.

## CHANGING ADDRESS INFORMATION

The Employee Address page is used to record an employee's address information in the State of Wyoming Payroll system:

1. From the Home Page, select the **My Info** Workspace tab from the left side of your screen, then select the **My Information** business function link. The **My Information** activity folders will appear under the My Information section.
2. Select the **Address** activity folder link under the **My Information** business function. The Address page will appear. The Address page is divided into four sections, select the **Expand arrow** at the top of the page to open all the sections on the page.
3. Select the **Create** or **Modify** link at the bottom of the page, the Address Change Request document (MYADDR) is created.

- Selecting the **Create** link from the bottom of the page will create a MYADDR document with blank information fields. Create may be a better choice if entering a new address.
  - Selecting the **Modify** link from the bottom of the page will create a MYADDR document with the current information entered in the fields. Modify may be a better choice if only small changes need to be made.
4. Select the **Expand arrow** at the top of the page to open the ESS Employee Address (MYADDR) document sections.
  5. Enter the appropriate information in the fields indicated below for each section of the MYADDR document.

**General Information:**

- Enter the **From Date**, or effective date this change takes place, in (mm/dd/yyyy) format. **If a user does not enter the From date the system will show a user has lived at this address since the last time the system was updated.**
- Indicate if the mailing address is the same as the home address by selecting the **Same Mailing** checkbox. If the address is the same, do not complete the Mail Address section located further down the page.

**Home Address:**

- Enter the **Street 1**.
- Enter the **Street 2**, if applicable.
- Enter the **City**.
- Enter the **State/Province**. Use the **Pick List** to the right of the field and select the appropriate state/province.
- Enter the **Zip/Postal Code**. The five digit or nine-digit code can be entered
- Enter the **Country** code. Use the **Pick List** to the right of the field and select the appropriate Country.

**Mailing Address:**

- Complete the Mailing Address section only if the Mailing Address is different from the Home Address.
6. Select **Submit**, at the bottom of the page, to process the information in the State of Wyoming Payroll system. Correct any errors, if necessary.

If all the errors cannot be corrected, the document is placed in a Draft Phase in the **My Work in Progress** business function located on the My Info Workspace Tab. The document number is automatically assigned and shown in the Header section of the document. This number can be used to identify the document to be retrieved.

7. Select **Close** at the bottom of the document to return to the Employee Address page.

**IMPORTANT:** This will change address information immediately on the State of Wyoming Payroll system and affect Paycheck and W-2 mailing addresses!

## CHANGING EMERGENCY CONTACT INFORMATION

The Emergency Contact Information page is used to record the people to contact in case of an emergency involving the employee.

1. From the Home Page, select the **My Info** Workspace tab from the left side of your screen, then select the **My Information** business function link. The **My Information** activity folders will appear under the My Information section.
2. Select the **Emergency Contact** activity folder link under the **My Information** business function. The Emergency Contact page will appear.
3. Select the **Expand arrow** at the top of the page to open the sections.
4. Select the **Create** or **Modify** link from the bottom of the page. The ESS Emergency Contact (MYEMER) document page will appear.
  - Selecting the **Create** link from the bottom of the page will create a MYEMER document with *blank* information fields. Create may be a better choice if entering completely different emergency contacts.
  - Selecting the **Modify** link from the bottom of the page will create a MYEMER document with the *current* information entered in the fields. Modify may be a better choice if the emergency contact information needs a small change.
5. Select the **Expand arrow** at the top of the page to open the ESS Employee Emergency Contact (MYEMER) document section.
6. Enter the appropriate information in the fields indicated below for each section of the MYEMER document.

### First Contact Information:

- Enter the **Relationship**.
- Enter the **Contact First Name**.
- Enter the **Contact Last Name**.
- Enter the **E-Mail**, if applicable.
- Enter the **Home Phone**.
- Enter the **Work Phone**, if applicable.
- Enter the **Mobile Phone**, if applicable.
- Enter the **Fax**, if applicable.

### First Contact Address:

- Enter the **Street 1**.
- Enter the **Street 2**, if applicable.
- Enter the **City**.
- Enter the **State/Province**. Use the **Pick List** to the right of the field and select the appropriate state/province.
- Enter the **Zip/Postal Code**. The five digit or nine-digit code can be entered
- Enter the **Country** code. Use the **Pick List** to the right of the field and select the appropriate Country.

**Secondary Contact Information and Second Address Information:**

- Enter the second emergency contact's information and address the same as the First Contact's Information and Address, if applicable.
7. Select **Submit**, at the bottom of the page, to process the information in the State of Wyoming Payroll system. Correct any errors, if necessary.

If all the errors cannot be corrected, the document is placed in a Draft Phase in the **My Work in Progress** business function located on the My Info Workspace Tab. The document number is automatically assigned and shown in the Header section of the document. This number can be used to identify the document to be retrieved.

8. Select **Close** at the bottom of the document to return to the Employee Emergency Contact page.

**IMPORTANT:** This will change emergency contact information immediately on the State of Wyoming Payroll system!

**ERROR MESSAGE DISPLAYS**

When ESS encounters errors during an edit check when entering a document, it displays a count of the total number of errors issued along with a brief description of the first error message on the top of the page (for example: [View All 1 of 3:](#)). View the first error message, by selecting the View All link. The Error Message Detail page displays all of the errors listed and gives a more detailed description of each error message. Use the following displays to help correct errors in the documents.

<b>Color Scheme</b>	<b>Red Dot:</b> The error is a severe error. <b>Blue Dot with an "i":</b> The message is just for informational purposes.
<b>View All link</b>	Brings up full detailed Message page.
<b>Number of Message</b>	Number of messages to view.
<b>Component</b>	Indicates the level where the error occurred.
<b>Context</b>	Indicates the source or point of the error message.
<b>Severity</b>	Indicates the Severity of the error message. <b>Error</b> - Will need to be fixed before the Document will be updated. <b>Informational</b> - Will give information to the user about the Document.
<b>Message</b>	Provides the brief description of the error message.
<b>Explanation</b>	Displays any additional information on the error or informational text.

**OPENING DOCUMENTS FROM MY WORK IN PROGRESS**

Documents that have not been submitted will be kept in the My Work in Progress business function under the **My Desktop** Workspace Tab.

1. From the Home Page, select the **My Desktop** Workspace Tab.
2. Select the **My Work in Progress** business function. The My Work in Progress page will appear.

3. Select a document from the list the user wishes to edit by selecting the underlined document **ID** link. The document will appear in read only mode.

Document Status	Description
Held	A document with held status means the document was closed and not submitted to the State of Wyoming Payroll system.
Rejected	A document with rejected status means the document has errors that were not corrected. The document was not submitted to the State of Wyoming Payroll system.

4. Select the **Edit** tombstone from the bottom of the document. The document will become editable.
5. Select the **Expand arrow** at the top of the page to open the document sections.
6. Enter the appropriate information in the fields for each section of the document. See the “Entering Address Information or Entering Emergency Contact Information” section.
7. Select **Submit**, at the bottom of the page, to process the information in the State of Wyoming Payroll system. Correct any errors, if necessary.  
If all the errors cannot be corrected, the document is placed in a Draft Phase in the **My Work in Progress** business function located on the My Info Workspace Tab. The document number is automatically assigned and shown in the Header section of the document. This number can be used to identify the document to be retrieved.  
**NOTE:** If the document is no longer needed, from the My Work in Progress page please highlight the document that is no longer needed and select **Discard** to discard the document. ESS will then return to the My Work in Progress page.
8. Select **Close** at the bottom of the document to return to the My Work in Progress page.

## DISCARDING DOCUMENTS FROM MY WORK IN PROGRESS

Documents can be discarded from the ESS system if they have not been submitted.

1. From the Home Page, select the **My Desktop** Workspace Tab.
2. Select the **My Work in Progress** business function. The My Work in Progress page will appear.
3. Highlight the line containing the document the user wishes to discard. A check mark will also appear on this highlighted line.
4. Select the **Discard** link above the grid on the left side. The document will be discarded.