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Web: [allsaintshomecare.com](http://allsaintshomecare.com)

## Employee Self-Service Introduction

Welcome to the Employee Self-Service (ESS) System. Through this online system you will be able review vacation hours, access & print W2 and check history. You will receive a PIN from your Payroll Administrator via email. You will need this PIN, your Employee ID, the last 4 digits of your Social Security Number and your zip code to establish a new account.

Once you have received the email, (like the one below) Follow the link in the email, select Company From the drop-down and choose **"Create New User"** to begin. Complete the form and click **"Create User"** to start your account.

Dear test,

The following information is what you will need to be able to set up your user access on the web portal.

Click the link, select the company from the drop-down menu and click Create New User.

<https://ess.allsaintshomecare.com/FMS>

Employee ID TEST

PIN: #####

If you have any questions, please contact me.

Thank you,  
Carrie Laymon

The image shows two screenshots of the ESS system interface. The left screenshot is titled "Select Company" and features a dropdown menu for "Company", a "Login to ESS Portal" button with a help icon, and input fields for "User Name or Employee ID" and "Password". Below these are "Login" and "Forgot Password" buttons, and a "Create New User" button at the bottom. The right screenshot is titled "Create ESS Account" with a help icon and contains input fields for "Username:", "Employee ID:", "PIN:", "New Password:", "Confirm Password:", "Last 4 SSN:", and "Zip Code:". It includes "Create User" and "Cancel" buttons at the bottom.

Please note that once logged in, access to your information in ESS is your responsibility. It is recommended that you Logout of your session if you leave your machine.

Thank You  
Payroll Dept.



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## Notable ESS Features:

### Employee Options:

**Personal Information:** Please review this section from time to time to make sure the company has updated personal and emergency contact information on file,

**Features:** You can review various earnings, pre- and post-tax deductions. Pay particular attention to Sick Accrual, Vacation Accrual and any other Accrual features as these will list your time remaining or other pertinent information.

**Check History:** By default, this section will list the last 12 months of check history. You may review prior history (if available) by checking "Show Historical Checks". "View Detail" provides a quick view of the selected check while "Print" will open a print ready PDF check stub.

**Calculators:** The ESS system includes four helpful financial calculators: 1040 Tax Estimator, Buy or Lease, Amortizing Loan, Loan Comparison.

**Web Sites:** These include links to the IRS and Social Security Administration for reference.

**W2:** Includes historical W2 information for tax purposes. Please look for Print/Save in the upper left corner of the W2 to produce a printable PDF.

If you have any additional questions regarding your account or how to use the Employee Self-Service system, please contact your Payroll Administrator.

Thank You  
Payroll Dept.