



ESS Overview

Employee Self-Service

Overview

Personal Information

Benefits and Payment

Working Time

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Employee Self-Service (ESS) provides you with easy access to information and services. This page gives you an overview of everything you can access through ESS.



[Personal Information](#)

Manage your personal information and banking information.



[Benefits and Payment](#)

View your benefit plan enrollment and display your pay advice.

Click on
Personal
Information



Personal Information: Family Members / Emergency Contact

Employee Self-Service

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Personal Information

[Addresses and Phone Numbers](#)

Update contact information.

[Bank Information](#)

View banking information.

[Family Members/Emergency Contact](#)

View information on family members and dependents.

Update emergency contact information.

[Personal Data](#)

Update your personal data.

[E-mail Address](#)

View your e-mail address.

[Absence Quotas](#)

Display your absence quotas here.

Click on
Family Members /
Emergency Contact





Overview: Family Members / Emergency Contact

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1 **Overview** | 2 Edit | 3 Review and Save | 4 Confirmation

Valid for All Personnel Assignments

Spouse/CommLaw Sp

First name: James
Last name: COQUELICOT
[View](#)

Valid for All Personnel Assignments

Child

Taralee
First name: Taralee
Last name: COQUELICOT
[View](#)

Krista
First name: Krista
Last name: COQUELICOT

Click on View to see details



Overview: Family Members / Emergency Contact

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Valid for All Personnel Assignments

Child

Taralee
First name: Taralee
Last name: COQUELICOT
[View](#)

Krista
First name: Krista
Last name: COQUELICOT
[View](#)

Valid for All Personnel Assignments

Emergency contact

First name: James
Last name: COQUELICOT
[View](#)

[New Emergency contact](#)

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Click on New Emergency Contact



Edit: Family Members / Emergency Contact

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Valid for All Personnel Assignments

Emergency contact

Personal Data

First Name: * Last Name: *

Gender: Male Female

Street and House Number: Address Line 2:

City: Postal Code:

Province: Country:

Telephone Number: 000

◀ Previous Step | Review ▶

Add contact information and click on Review



Review & Save: Family Members / Emergency Contact

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Valid for All Personnel Assignments

Verify the Family Member data below

Emergency contact

Personal Data

First Name:	Helen	Last Name:	COQUELICOT
Gender:	Female		
Street and House Number:	71 Marketplace Ct.	Address Line 2:	
City:	Dartmouth	Postal Code:	B1A 1A1
Province:	Nova Scotia	Country:	Canada
Telephone Number:	902 444-5555		

[Previous Step](#) [Save](#)

To accept the changes, click on Save




Confirmation: Family Members / Emergency Contact

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1 Overview — 2 Edit — 3 Review and Save — **4 Confirmation**

 The changes you made to your Family Member data were saved

Valid for All Personnel Assignments

What do you want to do next?
[Go to Family Member/Dependents Overview](#)

Emergency contact

Personal Data

First Name:	Helen	Last Name:	COQUELICOT
Gender:	Female		
Street and House Number:	71 Marketplace Ct.	Address Line 2:	
City:	Dartmouth	Postal Code:	B1A 1A1
Province:	Nova Scotia	Country:	Canada
Telephone Number:	902 444-5555		

↑
Click on
Back to return
to Personal
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ESS Overview: Log Off

Overview Add Working Time - SAP NetWeaver Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://hasphpd.cfms.gov.ns.ca:57500/irj/portal> Go

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Google Search Bookmarks Find Check AutoFill Sign In

HASP – Better processes. Better information. Better care. Help Log Off

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Click Log Off to exit ESS



Please note that it is very important to Log Off ESS when you are finished with your session, especially when using a shared computer.

HASP

Health Administrative
Systems Project

Better processes.
Better control.
Better care.



For More Information

For more information on ESS, please contact:

- Please ask your Manager First
- Further questions email PeopleSofthelp@cdha.nshealth.ca