



New England Payroll Services

How to set up Employee Self Service (ESS)

Step 1 - The employee will receive two separate emails, one with the registration password and one email with a link to the initial registration website.

Step 2 – Click on the link for the initial registration and enter the Temporary password to complete the registration process. This process takes approximately 5-10 minutes time and will require you to enter some security questions and its answers.

Step 3 – Once the initial registration is completed, all employees can access ESS anytime after registering, by going to <https://selfservice.employerondemand.com/> . Please save this link in your favorites in Internet Explorer for future access. You can also access this link from home, if you desire.

Step 4 - If the employee is activated for Web Time Clock and Employee Self Service the employee will get only one registration email and the user name and password can be used for both products.

Click on <https://selfservice.employerondemand.com/> link and enter the same User Name and Password to access your pay stub information as Web clock. You can also access this link from home, if you desire.