ESS Information Change

From WCG Help

When employees need to update their contact information, changes must be made through Employee Self Service (ESS (https://selfservice.williamson-tn.org/ess))

**Step 1:** Login to ESS (https://selfservice.williamson-tn.org/ess (https://selfservice.williamson-tn.org/ess)).

**Step 2:** Select Personal Information > Add/View Changes.
Step 3: Select "Add an action"

Step 4: Select "Benefit change"
**Step 5:** Choose which item you need to update: address, phone number, or email

![Profile Changes](image1)

**Step 6:** Edit the information then click "Submit"

![Profile Changes](image2)
Note: The new information is automatically approved; however, changes will not be reflected until the change is posted in Munis. ESS changes post automatically at 7:00pm each night.


- This page was last edited on 17 January 2020, at 11:52.