





Employee Self Service (ESS) Accounts

Florida Conference Employee Self Service (ESS) allows employees to access secure HR and Payroll information. It is a one-stop portal for all employment related tasks.

Getting Started

1. Go to ess.floridaconference.com
2. Click on “First Time User Register Here” under the logon button
3. You will have to enter some personal information to verify your account
 - a. Social Security Number - you must include the dashes (###-##-####)
 - b. Date of Birth – use the calendar icon or enter in this format (mm/dd/yyyy)
 - c. Security Question – select from the list and type your answer
4. Create a login name and password (12–24 characters with at least 1 uppercase and lowercase letter)
5. Once you have submitted this information, you will return to the site and use your newly established credentials to login.

Getting Around

Employee	
Personal	
Personal Profile	Personal Information Using the “Personal” menu, you can view information that the conference has on file for you. You can use this  button in the upper right corner of the page where available to enable editing of that page.
Address	
Phone	
Dependents/ Beneficiaries	
Emergency Contacts	
Medical	
Time Off	
Change Logon	Time Off View your available vacation/sick time using these links.
Time Off (Detail View)	
Benefits	
Current Benefits	Pay Stub To view/print your pay stubs click on “Pay History.” Click on  under “View Stub” to download that pay stub.
Employment	
Compensation	Working Policy and Handbook Click on these links to view the Working Policy and Handbook.
Pay History	
Job	
FLC Working Policy	
Employee Handbook	My Actions Use this link to access onboarding paperwork and take actions related to Human Resources and Payroll.
Payroll Calendar	
My Menus	
HRActions	
My Actions	

*This menu may change as new features and information are added. Click on the links to familiarize yourself with what your ESS account can do.



Onboarding Instructions for New/Returning Employees

Welcome to Florida Conference and congratulations on your new position. We are glad to have you on our ministry team. Please follow these steps to complete your onboarding process.

1. Create/Login to your ESS Account - ess.floridaconference.com
2. Click on “My Actions” in the menu on the left side.
3. Click on “Create “next to each form to begin filling out that form.

My Actions		
Onboarding/New Hire		
Form Name	Status	Action
I-9 Form	Draft	Edit
Tax Form W-4 For HR Actions - Federal	Not Started	Create
Direct Deposit Enrollment	Draft	Edit
Healthcare Enrollment	Not Started	Create
New Employee Acknowledgements	Complete	View
Supplemental Insurance Enrollment	Not Started	Create
Healthcare Benefit Acknowledgement	Complete	View
Employee Data Confirmation	Not Started	Create
New Hire Final Checklist	Not Started	Create

*Forms are dynamically changed on this checklist based on your hours and job title. You may see more or less than what is shown here.

4. Complete the forms as per the instructions on each form
 - a. The I-9 must be completed no later than the start date on your offer letter.
 - b. After completing the I-9, you must bring your original documentation to your supervisor/HR representative within 3 days.
 - c. Complete the New Hire Final Checklist last.
 - d. Click on “Initiate” when you are finished with the form.

Please complete these forms as soon as possible. Some have short deadlines and will disappear once those deadlines are past. Your payroll will not be active until all required forms are completed.

Form Status Symbols

- Not Started – You have not begun filling out this form.
- Draft – You have started, but are not finished filling out this form.
- Routing – This form is going through the approval channels.
- Complete – This form is completed and approved.

Correcting Mistakes

Watch your email, if a mistake is found on any of the forms, it will be sent back to you.

1. To correct any errors, return to “My Actions” in ESS
2. The status of that form will either be Not Started or Draft.
 - a. If it is Draft, click “Edit”, then correct and re-submit the form.
 - b. If it is Not Started, click “Create” to begin with a blank form.

Some errors cannot be corrected (either legally or technologically) and require a new form submission.