

Employee Self-Service (ESS): Maintain Personal Email Address

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Step 1: Login to ESS

https://www.myworkplace.pa.gov

Step 2: Access Email Addresses Tile

Select the "Personal" grouping tab and then click on the "Email Addresses" tile.



Step 3: Access Personal Email Address Tab

The ESS service will open to the "Email" tab which displays the employee's work email address. Select the "Personal Email Address" tab.

NOTE: The work email address is for display only and cannot be changed by the employee.





Step 4: Create Personal Email Address Record

Employees who do not have an active personal email address record will be presented with the option to create one. Select the "Create" button.

NOTE: Employees can only have one active personal email address at a time.

Hr Anl 2 (Gen)	Create	Change picture
Organizational Unit: EX Emp Srvs Div		
Cost Center: PAYROLL DEFAULT (81PYRLDFLT)		
Office Address: 400 North St, Harrisburg PA 171200211, USA		
Manager Name:		
No records found		
Click the Create button to add a record		

Enter the email address in the "Personal Email Address" field and select "Save".

New Personal Email Address			
Туре			
Record Type:	Personai Email Address 🗸 🗸		
Personal Email Address			
Communication Data			
*Personal Email Address:	testperson@gmail.com		
	(j) The Commonwealth, through ESS, collacts "personal information," which is used for employment-related purposes only. Personal information collected through ESS includes information such as employners 'namus, addresse, telephone nambers, email addresses, barving information, an well as information related to dependents. Employment related purpose include, but are not timited to, noteorning, charges to employee benefits, pay netifications, and emergency contact. All pensoral information supplied to the Commonwealth by employees is subject to use and protection in conformance with applicable Federal and State laws, as well as any applicable Commonwealth policies and management directives.		
		Sam (Saeco



A message will then be displayed that the record has been saved.

Test Person (00637908) In se	a Ope Toron	Change picture
Valid from Today		Edit Deleta
Communication Data		
Personal Erhalt Address:	TESTIMERSON, 323MSBCMANL.COM	
		D
	Record saved	

Step 5: Change Personal Email Address Record

Employees who have an active personal email address will be presented with the options to edit or delete the record. Select the "Edit" button to change the email address.

Test Person (00637908) es se B	s Ops Spest		Change picture		
Valid from 09/15/2020			Edit Delete		
Communication Data	Communication Data				
Personal Email Address:	TESTPERSON@GMAIL.COM				



Enter the new or corrected email address in the "Personal Email Address" field and select "Save".

Personal Email Address		
Communication Data		
*Personal Email Address:	TESTPERSON@GMAIL.COM	
	The Commonwealth, Brough ESS, collects "personal information," which is used for employment-related purposes only. Personal information collected through ESS includes information such as employeer "anners, addresses, telephone numbers, email addresses, banking information, as well as information related to dependents. Employment-related purposes include, but are not limited to, onboarding, changes to employee benefits, payn coffications, and emergency contact. All personal information is conformance with applicable Federal and State laws, as well as any applicable Commonwealth policies and management directives.	

A message will then be displayed that the record has been saved.

Test Person (00637908) Ins St B	us Ops Spost	Char	ge picture
Valid from Today		EdR	Delete
Communication Data Personal Email Address:	TESTPERSON_122M5@GMAIL.COM		
		₽	
	Record saved		



Step 6: Delete Personal Email Address Record

Employees who have an active personal email address will be presented with the options edit or delete the record. Select the "Delete" button to remove the record.

Test Person (00637908) Het frittet Oper Sport	
Valid from 09/15/2020	Edt Delata
Communication Data Personal Ernal Address: TESTPERSON@GMAILCOM	

A pop-up box will present for the user to confirm they want to delete the record. Select the "OK" button to delete the record.

Test Person (00637908)		Durge pidure
E-mail Personal Erral Address		
Valid from 09/15/2020		Edit Delate
Communication Data		
Personal Email Address	TESTPERSONBOWNLCOM	
	Do you want to delete the record?	
	OK Cancel	
	- N	



A message will then be displayed that the record has been deleted.

Test Person (00637908) == = n	Las Ope Specif	Courter Chargergatures
E-mail Personal Ermail Address		
	No records found Click the Create button to add a record	
		Þ
	Record deleted	