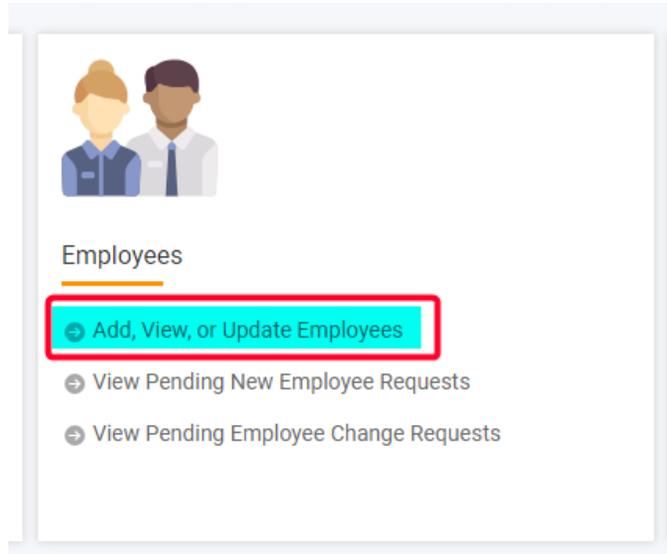
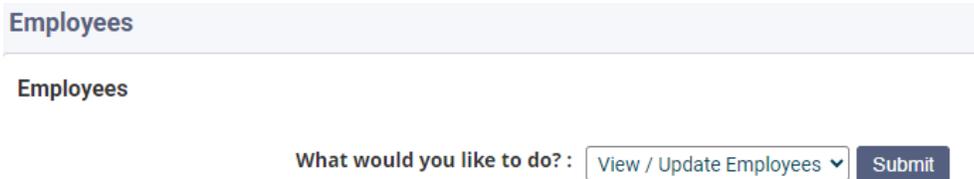


- 1) Access the Add, View, or Update Employees link under the Employees panel in ESS:



- 2) Select View/Update Employees from the dropdown list and click submit:



- 3) Search for the employee by entering their name, and click on the PERSLink ID:

Employee Lookup

Criteria

Last Name : 1

First Name :

PERSLink ID :

Last 4 Digits of SSN :

Plan :

To display ALL employees click 'Search' without entering any criteria.

Search Results

| <input type="checkbox"/> | PERSLink ID | Last Name | First Name | Middle Name | Last 4 Digits of SSN | Date Of Birth | Gender | Marital Status | Address | Employment Start Date |
|--------------------------|--|-----------|--------------|-------------|----------------------|---------------|--------|----------------|--------------------------------------|-----------------------|
| <input type="checkbox"/> | 331723 2 | Test | SeptThirteen | | 6789 | 02/28/1985 | Male | Single | PO BOX 1657, BISMARCK, ND 58502-1657 | 09/01/2024 |

- 4) Click on the Welcome Letter:

Demographic Information

PERSLink ID : 331723

Last 4 SSN :

Marital Status : Single

Mailing Address Line 1 : PO BOX 1657

City : BISMARCK

Zip Code : 58502 - 1657

Name : SeptThirteen Test

Date Of Birth : 02/28/1985

Gender : Male

Mailing Address Line 2 :

State : North Dakota

Effective Date : 09/13/2024