





## 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](http://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	
<b>Personal</b>	
Personal Profile	<b>Personal Information</b> 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	<b>Time Off</b> View your available vacation/sick time using these links.
Time Off (Detail View)	
<b>Benefits</b>	
Current Benefits	<b>Pay Stub</b> To view/print your pay stubs click on “Pay History.” Click on  under “View Stub” to download that pay stub.
Employment	
Compensation	<b>Working Policy and Handbook</b> Click on these links to view the Working Policy and Handbook.
Pay History	
Job	
FLC Working Policy	
Employee Handbook	<b>My Actions</b> 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.