

BUSINESS OFFICE:

Access Employee Self Service for the First Time

This document explains how an employee can access the Employee Self Service (ESS) for the first time.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact the FHSU Business Office, Sheridan Hall 106, at 785-628-5948 or visit www.fhsu.edu/bus-off/.

Steps:

1. Go to <https://sharp.sok.ks.gov/psp/sokhrprdess/?cmd=login>, the State Employee Service Center home page.
2. In the **Employee ID** box, enter your State of Kansas ID.
 - a. You may locate your State of Kansas ID in Workday. Instructions can be found at <https://www.fhsu.edu/bus-off/w2/>.
 - b. The first letter in your ID must be capitalized.
3. In the **Password** box, enter your Temporary Password and click **Sign In**:
 - a. Your temporary password is the first two (2) letters of your last name (lower case) and the last six (6) digits of your social security number.
 - i. Example: John Smith, 511-22-3333 (sm223333).
 - b. **If you are unable to sign in, call the ESS Help Desk at 1-866-999-3001**
4. You must then create a password. Select "**Click here to change your password.**" Enter your temporary password in the current password space, then enter your new password.
 - a. Must be at least 12 characters long
 - b. Contain at least one number and one letter
 - c. Case sensitive
5. Confirm the new password by entering it again.
6. Click **Sign In**.