

#### If you have any questions while using these features, please contact your Human Resources or Payroll Office

This guide is designed to provide the information needed to successfully use the new Employee Self-Service features.

#### Contents

Note: To advance to a specific section, press the CTRL key on your keyboard and click on the name of the section.

Login	. 2
W-2/W-2c Consent	. 3
Update Home and Mailing Address	. 4
Update Phone Numbers	. 5
Update Email Addresses	. 6
Update Emergency Contacts	. 7
Update Ethnicity	. 9
Update Disability	10

### Login

- Enter https://eapps.erp.delaware.gov in your browser address bar.
- Press Enter or Click Go.

Note: It is recommended that you save this in your 'Favorites'.

	<ul> <li>The Employee Self-Service website opens.</li> <li>Enter your Employee ID (six-digit number).</li> <li>Enter your Password.</li> <li>Click Sign-In.</li> </ul>
Applicit to a refere     to an all to an	The Employee Self-Service Main Page opens.

#### W-2/W-2c Consent

Favorites       Main Menu         Search Menu:       Image: Components         Top Menu       Image: Components         Image: DE Leave Accrual Components       Image: Components         Image: Self Service       Image: Components         The menu       Reporting Tools         Image: Personal Information       Image: Components         Image: Personal Information       Image: Personal Information         Highlights       Image: Personal Information         Recently Used pages now appear       Image: Component	<ul> <li>Click Main Menu.</li> <li>Click Self Service.</li> <li>Click Payroll and Compensation.</li> <li>Click W-2/W-2c Consent.</li> <li>Page may take a few seconds to display. Wait for screen to load.</li> </ul>
The Consent page opens.         Employee Name         Check below to change your delivery method of W-2 and W-2c forms.         Select the check box below to receive electronic W-2 and W-2c forms through Employee Self Service. If you do not consent, a paper form will be printed and mailed to you by January 31 each year. Your consent will be valid for all subsequent years unless withdrawn by you or you terminate employment.         Note: If you also work as an election poll worker, you will receive a paper W-2 for those payments regardless of your consent status.         Your Current Status:       No consent received.         Check here to indicate your consent to receive electronic W-2 and W-2c forms.         Submit	ConsentNote: If you have an email address in Employee Self-Service, you will receive an email confirmation to your"Preferred" email address when you consent or withdraw your consent. If you have an email address but it's not entered in the Employee Self-Service Email Address page, see the Update Email Address section of this guide to add it.Note: New employees are unable to consent until they receive their first pay.• Click the Check here to indicate your consent to receive electronic W-2 and W- 2c forms checkbox.
The Submit was successful.	Click the Submit button. You will receive a Submit Confirmation. Click OK.
Employee Name	Withdraw Consent
Check below to change your delivery method of W-2 and W-2c forms. You have consented to receive electronic W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must withdraw your consent by checking the box below. Withdrawal of consent will be effective on the date received by PHRST. If consent is withdrawn, it will only be effective for any W-2 form not yet issued. After you submit the withdrawal, it remains valid until you make a change through Employee Self- Service.	<ul> <li>The Current Status is Consent received.</li> <li>Click the Check here to withdraw your consent to receive electronic W-2 and W-2c forms checkbox.</li> </ul>
Your Current Status:       Consent received         Check here to withdraw your consent to receive electronic W-2 and W-2c forms.         Submit         Submit         The Submit was successful.	<ul> <li>Click the Submit button. You will receive a Submit Confirmation. Click OK.</li> </ul>
Employee Name Check below to change your delivery method of W-2 and W-2c forms. Select the check box below to receive electronic W-2 and W-2c forms through Employee Self Service. If you do not subsequent years unless withdrawn by you or you terminate employment. Note: If you also work as an election poll worker, you will receive a paper W-2 for those payments regardless of your consent status. Your Current Status: Consent Withdrawn Check here to indicate your consent to receive electronic W-2 and W-2c forms. Submit	The Current Status changes to Consent Withdrawn.

### Update Home and Mailing Address

Favorites       Main Menu         Search Menu:	<ul> <li>Click Main Menu.</li> <li>Click Self Service.</li> <li>Click Personal Information.</li> <li>Click Home and Mailing Address.</li> <li>Page may take a few seconds to display. Wait for screen to load.</li> </ul>
Home and Mailing Address Employee Name Addresses Addresses Address Type Status As Of Country Address Edit Home Current 10/23/2013 USA 123 Disney Avenue Dover, DE 19901 d. K *Address Type: Add Elick Here for Help with Address Types * Required Field	<ul> <li>The Home and Mailing Address page opens.</li> <li><u>Update an Address</u></li> <li>Click the Edit icon.</li> </ul>
Edit Home Address         Change As Of:       10/23/2013 (g)         (example: 01/31/2000)         Country:       United States         Change Country:       Address 1:         Address 1:       123 Disney Avenue         Address 3:       C         City:       Dover         Postal:       19901         Country:       K         Save       Cancel	<ul> <li>The Edit Home Address page opens.</li> <li>Enter today's date or a future date. A past date cannot be entered. Contact your Human Resources or Payroll Office if the date should be a date prior to today's date.</li> <li>Update the address fields that need to be changed.</li> <li>Click the Save button. You will receive a Save Confirmation. Click OK.</li> </ul> Add a Mailing Address Note: Only designate a Mailing Address if it is different than your Home address, such as a PO Box. Choose "Mail" from the Address Type drop down box and click the Add button.
Add Mailing Address   Change As Of:   10/23/2013   Bi   (example: 01/31/2000)   Country:   United States   Change Country   Address 1:   Address 2:   Address 3:   City:   Postal:   County:   Save   Cancel	<ul> <li>The Add Mailing Address page opens.</li> <li>Enter today's date or a future date. A past date cannot be entered. Contact your Human Resources or Payroll Office if the date should be a date prior to today's date.</li> <li>Complete the address fields.</li> <li>Click the Save button. You will receive a Save Confirmation. Click OK.</li> </ul> Delete a Mailing Address You cannot delete Home or Mailing Addresses. Contact your Human Resources or Payroll Office if one needs to be inactivated.

### **Update Phone Numbers**

Pavorites Man Menu Search Menu: Top Menu Search Menu: Reporting Tools The menu Menu to g People Tools Highlights Recently Used pages now Recently Used pages now Recently Used pages now Recently Used pages now	<ul> <li>Click Main Menu.</li> <li>Click Self Service.</li> <li>Click Personal Information.</li> <li>Click Phone Numbers.</li> <li>Page may take a few seconds to display. Wait for screen to load.</li> </ul>
The <b>Phone Numbers</b> page opens.	Add Phone Numbers
Phone Numbers	Click the Add Phone Number button.
Employee Name Enter your phone numbers below. Phone Numbers 'Phone Type 'Telephone Extension Preferred Delete	Choose a <b>Phone Type</b> from the drop down box. <i>Note:</i> You can only use each <b>Phone Type</b> once.
Add Phone Number     * Must Include Area Code  Save  * Required Field	• Enter the 10-digit <b>Telephone Number</b> without any formatting. The system will format the field once you tab out.
* Required Held	Click the <b>Save</b> button. You will receive a <b>Save Confirmation</b> . Click <b>OK</b> .
Phone Numbers	Update a Phone Number
Employee Name Enter your phone numbers below.	Click in the <b>Telephone</b> field.
Phone Numbers Phone Type *Telephone Extension Preferred Delete	Delete the existing number.
Home (Listed) 302/111-1111	Enter the new number.
Add Phone Number * Must Include Area Code	• Click the <b>Save</b> button. You will receive a <b>Save Confirmation</b> . Click <b>OK</b> .
	Delete a Phone Number
Phone Numbers Employee Name Enter your phone numbers below. Phone Numbers	• If you have multiple <b>Phone Numbers</b> you can delete all but one. One must remain and be marked as <b>Preferred</b> .
Phone Type     *Telephone     Extension     Preferred     Delete       Cell (Listed)     302/222-2222     Image: Color of the second	• To change another number to <b>Preferred</b> click the <b>Preferred</b> checkbox.
Add Phone Number * Must Include Area Code	Note: If you only have one <b>Phone Number</b> you cannot delete it. Contact your Human Resources or Payroll Office.
	Click the <b>Delete</b> icon.
Phone Numbers Delete Confirmation	• You will receive a message to confirm that you want to delete the <b>Phone Number</b> .
	Click the <b>Yes-Delete</b> button.
? Are you sure you want to delete Phone Number (Cell (Listed))?           Yes - Delete         No - Do Not Delete	Note: One <b>Phone</b> Number must be marked <b>Preferred</b> . If the <b>Phone Number</b> you are attempting to delete is marked as <b>Preferred</b> , you must mark one of the remaining <b>Phone Numbers</b> as <b>Preferred</b> before you can delete.

### **Update Email Addresses**

Favorites       Man Menu         Search Menu:	<ul> <li>Click Main Menu.</li> <li>Click Self Service.</li> <li>Click Personal Information.</li> <li>Click Email Addresses.</li> <li>Page may take a few seconds to display. Wait for screen to load.</li> </ul>
The Email Addresses page opens.	Add Email Addresses
Email Addresses	Click the Add Email Address button.
Email Addresses "Email Address "Email Address Preferred Delete  Add Email Address	<ul> <li>Choose an Email Type from the drop down box. Note: You can only use each Email Type once.</li> </ul>
Save     Required Field	• Enter the <b>Email Address</b> . Note: The email address must be entered properly, i.e. @aol.com, @comcast.net, etc.
	• Click the <b>Save</b> button. You will receive a <b>Save Confirmation</b> . Click <b>OK</b> .
	Update an Email Address
Email Addresses	Click in the Email Address field.
Email Addresses 'Email Address 'Emai	Delete the existing email.
Home EmployeeName@comcast.net	Enter the new email.
Add Email Address Save * Required Field	Click the <b>Save</b> button. You will receive a <b>Save Confirmation</b> . Click <b>OK</b> .
	Delete an Email Address
Email Addresses Employee Name Email Addresses 'Email Address Preferred Delete	• If you have multiple <b>Email Addresses</b> you can delete all but one. One must remain and be marked as <b>Preferred</b> .
Home EmployeeName@comcast.net  Work Employee.Name@state.de.us  Add Email Address	<ul> <li>To change another Email Address to Preferred click the Preferred checkbox.</li> </ul>
Save * Required Field	Note: If you only have one <b>Email Address</b> you cannot delete it. Contact your Human Resources or Payroll Office.
Email Addresses	Click the <b>Delete</b> icon.
Delete Confirmation	• You will receive a message to confirm that you want to delete the <b>Email Address</b> .
? Are you sure you want to delete Email Address (Dormitory)?	Click the <b>Yes-Delete</b> button.
Yes - Delete No - Do Not Delete	Note: One <b>Email Address</b> must be marked <b>Preferred</b> . If the <b>Email Address</b> you are attempting to delete is marked as <b>Preferred</b> , you must mark one of the remaining <b>Email Addresses</b> as <b>Preferred</b> before you can delete.

## **Update Emergency Contacts**

Favorites       Main Menu:         Top Menu       Search Menu:         Top Menu       Personal Information         Henvier       Personal Information         People Tools       Personal Information         Henvier       People Tools         Highlights       Penergency Contacts         Recently Used pages now       People Tools         People Tools       People Tools         Highlights       Penergency Contacts         Emergency Contacts       People Tools         Emergency Contacts       People Primary Contact         Entergency Contacts       Peint Peint Perimary Contact         Entergency Contacts       Peint	<ul> <li>Click Main Menu.</li> <li>Click Self Service.</li> <li>Click Personal Information.</li> <li>Click Emergency Contacts.</li> <li>Page may take a few seconds to display. Wait for screen to load.</li> <li>Add Emergency Contacts</li> <li>Click the Add Emergency Contact button.</li> </ul>
The Emergency Contact Detail page opens. Emergency Contacts Emergency Contact Detail	<ul> <li>Add Emergency Contact Details</li> <li>Enter the Contact Name.</li> </ul>
Employee Name Address and Telephone	Choose a <b>Relationship to Employee</b> from the drop down box.
Contact Name:  Relationship to Employee:  Other  Contact has the same address as the employee	<ul> <li>If the Contact has the same address and telephone number as you, check the appropriate boxes.</li> </ul>
Address         Country:       United States         Change Country         Address:	• If the <b>Contact</b> has a different address, click the <b>Edit Address</b> button and enter the address.
Phone Telephone: Other Telephone Numbers Emergency Contacts Phone Type Phone Number Extension Delete	• If the <b>Contact</b> has a different phone number, enter the 10-digit <b>Phone Number</b> without any formatting in the <b>Telephone</b> field. The system will format the field once you tab out.
Add Phone Number * Must Include Area Code	• You can add additional phone numbers by clicking the <b>Add Phone Number</b> button and enter the additional number(s).
* Required Field Return to Emergency Contacts	Click the <b>Save</b> button. You will receive a <b>Save Confirmation</b> . Click <b>OK</b> .
Emergency Contacts Employee Name Emergency Contacts Contact Name Relationship to Employee Primary Contact Edit Delete Emergency Contacts Name Spouse I I I I I I I I I I I I I I I I I I I	<ul> <li>Update an Emergency Contact</li> <li>Click the Edit icon.</li> <li>The Emergency Contact Detail page opens (shown above).</li> <li>Update the information as needed.</li> </ul>
	Click the <b>Save</b> button. You will receive a <b>Save Confirmation</b> . Click <b>OK</b> .

	Delete an Emergency Contact
Emergency Contacts Emergency Contacts Emergency Contacts Contact Name Relationship to Employee Primary Contact Edit Delete	• If you have multiple <b>Emergency Contacts</b> you can delete all but one. One must remain and be marked as <b>Primary</b> .
Emergency Contacts Name Spouse     Image: Contact State       Additional Emergency Contact     Save	• To change another <b>Emergency Contact</b> to <b>Primary</b> , click the checkbox of the one you do NOT want to be the <b>Primary Contact.</b> Then click the checkbox of the one you want to be the <b>Primary Contact.</b>
	Note: If you only have one <b>Emergency Contact</b> you cannot delete it. Contact your Human Resources or Payroll Office.
	Click the <b>Delete</b> icon.
Emergency Contacts Delete Confirmation	• You will receive a message to confirm that you want to delete the <b>Emergency Contact</b> .
	Click the <b>Yes-Delete</b> button.
Are you sure you want to delete Emergency Contact         Yes - Delete         No - Do Not Delete	Note: One <b>Emergency Contact</b> must be marked <b>Primary</b> . If the <b>Emergency Contact</b> you are attempting to delete is marked as <b>Primary</b> , you must mark one of the remaining <b>Emergency Contact</b> as <b>Primary</b> before you can delete.

### Update Ethnicity

Favorites       Main Meni         Search Menu:	<ul> <li>Click Main Menu.</li> <li>Click Self Service.</li> <li>Click Personal Information.</li> <li>Click Ethnicity.</li> <li>Page may take a few seconds to display. Wait for screen to load.</li> </ul>
FUNCIFY         Engloyee Name         The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer is voluntarily self-identify their race or ethnicity. Submission of this information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights endorcement. When reported, data will not identify any secritic individual and will be reported as aggregate data.         The information you submit will populate your Personal Data page and only the Ethnicity you designate as primary will be used for EEO Statistical purposes.         ETHNICITY         Description         Primary         Delete         White         Delete Categories         Add an Ethnic Group         Save	<ul> <li>Add an Ethnicity</li> <li>Click the Add an Ethnic Group button.</li> <li>Choose an Ethnicity from the drop down box.</li> <li>Click the Ethnic Categories link for definitions.</li> <li>Click the Save button. You will receive a Save Confirmation. Click OK.</li> </ul>
ETHNICITY         Description       Primary       Delete         Hispanic       Image: Comparison of the second seco	<ul> <li>Delete an Ethnicity</li> <li>If you have multiple Ethnicities you can delete all but one. One must remain and be marked as Primary.</li> <li>To change another Ethnicity to Primary click the Primary checkbox.</li> <li>Note: If there is only one Ethnicity you cannot delete it.</li> </ul>
ETHNICITY Delete Confirmation  Are you sure you want to delete Ethnic Group (ASIAN)?  Yes - Delete No - Do Not Delete	<ul> <li>Click the Delete icon.</li> <li>You will receive a message to confirm that you want to delete the Ethnicity.</li> <li>Click the Yes-Delete button.</li> <li>Note: One Ethnicity must be marked Primary. If the Ethnicity you are attempting to delete is marked as Primary, you must mark one of the remaining Ethnicities as Primary before you can delete.</li> </ul>

### Update Disability

Favorites     Man Menu       Search Henu:     >       Top Menu             • Reporting Tools         • Personal Information         • Personal Information         • Personal Address         • Personal Address         • Personal Compensation         • Phone Numbers         • Email Addresses         • Email Addresses         • Email Addresses         • Emargency Contacts         • Ethnicty         • Disability         • Disability	<ul> <li>Click Main Menu.</li> <li>Click Self Service.</li> <li>Click Personal Information.</li> <li>Click Disability.</li> <li>Page may take a few seconds to display. Wait for screen to load.</li> </ul>
The <b>Disability</b> page opens.	<ul> <li>Add Disability Indicator</li> <li>Click the Person with a Disability and/or</li> </ul>
The completion of this information is voluntary. If you choose to provide the requested information, it will be kept confidential and will be used to update general employment statistics on the states number of employees who have voluntarily self- disclosed as a person with a disability and will not identify any specific individual.	Veteran with a Disability checkbox.
Disability         Definition of a Person with a Disability           Person with a Disability         Definition of a Person with a Disability           Image: Second	<ul> <li>Click the Definition of a Person with a Disability and/or Definition of a Veteran with a Disability links for definitions.</li> <li>Click the Save button. You will receive a Save Confirmation. Click OK.</li> </ul>
Environ ID: 999999 The completion of this information is <b>voluntary</b> . If you choose to provide the requested information, it will be kept confidential	Remove Disability Indicator
and will be used to update general employment statistics on the states number of employees who have voluntarily self- disclosed as a person with a disability and will not identify any specific individual.	<ul> <li>Click the checkbox of the indicator you want to remove.</li> <li>Click the Save button. You will receive a</li> </ul>
Elios     Constituty     Destinition of a Veteran with a Disability     Veteran with a Disability     Destinition of a Veteran with a Disability     Veteran with a Disability     Destinity     As a State of Delawate employee with a qualified disability, please be advised that if you have questions regarding the     reasonable accommodation process or you believe you require an accommodation you must contact your supervisor, ADA     Coordinator or HR Manager.	Save Confirmation. Click OK.