

# Employee Self Service (ESS)

<https://wahrms.wa.gov/irj/portal>

Employee self-service is where you will retrieve your Earnings and Deduction Statements. Statements are available online for a rolling 12-months and are available the day prior to pay day. Questions relating to your statement should be directed to your payroll representative. You can also visit the following site for a sample earning statement with brief explanations for each section. [hr.wa.gov/SiteCollectionDocuments/Payroll/earnings\\_statement.htm](http://hr.wa.gov/SiteCollectionDocuments/Payroll/earnings_statement.htm)



**Welcome to Washington State's Human Resource Management Systems**

**HRMS PORTAL**

Logon ID \*

Password \*

[Reset Password](#) or [First Time User](#)

[Having Trouble Logging In?](#)

[More ESS Information](#)

This is a secure application and available only to Washington State employees.

First time users must create a password. To do so, complete the following steps:

1. Click on 'First Time User' link
2. Enter your Logon ID, this is your 8-digit personnel number
  - This is the **SAME** number that will display on your Time and Activity Report (TAR).
  - If your number is not 8 digits, prefill with leading 0s until it is a full 8-digits.
3. Enter the email address associated with your ESS account
  - This will be your WSP email address **UNLESS** you have set-up a personal email within your existing Employee Self-Service account.
4. Click 'Submit'
5. The screen will show the message 'New password was assigned and sent by email'
6. Click 'Continue'

*You will receive an email with a system generated password from no-reply@dop.wa.gov. This will be sent to the email address listed in step 3. The system generated password is 10 digits in length.*
7. Enter your 8-digit personnel number
8. COPY (Ctrl+C) the temporary password from the email and PASTE (Ctrl+V) into the 'Password' field on the webpage
9. Click 'Log on'
10. The screen will show the message 'Password has expired. Create a new password.'
11. Re-enter (re-paste) the temporary password in the 'Temp/Old Password' field
12. Create a new password
  - Must be a fresh password (ESS remembers the last 9 passwords used)