

ESS Information Change

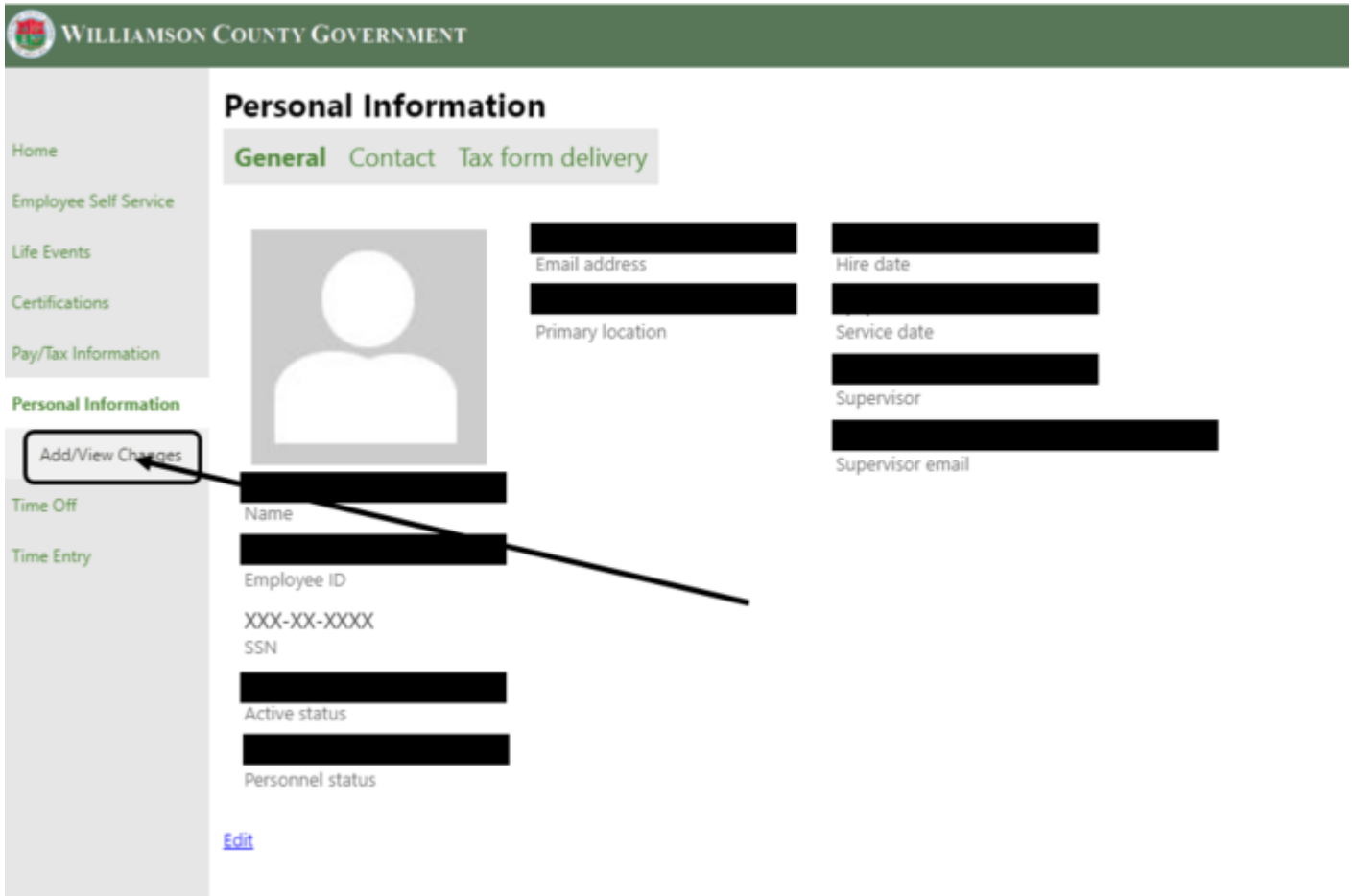
From WCG Help

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

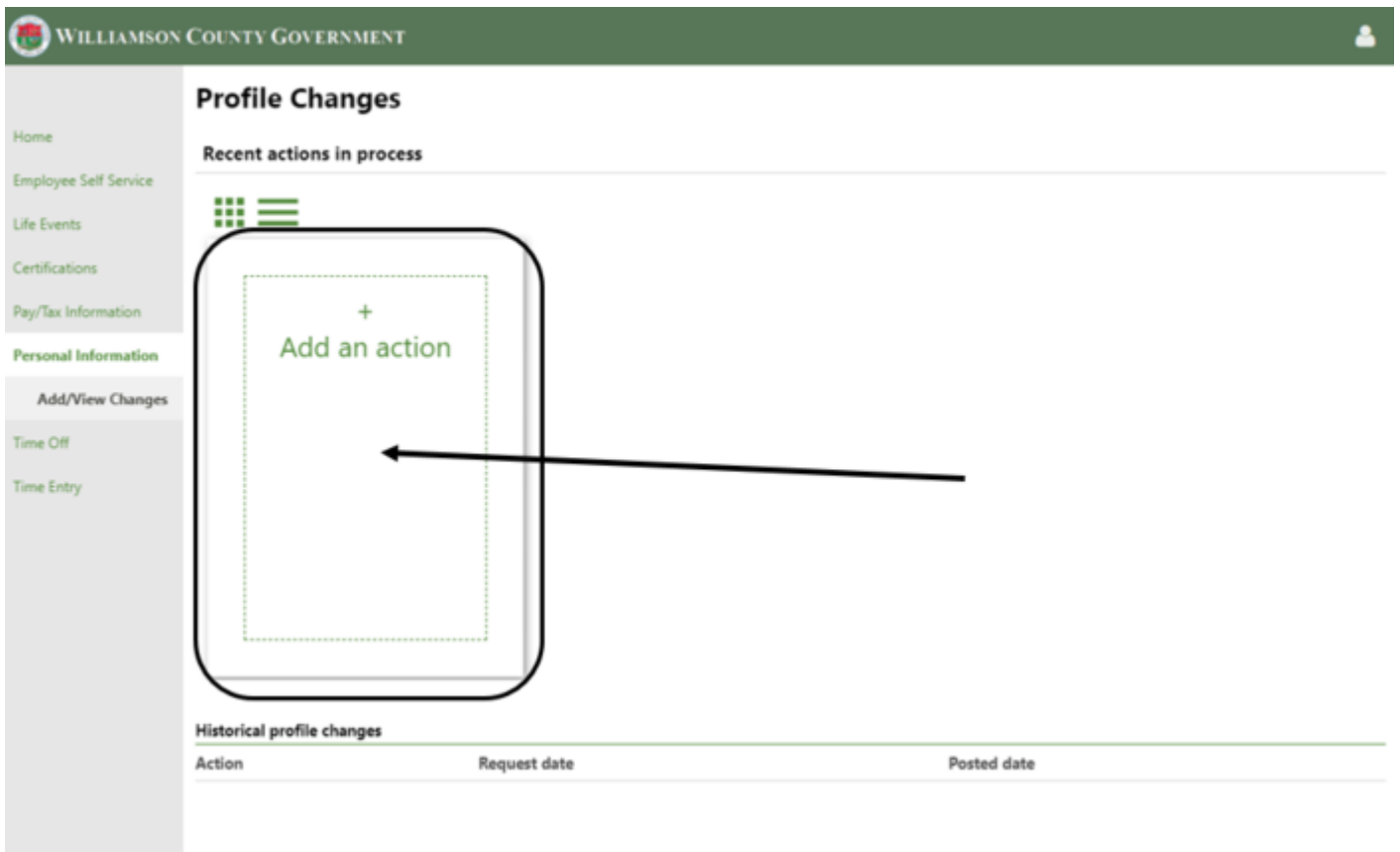
Step 1: Login to ESS (<https://selfservice.williamson-tn.org/ess> (<https://selfservice.williamson-tn.org/ess>)).



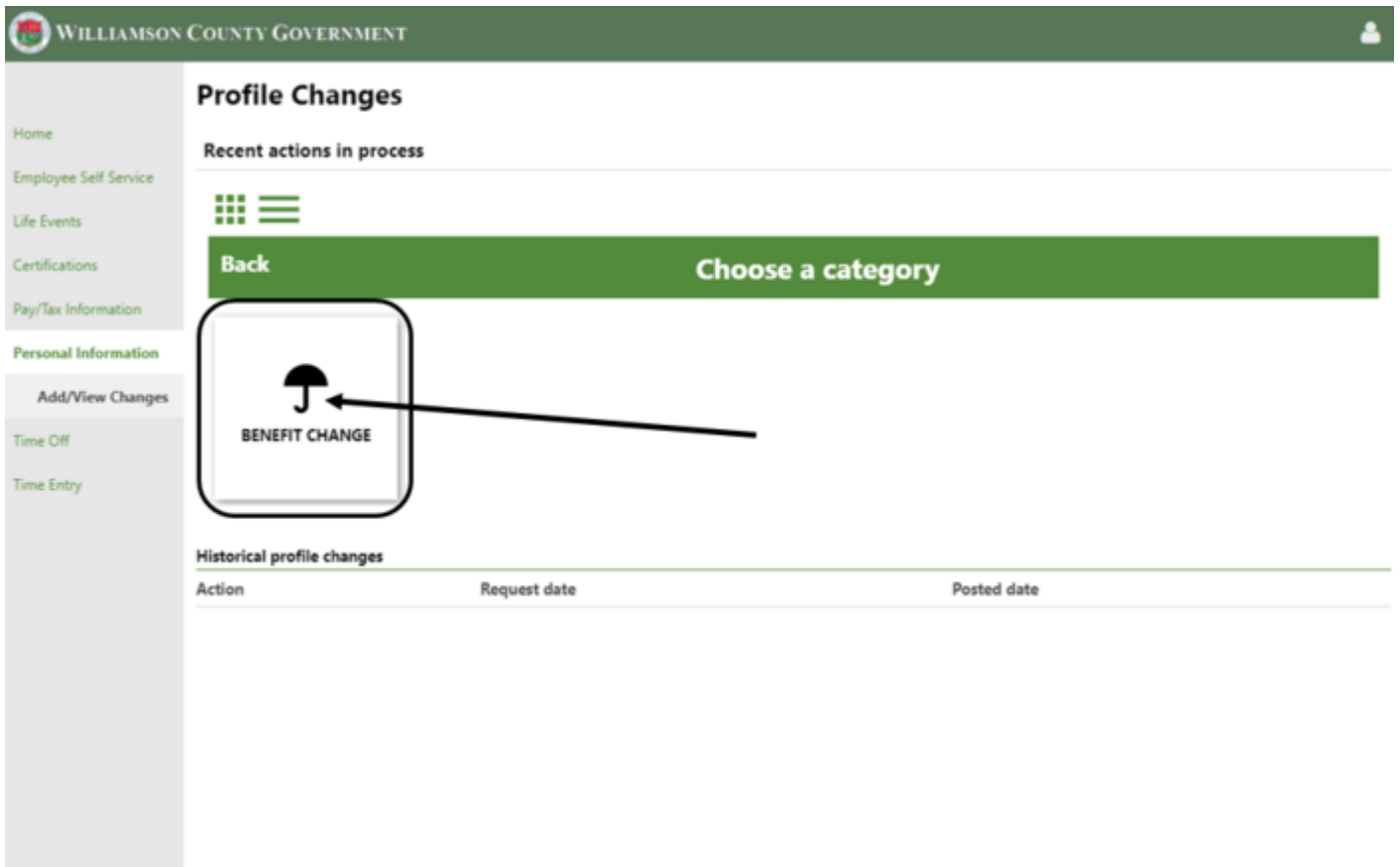
Step 2: Select Personal Information > Add/View Changes.



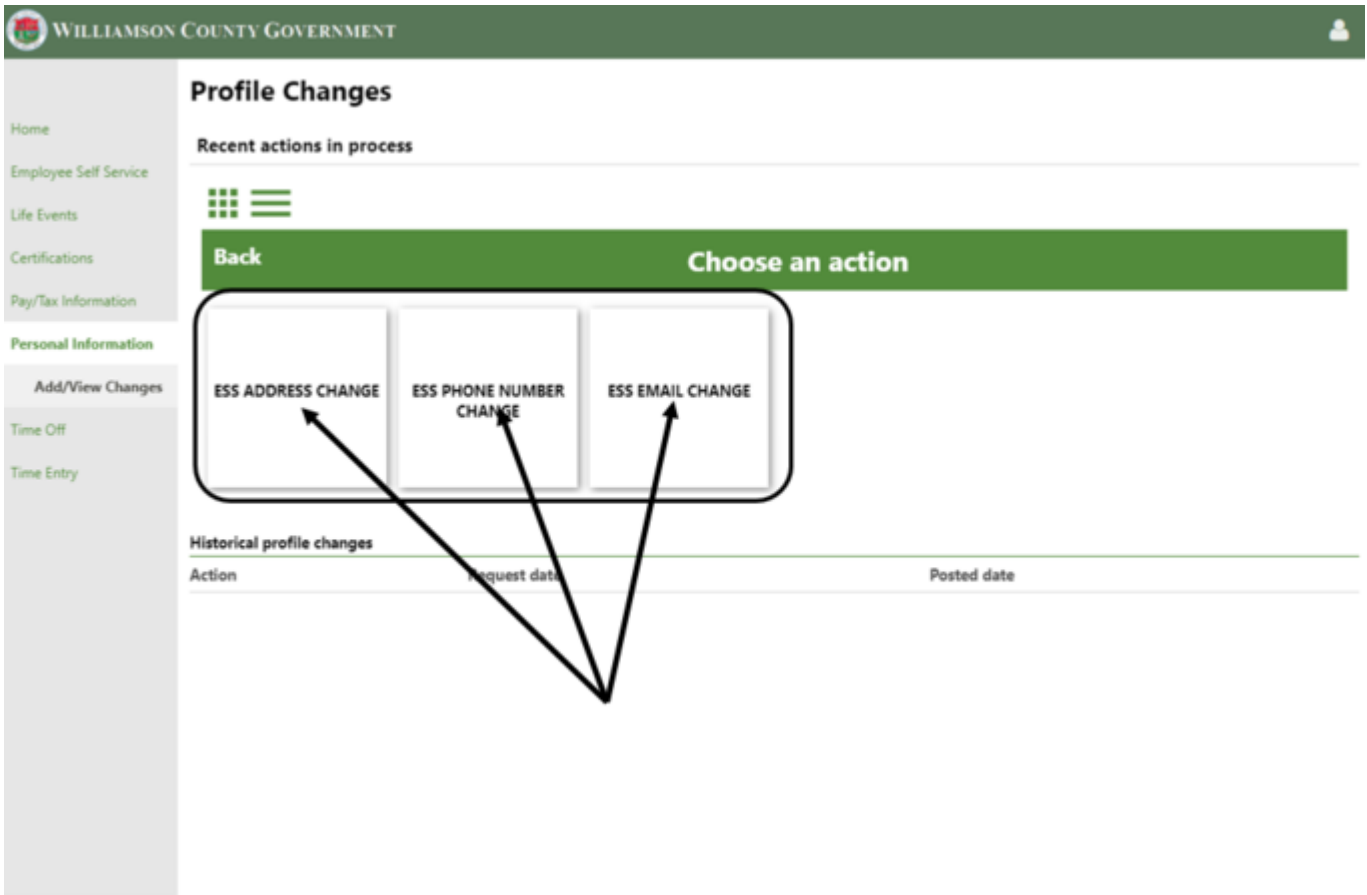
Step 3: Select "Add an action"



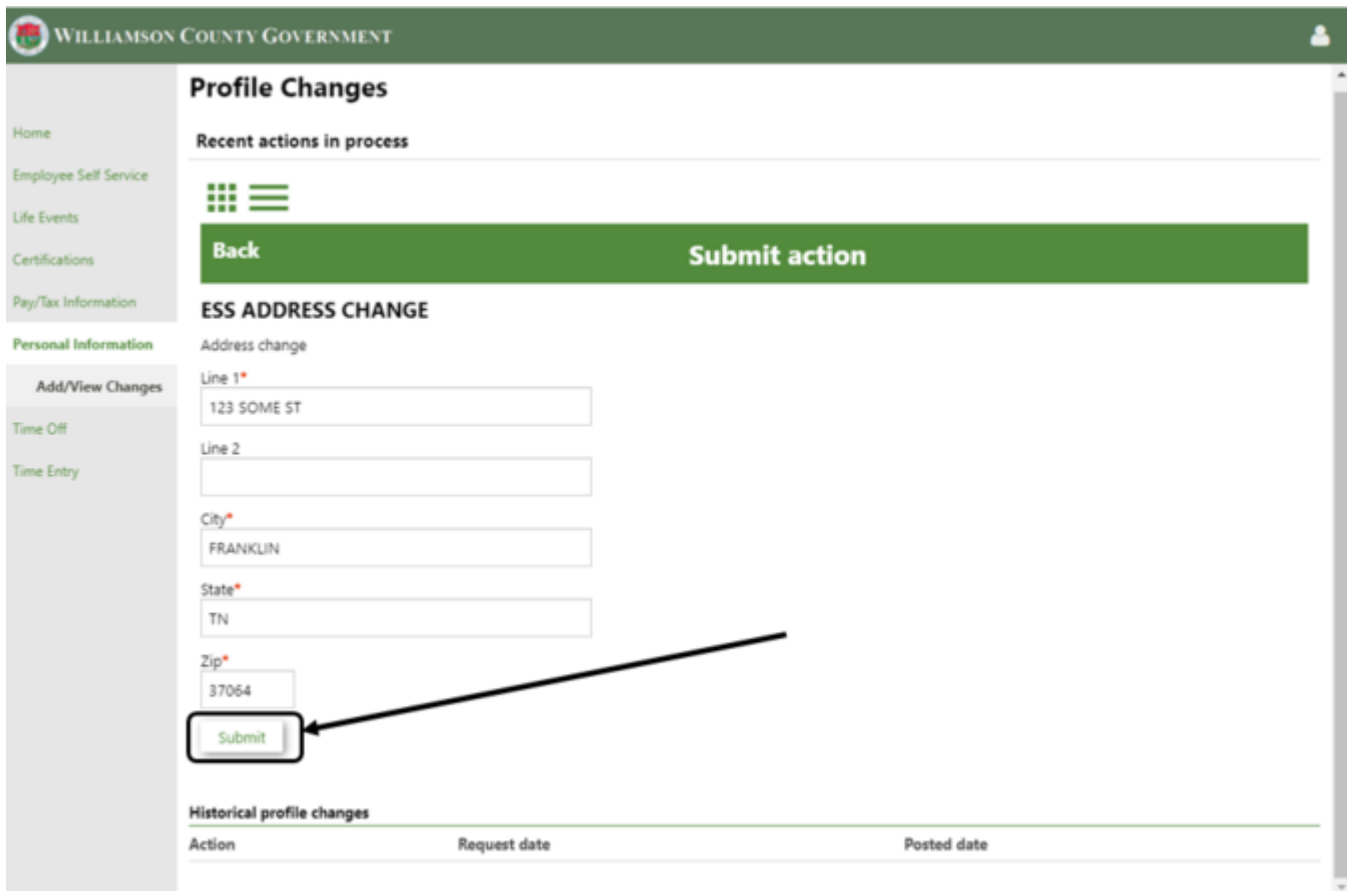
Step 4: Select "Benefit change"



Step 5: Choose which item you need to update: address, phone number, or email



Step 6: Edit the information then click "Submit"



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.

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