Employee Self Service

Registration Steps

Contents

1. Introduction - Employee Self Service 3
1.1 Registration 3

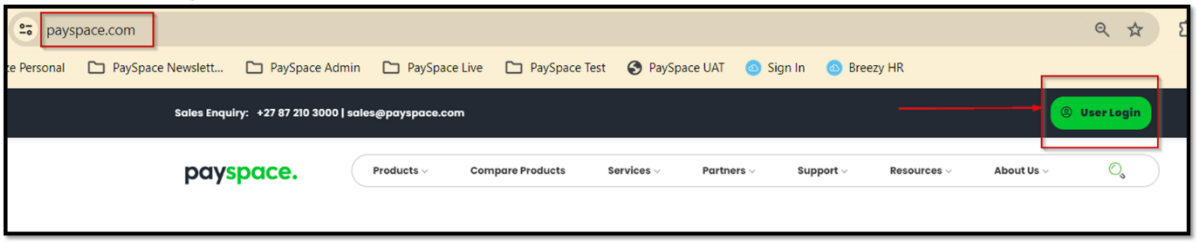
1. Introduction - Employee Self Service

Employee Self Service (ESS) functionality allows the employee to log in as a user and access screens that are relevant to the employee.

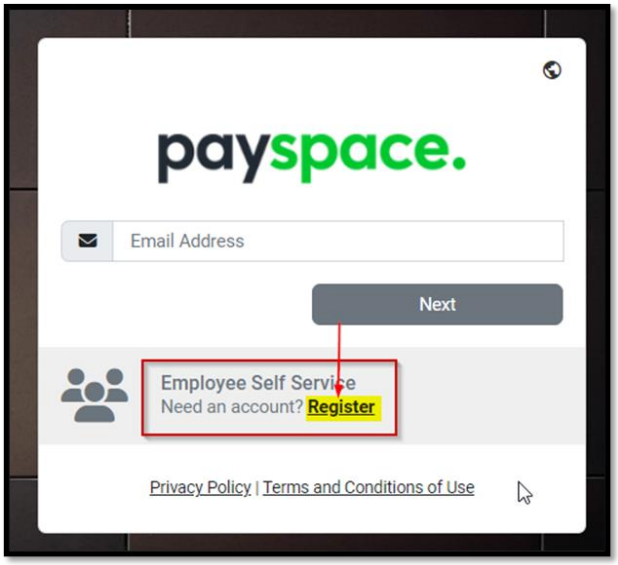
1.1 Registration

The employee can register for ESS using the same e-mail address as was captured on the Basic Profile Screen. Thereafter, the employee can register for ESS using the same e-mail address. The employee can register as an ESS user via the Login Page.

1. Access Payspace https://www.payspace.com/
2. Select User Login



3. Click on Register



4. The employee will receive a registration email in their inbox (also check the junk mail folder) which will prompt them to create their own password.

5. Once done they can proceed to login into PaySpace and access their ESS profiles where they will be able to view their payslips, leave, claims and Performance.

6. ESS Tutorial on Youtube



https://youtube.com/playlist?list=PLIbxXQHKH98qSTGoSfjtdbcGfvDzMCGVU



https://youtu.be/1al-Scmc0Vg