



Office of Human Resources
City of Springfield, Illinois

Welcome to Employee Self-Service!

Employee Self-Service is a program employees can use to update emergency contact information, address, and benefits (during select times of the year), print paystubs, and view their employee information. ESS can be accessed from any computer, virtually* any time of day, allowing employees to print and/or submit forms instantly.

What is my username and password?

Your username for Employee Self-Service will be either your network identification or first initial and last name.

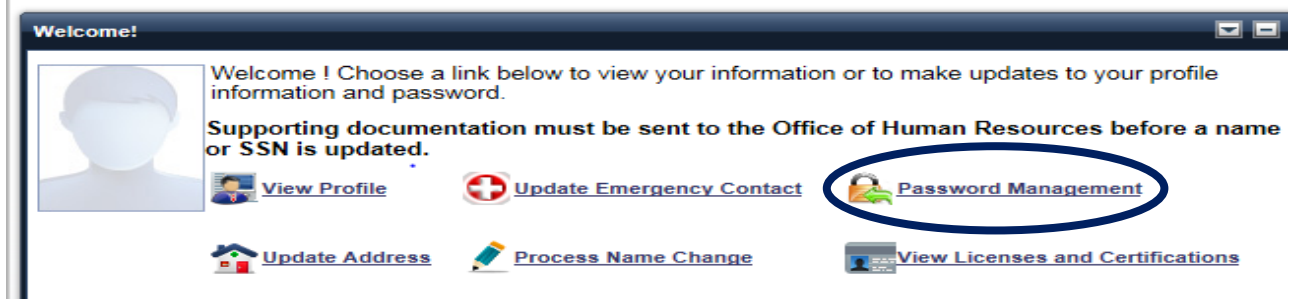
Username –

Password – essXXXX (XXXX=the last four digits of your social security number)

To log-in and begin using ESS, click <https://ess.springfield.il.us/>. Instructions are available within ESS FAQ's.

The preferred browser is Internet Explorer 7. If using Internet Explorer 8, Firefox, Google Chrome, etc., you may experience display issues that require additional scrolling using alternate toolbars.

Users are encouraged to reset password and add 'change password hints' at first login.



If you have any questions, please contact the **Office of Human Resources** at 789-2446.

** ESS is not available during payroll processing or system updates. Users will see a system-generated message during those times.*