

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

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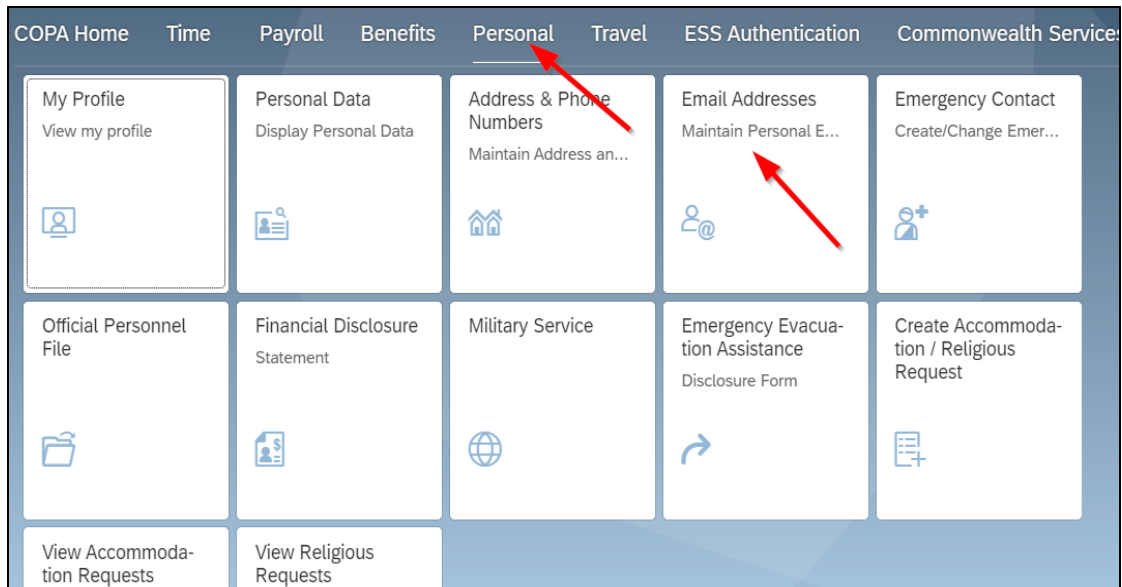
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Step 1: Login to ESS

<https://www.myworkplace.pa.gov>

Step 2: Access Email Addresses Tile

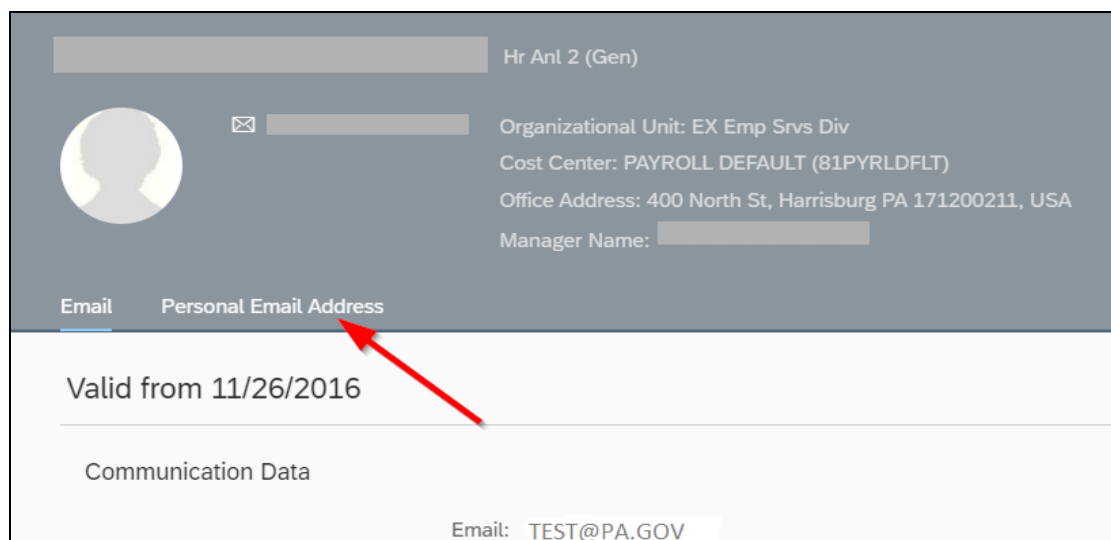
Select the "Personal" grouping tab and then click on the "Email Addresses" tile.



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.

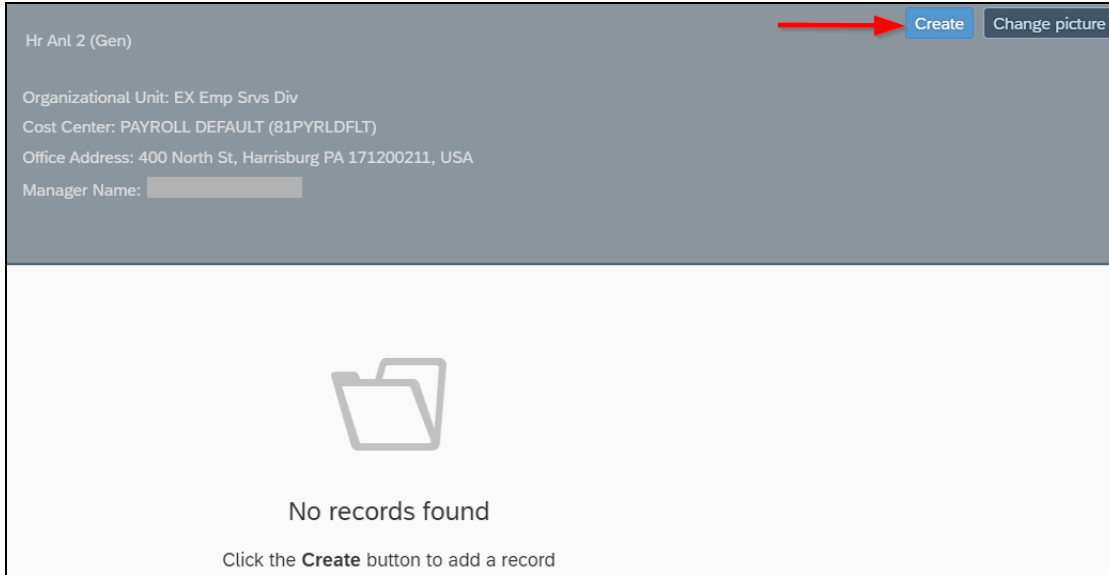
NOTE: The work email address is for display only and cannot be changed by the employee.



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](#)

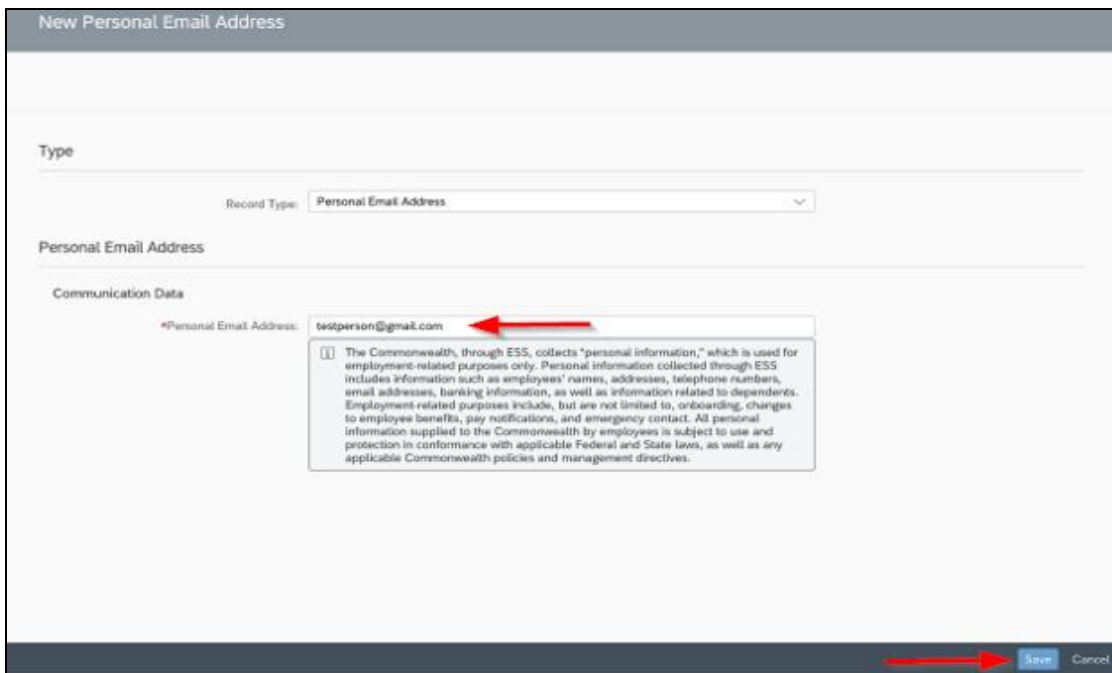
Organizational Unit: EX Emp Srvs Div
Cost Center: PAYROLL DEFAULT (81PYRLDFLT)
Office Address: 400 North St, Harrisburg PA 171200211, USA
Manager Name:



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

Type

Record Type:

Personal Email Address

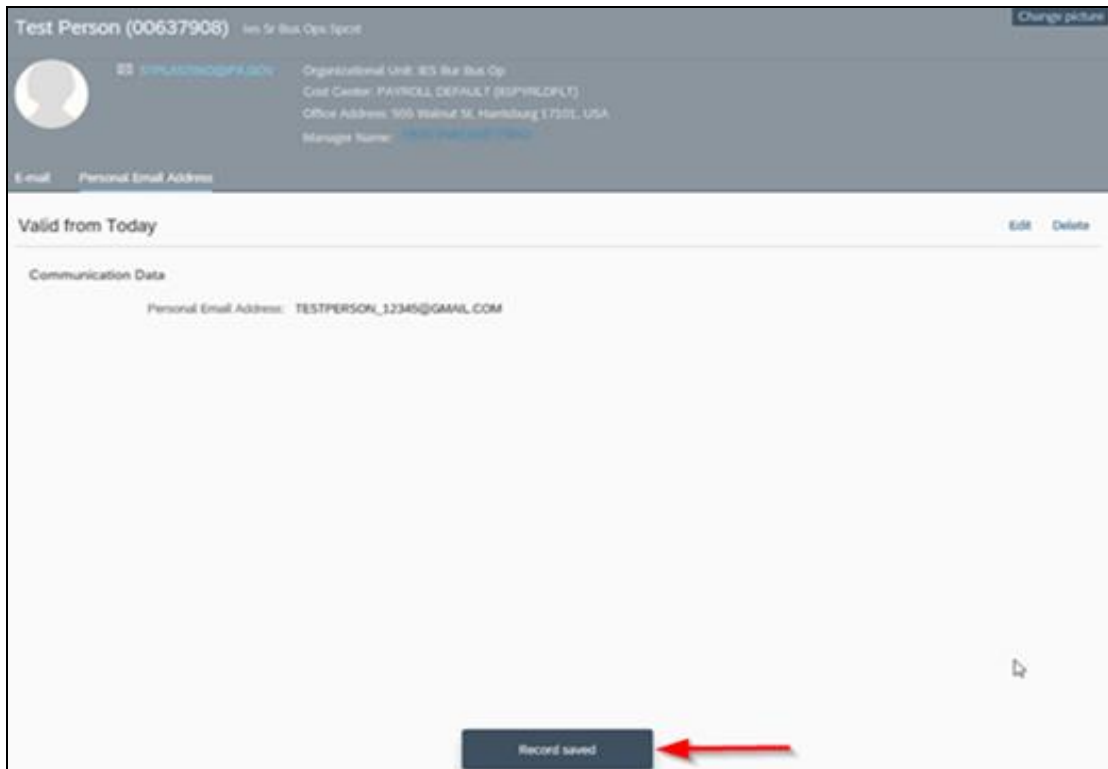
Communication Data

*Personal Email Address:

ⓘ The Commonwealth, through ESS, collects "personal information," which is used for employment-related purposes only. Personal information collected through ESS includes information such as employees' names, 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, pay notifications, and emergency contact. All personal 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.

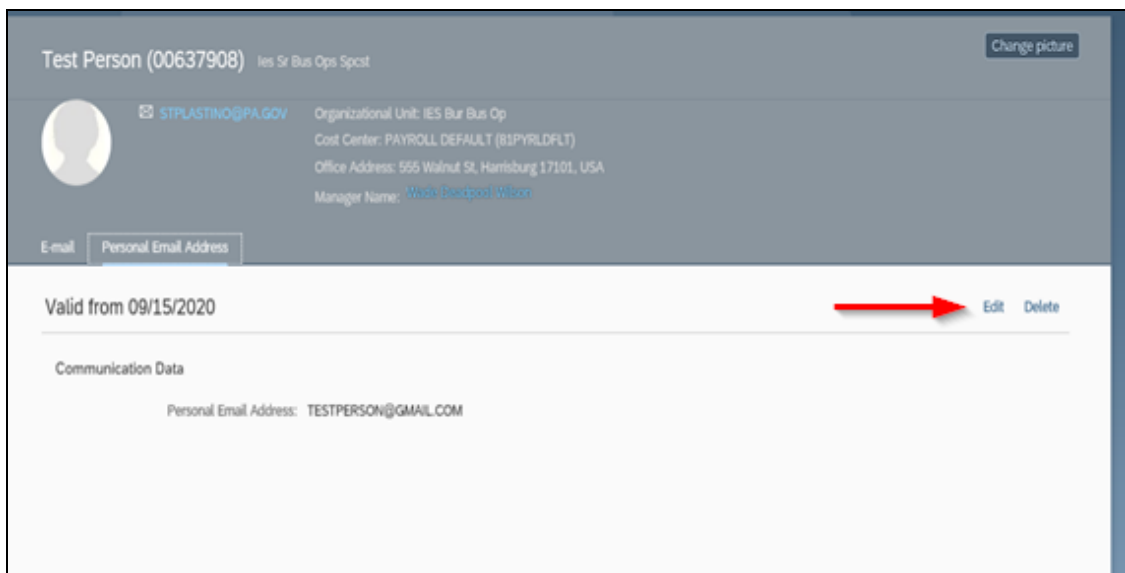
[Save](#) [Cancel](#)

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

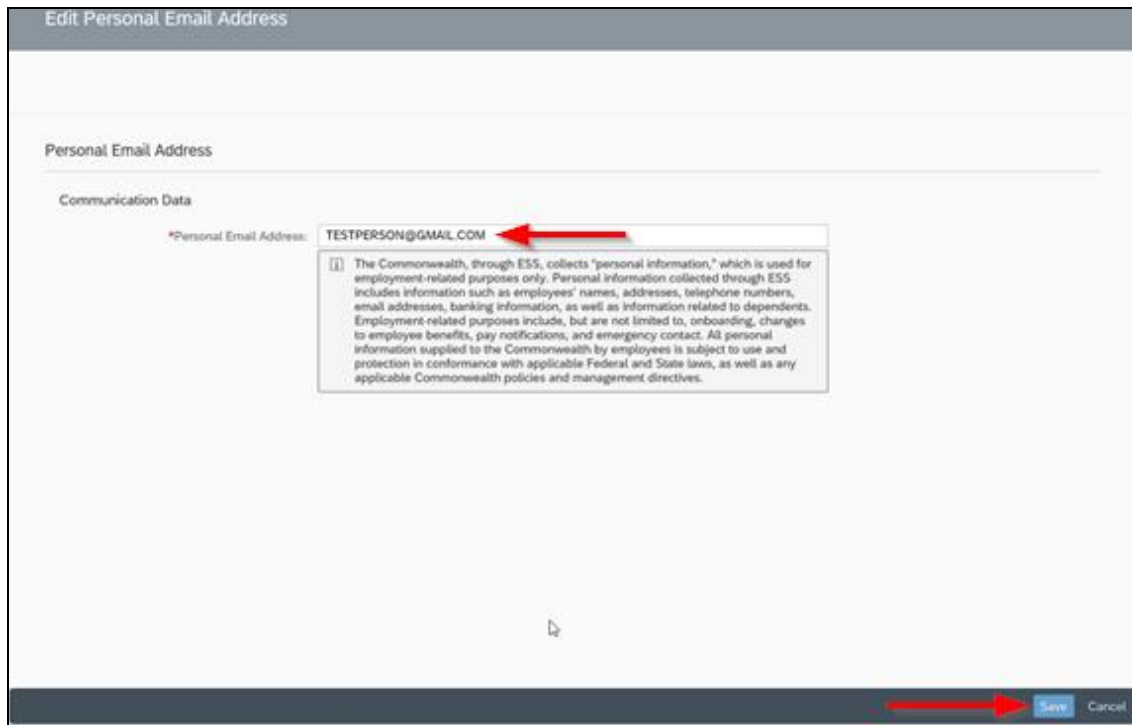


Step 5: Change Personal Email Address Record

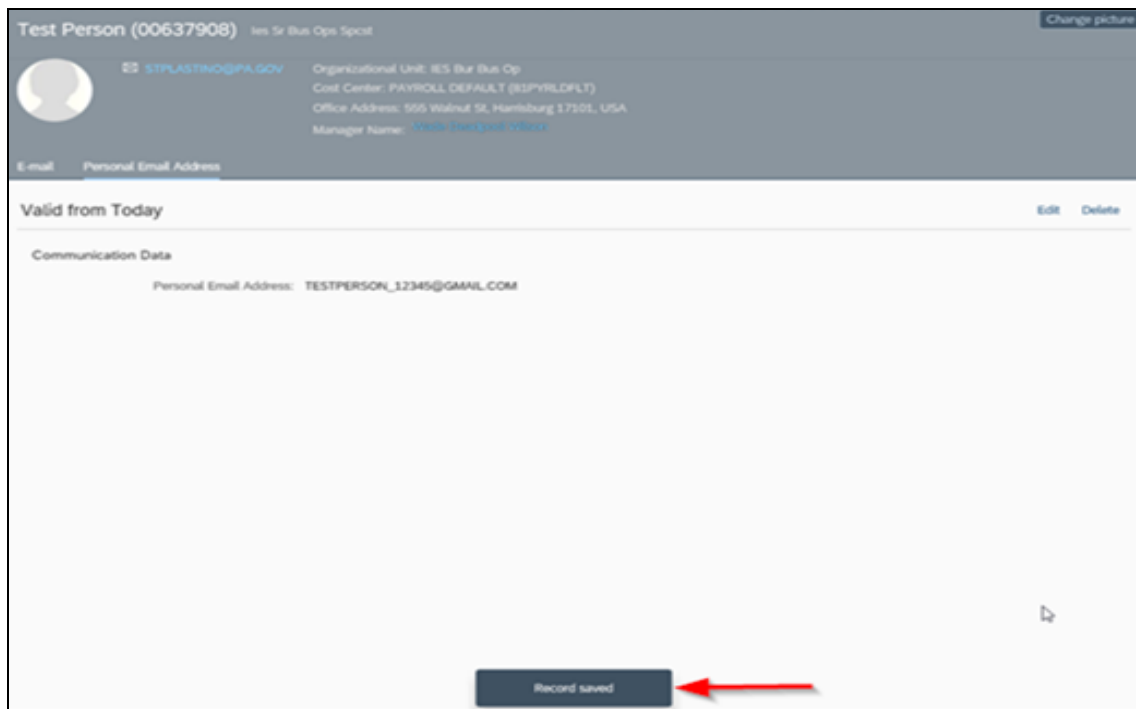
Employees who have an active personal email address will be presented with the options to edit or delete the record. Select the "Edit" button to change the email address.



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

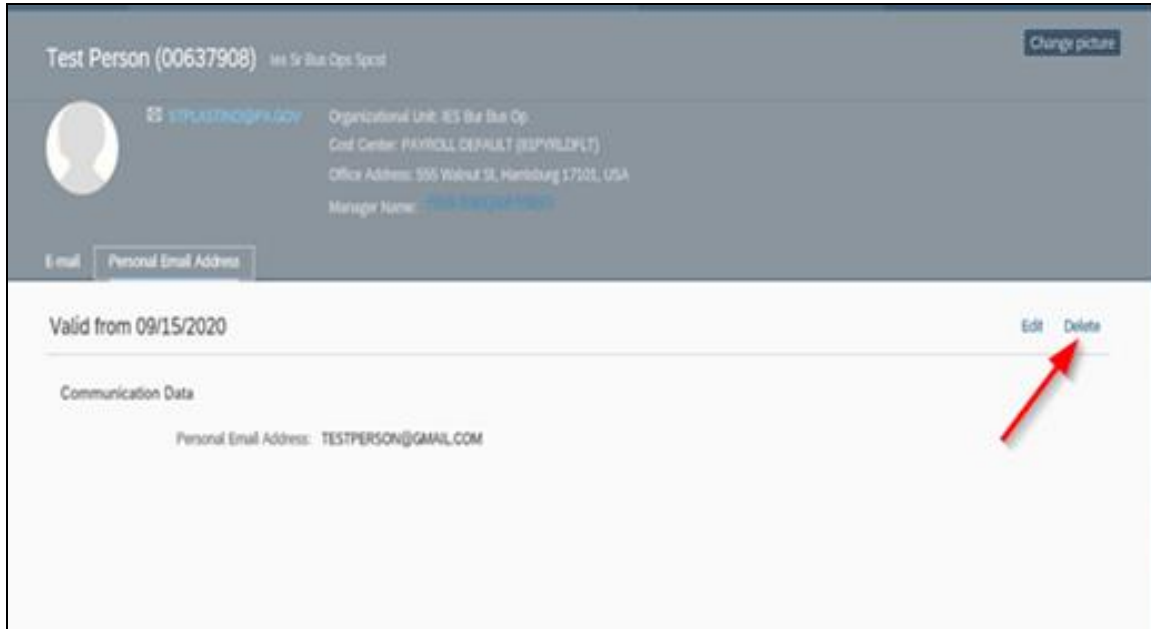


A message will then be displayed that the record has been saved.

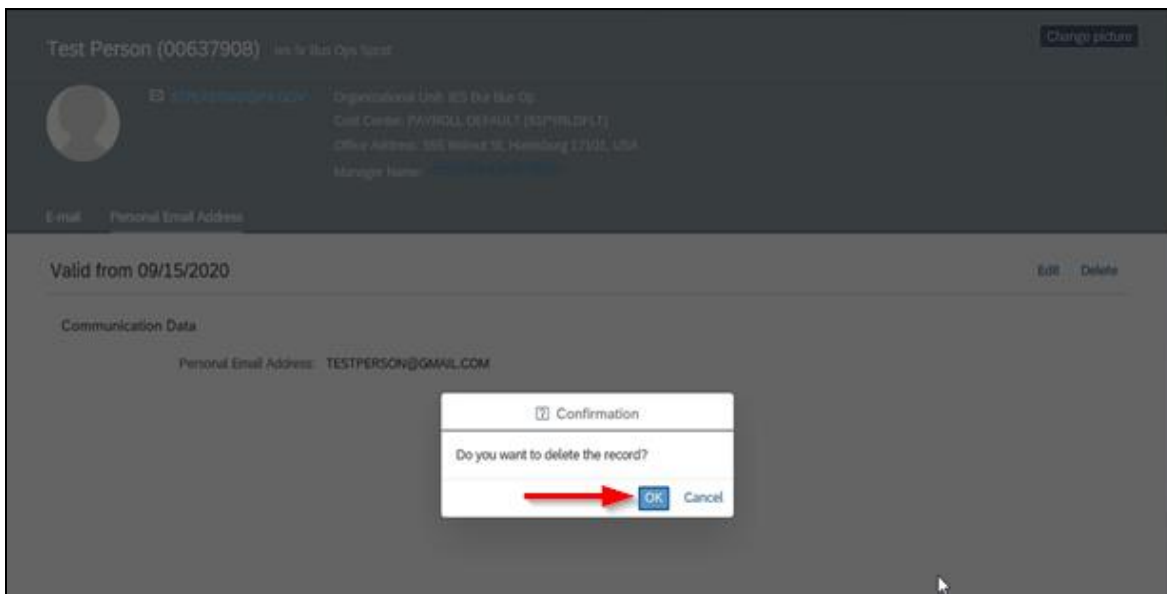


Step 6: Delete Personal Email Address Record

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.



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.



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

