

ESS QUICK REFERENCE GUIDE

Introduction

The Employee Self Service Program (ESS) allows in-house and field employees confidential, secure access to personal data and paychecks online, 24 hours a day, seven days a week! Volt's ESS Program allows you to view/print your paycheck in softcopy format instead of receiving a hardcopy mailing. It is a web-based, employee access system available at home, work, or anywhere with Internet access.

Minimum System Requirements

Access requires Internet Explorer 8.0, Fire Fox 3.6, Safari 4.0, or higher versions of these browsers.

Log In

1. Open an Internet browser to URL: **https://ess.volt.com**.
2. Enter your User ID and temporary Password.
 - Your User ID is your Employee ID number which can be located on your paycheck stub.
 - Your Password is derived from the first two characters of your last name (uppercase), your National ID/SSN (without dashes or spaces), and the dollar sign (“\$”). Your Password should appear in the following format: DA123456789\$

NOTE: For hyphenated last names, use the first two letters of the first hyphenated name (example: Madison Jones-Taylor would use “JO”). For last names with an apostrophe, use the first two letters of your last name disregarding the apostrophe (example: O’Connor would use “OC”).

3. Upon initial login, the General Profile Information screen will appear. In this screen, you will need to change your password settings (which must conform to Volt’s password policy) and set up user preferences.

NOTES:

- All questions concerning the login process to ESS should be directed to your Volt representative for assistance.
- You have three failed attempts before you are locked out of the system.
- You will be prompted to change your Password every 90 days.
- If you have forgotten your password, select the Forgot Your Password link on the log in screen. Answer the security question and a temporary password will be emailed to you. Use the temporary password to log in to the ESS system and then immediately change your password.
- Be sure to verify the accuracy of your federal tax withholding allowances by logging onto ESS as soon as possible after your first paycheck. To see your federal allowances, click the W-4 Tax Information link under the Payroll section of the Self-Service menu.

ePay Authorization

In order for you to set up your Direct Deposit and view your paycheck from the current or previous weeks, you must first complete the ePay Authorization process. This is a one time requirement.

Please note: Although you will no longer receive your weekly paystub/itemized wage statement in hard copy format, you will have access to and the ability to print your paystub/itemized wage statement online/electronically via the ePay system unless required by state/provincial law.

1. From the ESS homepage, click on the ePay Authorization link under the Payroll section.
2. Read and complete the ePay Authorization page. Enter the last four digits of your National ID/SSN, Employee ID, and full name into the appropriate fields.
3. Mark the authorization checkbox. By doing so, you acknowledge that you are giving authorization to view your paychecks online, have completed all the required information, and agree to the terms stated.
4. Click the Save button to process the authorization.
5. Click OK on the confirmation page.

After 24 hours, you may login and use the View Paycheck link. Note, the ePay Authorization link will remain accessible, but authorization is only required once.

View Paychecks

1. From the ESS homepage, click View Paycheck under the Payroll section.
2. Select the week-ending date for the pay period you wish to view.

Enroll in Direct Deposit

Employees currently receiving a paper paycheck are able to enroll in Direct Deposit through the ESS system.

1. Go to the URL <https://ess.volt.com>.
2. From the ESS homepage, click the Direct Deposit link under the Payroll section.
3. Click the Add Account button.
4. Complete the Balance fields.

NOTE: Users are also able to have Expense Checks deposited into their Balance account by checking the box next to the Account Number field. Expense Checks are not viewable in the ESS system.

5. Mark the "I have read the Terms of Acceptance" checkbox and click Submit.
6. Click OK on the confirmation page.

Direct deposit enrollments become active 10-14 days from the date of entry.

Change Direct Deposit Enrollment

1. From the ESS homepage, click on the Direct Deposit link under the Payroll section.
2. View the existing Direct Deposit account set up information and click the Add Account, Edit or Delete buttons, as appropriate.
3. Update existing information, as needed.
4. Mark the "I have read the Terms of Acceptance" checkbox and click Submit.
5. Click OK on the confirmation page.

Direct Deposit changes may take up to 10 days to take effect.

View W-2

1. From the ESS homepage, click View W-2/W-2c Form under the Payroll section.
2. Select the year end form for the year you wish to view.

2012 is the first year for which W-2's are available online.

Please Note: Online access to and Canadian T-4 and RL-1 forms are not available at this time.

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