Employee Self Service (ESS) rolls out university-wide April 30. ESS offers a single, secure online tool for you to manage your personal demographic information, benefits elections, and much more.

ESS puts you in control of your personal information. You have easy access to manage your personal information and benefits elections.

To access ESS:

1. Go to hr.osu.edu or OneSource (for The Ohio State University Wexner Medical Center employees).
2. Log in securely with your university username (lastname.#) or Medical Center ID and password.
3. On the Employee Self Service home page, click eBenefits to manage benefits enrollment, Personal Information Summary to update personal demographic information, Phone Numbers to edit your various numbers, or Contact Information to change addresses.
4. Follow the instructions to make changes.

Employee Self Service
Username and Password Help

You will need your university username. If you need help with your username or password go to my.osu.edu or contact the IT Service Desk at 8-HELP (688-4357). For help with your Medical Center username or password contact 293-3861. My username is ________________.
Welcome to Employee Self Service Brutus

Your Ohio State username is Buckeye.1
Your Medical Center username is Buck01

**Personal Information Summary**
Review and edit your Name, Address, Phone Numbers, Email, Emergency Contact and Race/Ethnicity info

**Contact Information**
Review and edit your home and mailing addresses.

**Apply for Positions**
Search and apply for jobs available within the university and the medical center.

**Phone Numbers**
Review and edit your home, business, mobile or other phone numbers.

**Emergency Contacts**
Review and edit your emergency contacts.

**Paperless Pay**
Access your pay stub and W2 information online.

**Whiteslips & Pay Summary**
View yours hours worked, leave balances, etc. (Health System Employees Only)

**Employee Health**
Employee Health Activity

**Employee Time and Leave Requests**
Submit paid and unpaid time off requests and review leave balances

hr.osu.edu

**eBenefits**
Manage or view your benefit information

Use Employee Self Service to access:

**eBenefits**: To review benefits summary, benefits enrollment, life events, Supplemental Retirement Account, Dependent Tuition Assistance

**Personal Information Summary**: To update personal demographic information

**Phone Numbers**: To edit your various numbers

**Contact Information**: To change addresses

Additional information coming April 30!

hr.osu.edu