

Human Resources

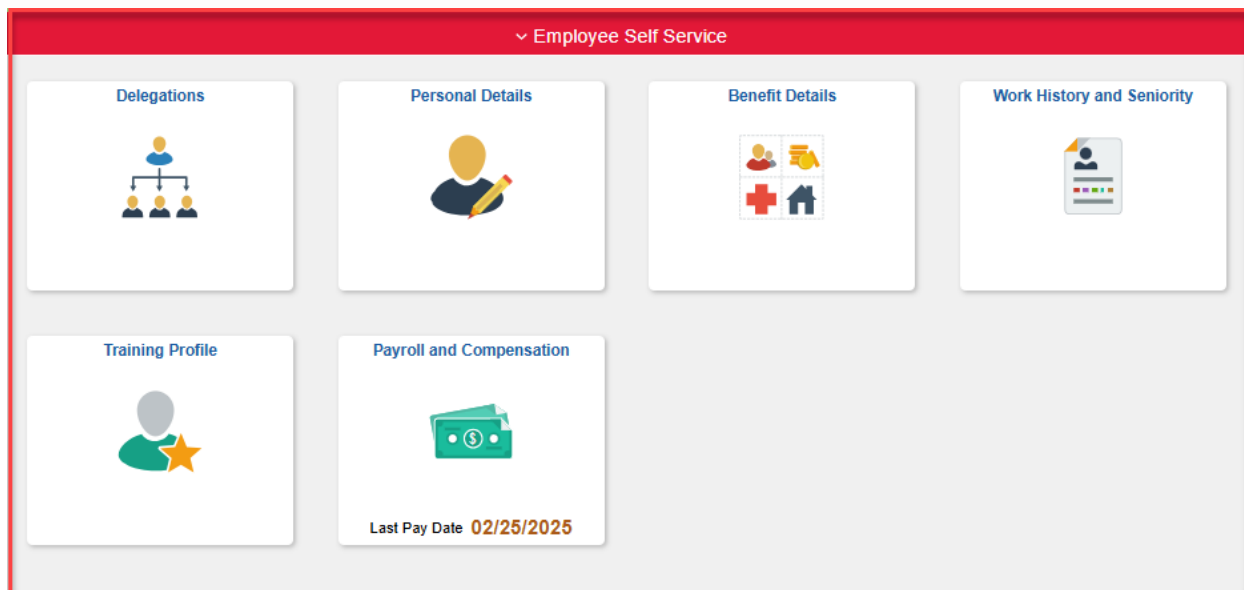
# **EMPLOYEE SELF SERVICE (ESS) FOR EMPLOYEES REPRESENTED BY CUPE 3903**

*Last Updated March 13, 2025*

## CONTENTS

<b>EMPLOYEE SELF SERVICE</b> .....	3
<b>1. Work History and Seniority</b> .....	4
<b>1.1. Work History Report</b> .....	4
<b>1.2. Seniority Report</b> .....	5
<b>2. Personal Details</b> .....	6
<b>3. Benefit Details</b> .....	7
<b>4. Payroll and Compensation</b> .....	8

## EMPLOYEE SELF SERVICE



The document guides employees represented by CUPE 3903 on how to navigate the Employee Self Service (ESS) system. ESS allows you to access various types of employee data online and is accessible through York University's **HR Self Serve** site:

<https://www.yorku.ca/uit/hrselfserve/>

You will need to obtain an EMPLOYEE Passport York account if you have not already done so. Information regarding creating or re-setting a passport York account can be accessed here:

<https://www.yorku.ca/uit/faculty-and-staff-services/passport-york/>

Support and training for Employee Self Service can be found here:

<https://www.yorku.ca/uit/hrselfserve/py-staff-area/support/>

Should you require technical assistance, please contact [askit@yorku.ca](mailto:askit@yorku.ca); For issues within Employee Self Service, contact [hrhelp@yorku.ca](mailto:hrhelp@yorku.ca);

For questions regarding the work history or seniority counts data, please contact Rhonda Brown or your Sr. Labour Relations Advisor in Faculty Relations [Contact Us - Faculty Relations](#).

# 1. Work History and Seniority (applicable to CUPE 3903 Units 1, 2 and 3)

In this tile, you can view your:

## 1.1. Work History Report

Use the online module to access your work history.

Position Title	# Assignments	# Hours	Total # of Type/eq	Union	Start Date	End Date	Department	Course Taught	# of Sections
1 Cancellation Fee - Unit 2	0.12	0	0.12	CUPE2	09/01/2024	09/30/2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
2 Course Director - Unit 2	1.00	0	1.00	CUPE2	09/01/2023	04/30/2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
3 Course Director - Unit 2	0.50	0	0.50	CUPE2	07/01/2023	08/31/2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
4 Course Director - Unit 2	1.00	0	1.00	CUPE2	05/01/2023	08/31/2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
5 Course Director - Unit 2	1.00	0	1.00	CUPE2	09/01/2022	04/30/2023	LAPS - Languages Lit Ling	AP CH 4880 CR= 6.0	1
6 Course Director - Unit 2	1.00	0	1.00	CUPE2	09/01/2022	04/30/2023	LAPS - Languages Lit Ling	AP CH 3800 CR= 6.0	1

Or download it as a PDF file.

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Employee ID:	Name:	Total # of		Union	Start Date	End Date	Department	Course Taught	# of Sections	
		# Assignments	# Hours	Type/eq						
		0.12	0	0.12	CUPE2	01-Sep-2024	30-Sep-2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
		1.00	0	1.00	CUPE2	01-Sep-2023	30-Apr-2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
		0.50	0	0.50	CUPE2	01-Jul-2023	31-Aug-2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
		1.00	0	1.00	CUPE2	01-May-2023	31-Aug-2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
		1.00	0	1.00	CUPE2	01-Sep-2022	30-Apr-2023	LAPS - Languages Lit Ling	AP CH 4880 CR= 6.0	1
		1.00	0	1.00	CUPE2	01-Sep-2022	30-Apr-2023	LAPS - Languages Lit Ling	AP CH 3800 CR= 6.0	1

York University Page 1 of 1

## 1.2. Seniority Report

You can use the online module to view your seniority counts.

Year	Union	Outside Experience Count	CUPE Seniority Count	Capped CUPE Seniority Count	Capped Outside Experience Count	Years of Service
1 2022-2023	CUPE2	3.50	3.00	3.00	0	1
2 2023-2024	CUPE2	1.00	1.00	1.00	0	1
3 2024-2025	CUPE2	0.13	0.13	0.13	0	0
<b>Report Summary Total</b>		<b>Outside Experience Count</b>	<b>CUPE Seniority Count</b>	<b>Capped CUPE Seniority Count</b>	<b>Capped Outside Experience Cnt</b>	<b>Years of Service</b>
<b>Summary Total</b>			4.63	4.13	0.00	2
Total Combined Seniority			4.13	Outside Experience Balance: 0.00		

Or download it as a PDF file.

Seniority Counter

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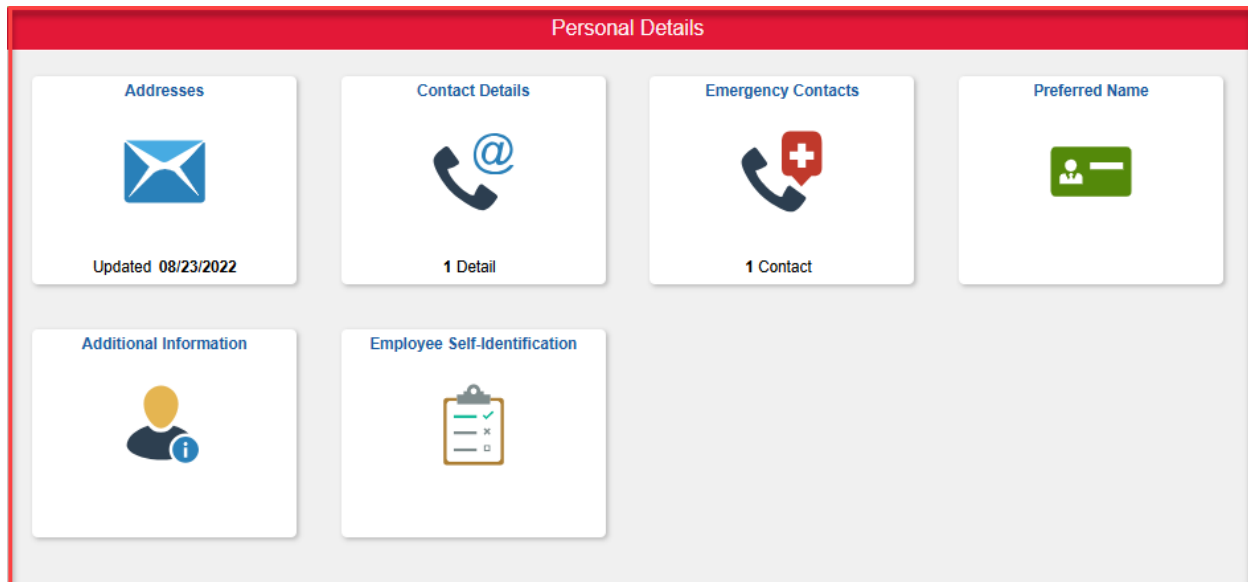
Employee ID:                      Name:

Employee ID	Name	Union	Year	Outside Experience Count	CUPE Seniority Count	Capped CUPE Seniority Count	Capped Outside Experience Count	Years of Service
		CUPE2	2022-2023	3.50	3.00	3.00	0	1
		CUPE2	2023-2024	1.00	1.00	1.00	0	1
		CUPE2	2024-2025	0.12	0.12	0.12	0	0
<b>Summary Total</b>					<b>4.62</b>	<b>4.12</b>	<b>0.00</b>	<b>2</b>
<b>Total Combined Seniority</b>				<b>4.12</b>	<b>Outside Experience Balance</b>		<b>0.00</b>	

York University

Page 1 of 1

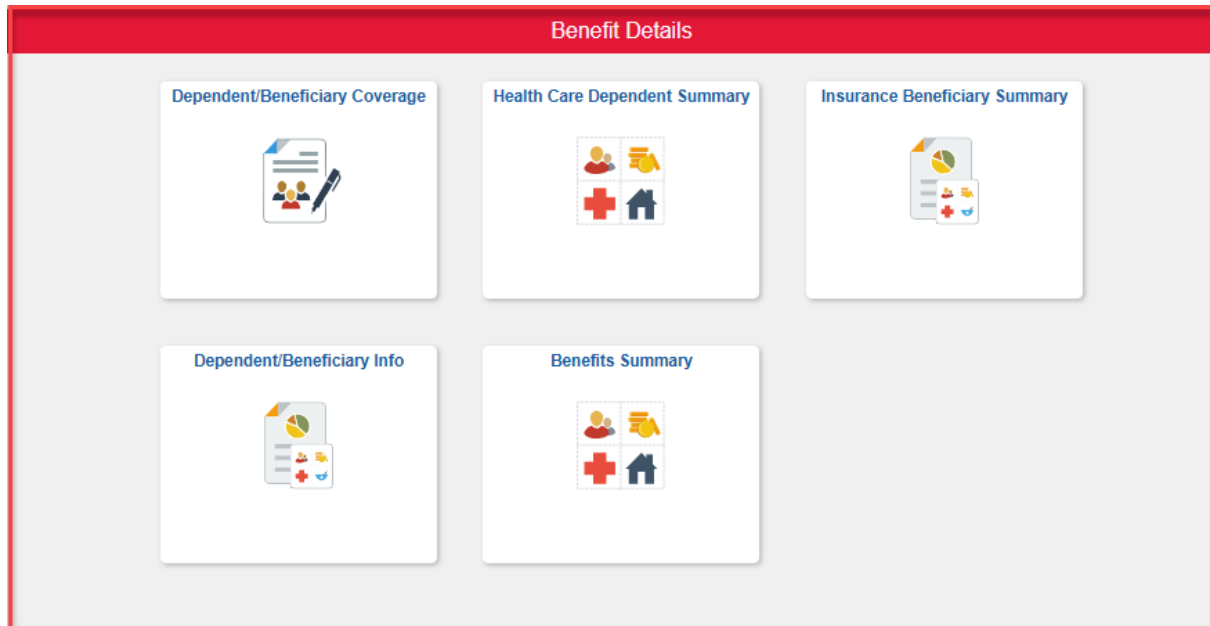
## 2. Personal Details



In the **Personal Details** tile, you can view and make changes to the following data:

- **Addresses:** View and update your address information.
- **Contact Details:** Manage your contact information.
- **Emergency Contacts:** Update emergency contact details.
- **Preferred Name:** Change your preferred name.
- **Additional Information:** Includes Date of Birth and Original Start Date at York.
- **Employee Self-Identification:** Complete this form if not already done.

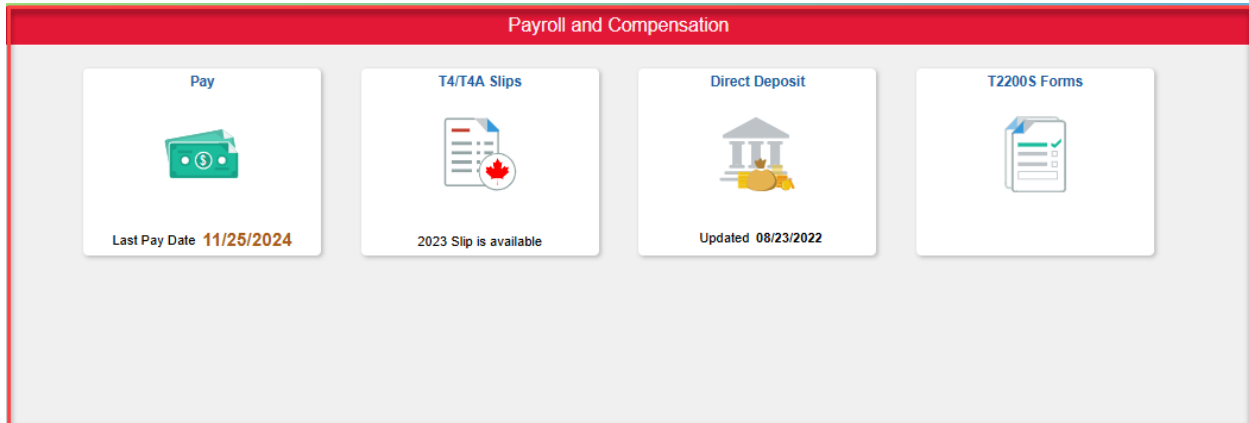
### 3. Benefit Details



In the **Benefit Details** tile, you can view the following data:

- **Dependent/Beneficiary Coverage:** View coverage details.
- **Health Care Dependent Summary:** Summary of health care dependents.
- **Insurance Beneficiary Summary:** Summary of insurance beneficiaries.
- **Dependent/Beneficiary Info:** Detailed information on dependents and beneficiaries.
- **Benefit Summary:** Overview of all benefits.
- **Changes to Benefits:** Contact [askpb@yorku.ca](mailto:askpb@yorku.ca) for modifications.

## 4. Payroll and Compensation



In the **Payroll and Compensation** tile, you can access the following:

- **Pay Statements:** Access your pay statements.
- **T4/T4A Slips:** View and download tax slips.
- **Direct Deposit:** Manage direct deposit information.
- **T2200S Forms:** Access if applicable.