

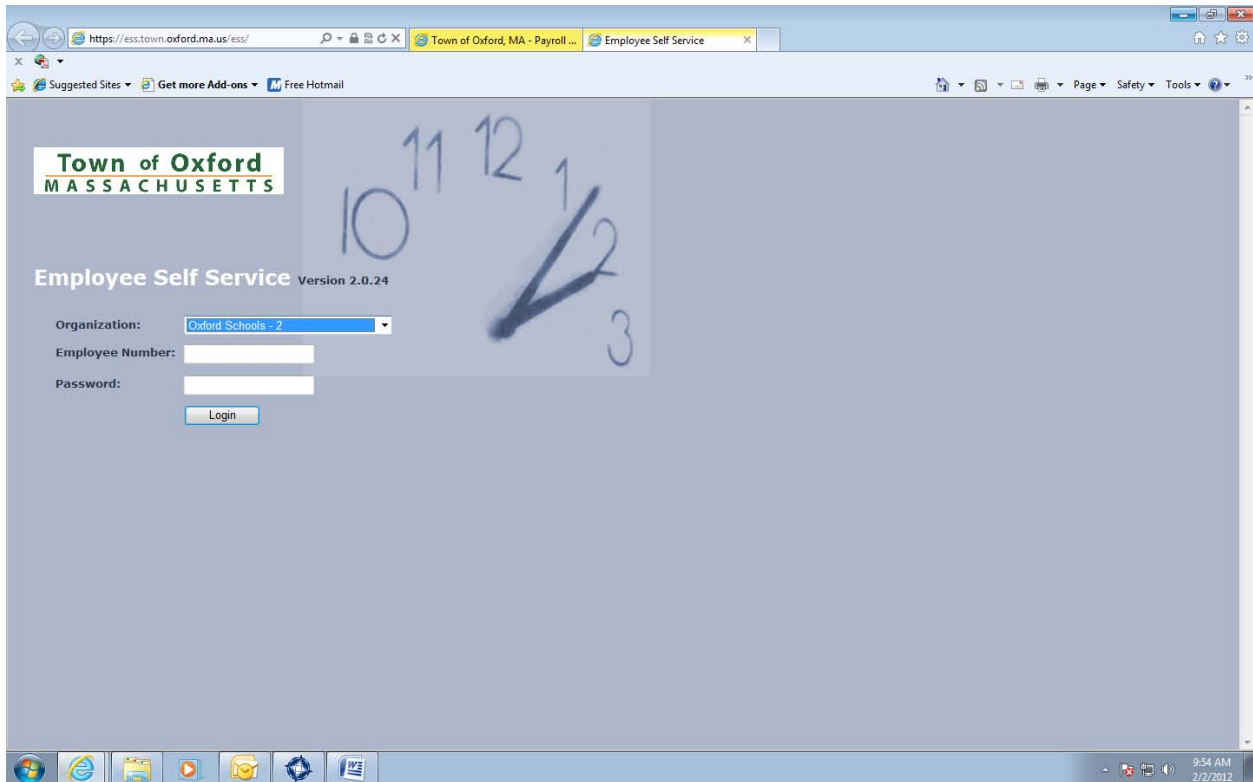
FIRST TIME LOGGING IN TO THE EMPLOYEE SELF SERVICE PORTAL (ESSP)



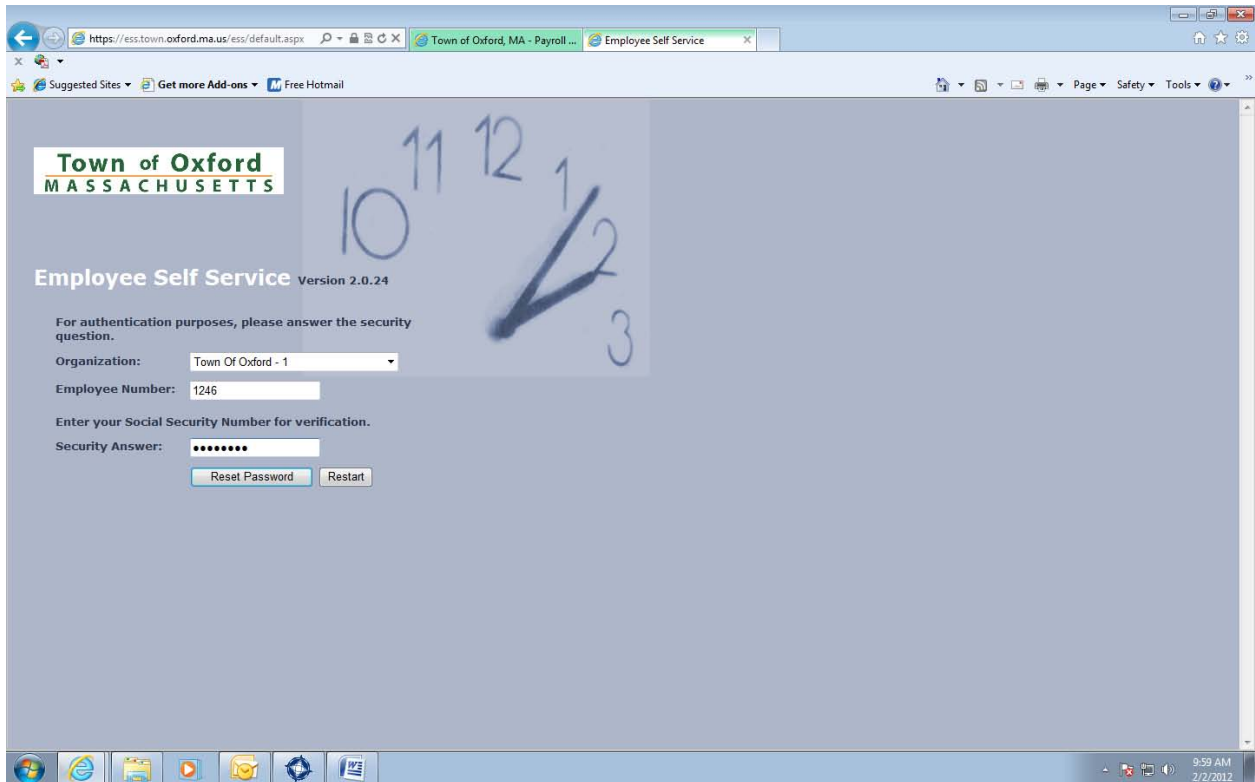
The screenshot shows a web browser window displaying the Town of Oxford website. The page title is "Town of Oxford MASSACHUSETTS". The main content area is titled "Payroll & Benefits" and includes contact information for Deborah Castell, Assistant Treasurer, located at 325 Main St, Oxford, MA 01540. The phone number is 508-987-6035, and the hours are Monday - Friday 8:00 AM to 3:30 PM. There are links for "Address Change Form", "Direct Deposit Form", "M-4 Form", "W-4 Form", "Employee Self Service", and "Instructions for ESSP". The left sidebar contains navigation links such as "Return to Home", "Town Departments", "Where do I go for?", "Calendars", "Downloadable Forms", "Online Payments", "Property/Tax Information", "Useful Websites", and "Directions". The bottom of the page features a search bar, a "Subscribe to News" button, and a "Send Us Comments" button. The browser's address bar shows the URL "http://www.town.oxford.ma.us/Pages/OxfordMA_Tr...".

The link for the employee self service portal can be found on the Town of Oxford website (<http://www.town.oxford.ma.us/Pages/index>). From the home page, choose the link on the left side of the screen for town departments then choose Payroll & Benefits from the list of departments. The Employee Self Service is the last link on the on the bottom right.

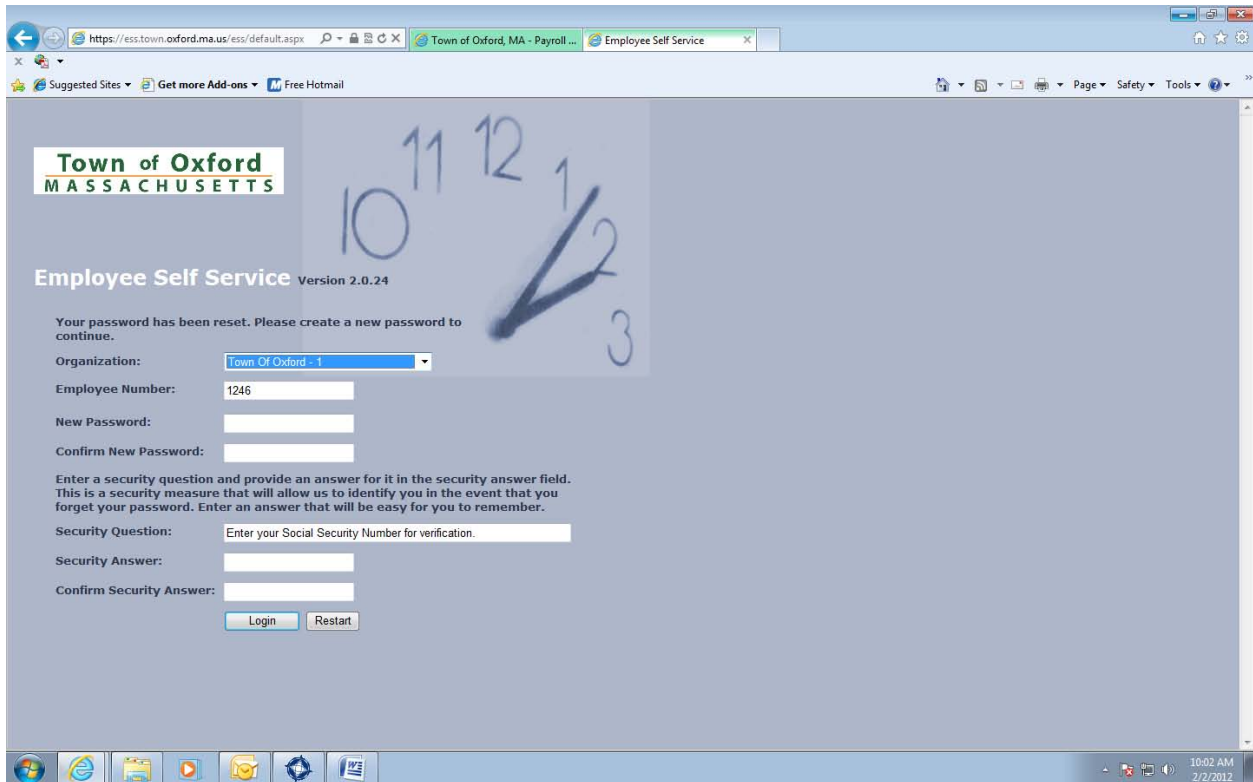
Please note: Internet Explorer is the only browser that the portal can be used with. You may be able to use other browsers but all of the features may not show or work correctly.



- Make sure that your Organization is correct in the first box. If it is not, choose the correct organization from the dropdown menu (1 for Town and 2 for School).
- Enter Employee Number which can be found on the top line of a paystub (4 digits – number starts with a 1 for town employees or 5 for school employees)
- **Do not enter a Password (you will choose a password after the login step below)**
- Press Login

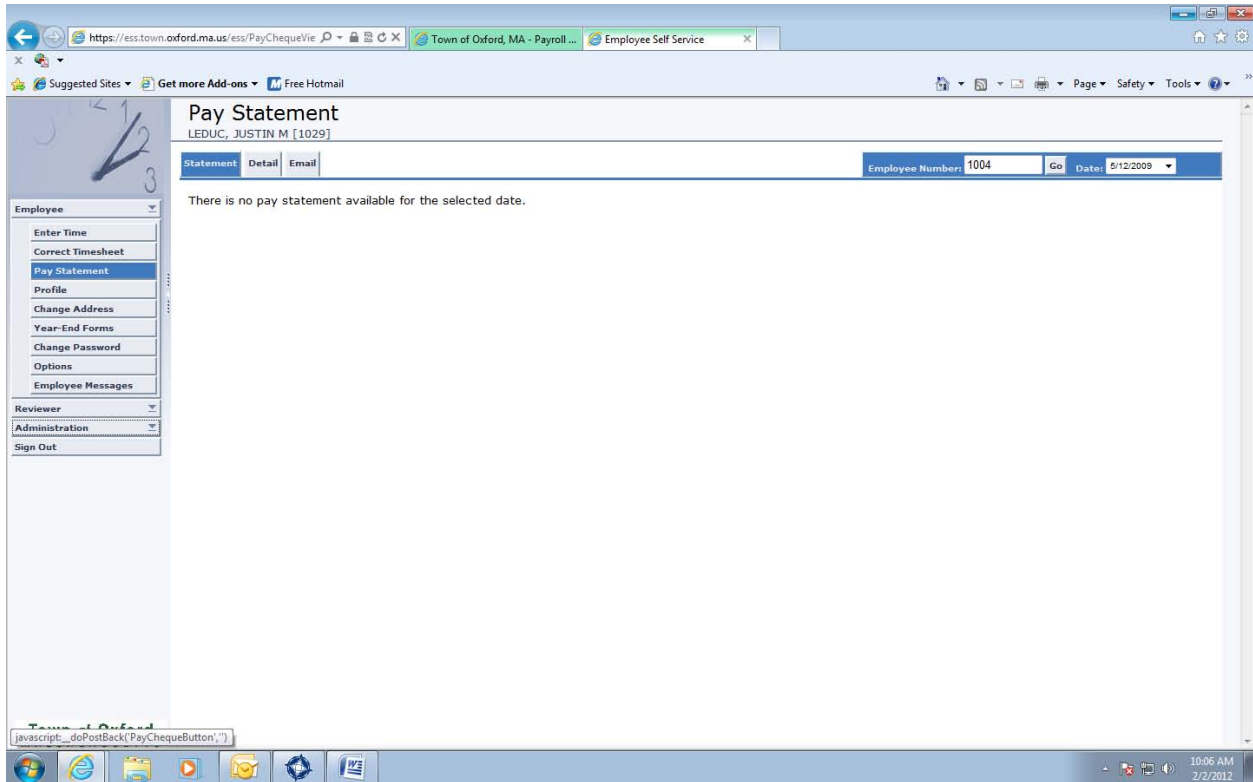


- Enter Social Security Number for Security Answer - you are assigned a security answer and this is your social security number without the leading zeros and no dashes – example: if your SSN number is 001-23-4567, enter 1234567
- Press Reset Password



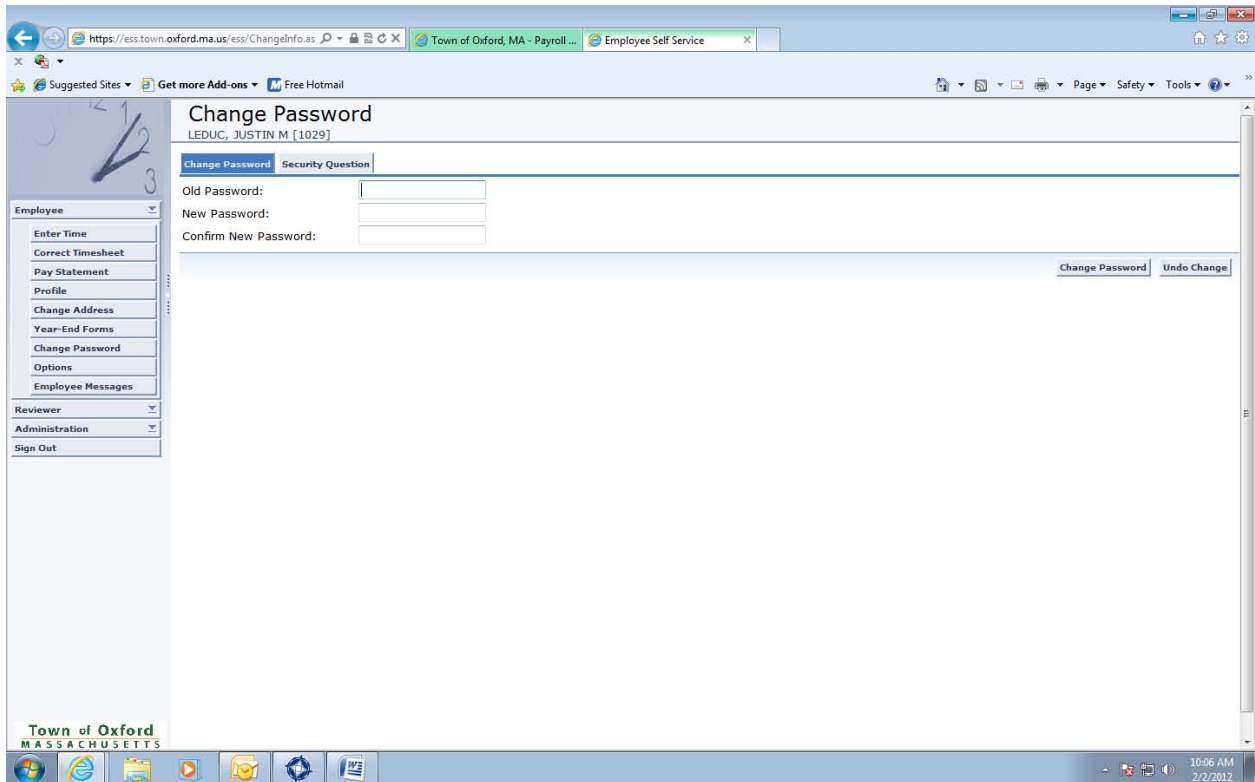
- Enter New Password
 - Your password must contain at least 8 characters
 - Your password must contain at least 1 non-alphanumeric character (i.e. #,%,*, etc)
 - Your password cannot contain your employee number
- Confirm New Password
- Enter SSN for Security Answer – this is your full social security number without the dashes (leading zeros can be used here)
- Enter SSN for Confirm Security Answer – this is your full social security number without the dashes (leading zeros can be used here)
- Press Login

WHAT ITEMS CAN BE USED IN THE PORTAL

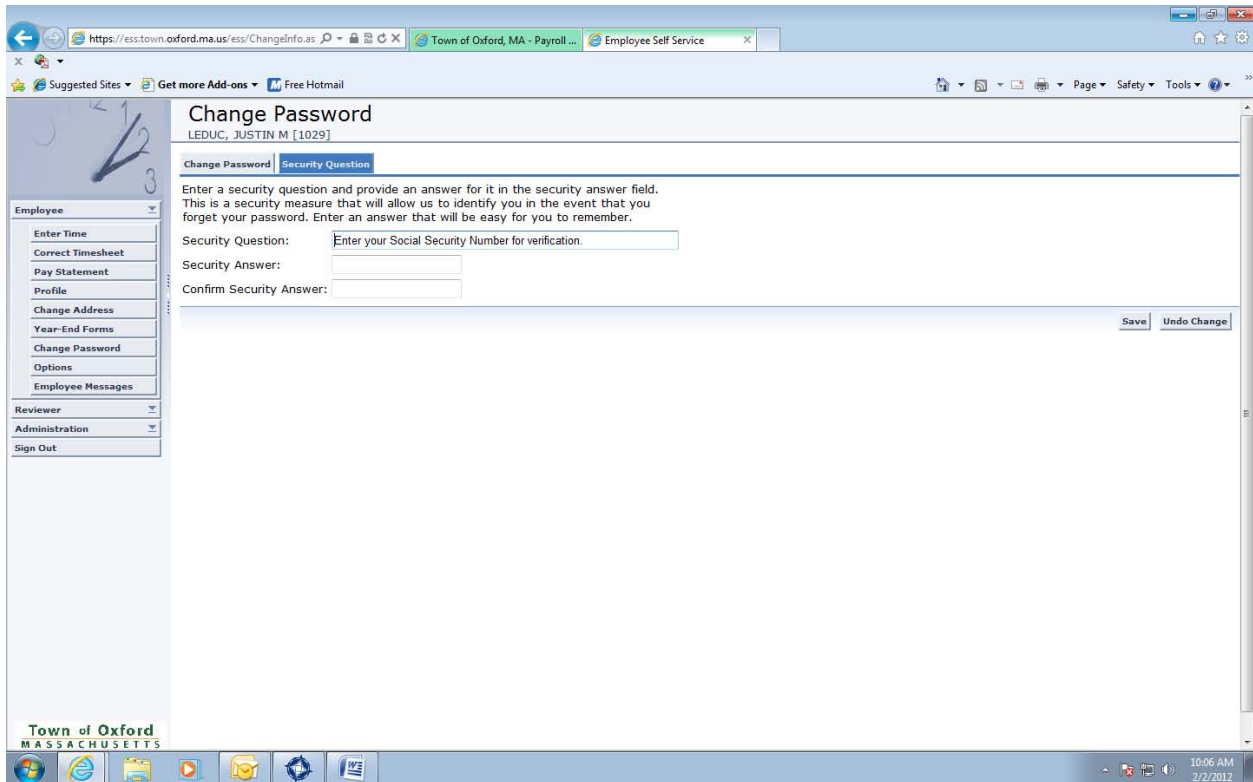


To access the following options, click on the Employee button on the top left side and the drop down box will open with the options below.

- Pay Statement:** Use the drop-down in the upper right corner to select the check date that you would like to view. When the pay statement appears, you will be able to view and use the printer button on the menu above the pay statement to print it out.
- Profile:** The profile screen provides the ability to review your benefit information, direct deposits, employee profile, leave balances (no leave balances are available for school employees) and tax information.
- Year-End Forms:** Use the drop-down in the upper right corner to select the tax year. When the W2 appears, it is in a .pdf format and you are able to use the printer button on the menu above the W2 to print it out.



Change Password: You may change your password by entering in your old password, new password and then confirm the password. Press the Change Password button on bottom right.



You may also set up your own security question (select the right tab) such as “What is your cat’s name?” or whatever question you would like to have asked when prompted. Enter the answer under Security Answer and then under Confirm Security Answer. Press the Save button on bottom right.