



## Employee Self Service (ESS)

Online Employee Self Service (ESS) is a web-based program giving employees on-line access to personnel information, check stubs, W-2 and W-4 information, and vacation/sick leave balances. Follow the directions below to access your personal ESS.



*Click graphic above to enter Employee Self Service; click links following Set Up instructions below, for help files on how to use Employee Self Service*

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### Set Up Employee Self Serve (ESS) for the first time

Link to Employee Self Service:

<https://ess2.cccoe.net/MSSlibertyLive/default.aspx>

Follow the link above to access ESS. Enter your username and password.

- Username is your full last name, first initial and last 4 of your social security number.  
Example – smithj0078
- Password is the last 4 of your social security number the first time you login.

User name

Password

[Forgot your password?](#)

You will be required to change your password at this point, as well as enter a HINT in case you forget the password you selected.

Make sure the hint is something that will help you remember the password you selected.



The screenshot shows a web form titled "Before proceeding you must change your password." It contains five input fields: "Current password", "New password", "Confirm new password", and "New password hint". The "Password strength" field displays "Unacceptable" in red text. A red arrow points from a callout box on the right to the "Unacceptable" text. The callout box contains the text: "Do not be concerned with the password strength showing as unacceptable. Your password will be saved once you click change." At the bottom of the form are two buttons: "Change" and "Cancel".

When you log into ESS, you should see the "Welcome to Employee Self Service" dashboard. If not, click on "Employee Self Service" on the left hand side.



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## Who do I call in payroll?

Danee Zamora - 925-634-2166 ext. 2035