State of Delaware Employee Self-Service User Guide for eProfile & online W-2 forms

> 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

• 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'.*	
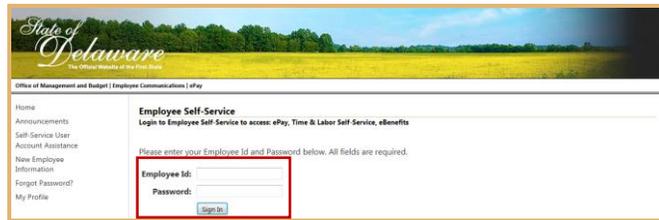
	The **Employee Self-Service** website opens. • Enter your **Employee ID** (six-digit number). • Enter your **Password**. • Click **Sign-In**.
	The **Employee Self-Service Main Page** opens.
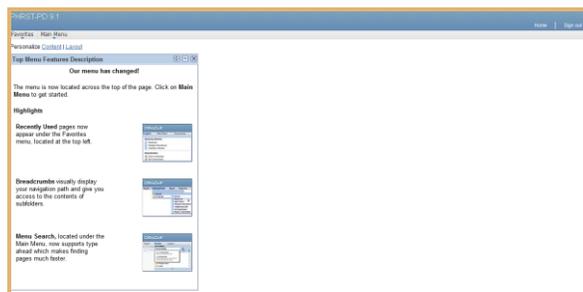
W-2/W-2c Consent
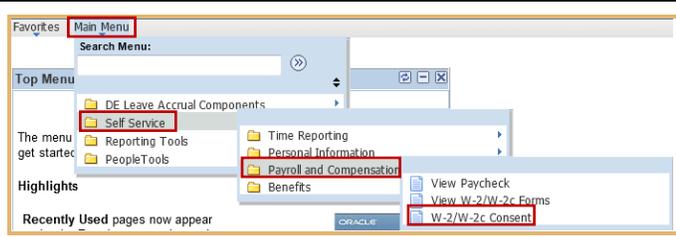
	• Click **Main Menu**. • Click **Self Service**. • Click **Payroll and Compensation**. • Click **W-2/W-2c Consent**. *Page may take a few seconds to display. Wait for screen to load.*
The **Consent** page opens. 	**Consent** *Note: If you have an email address in Employee Self-Service, you will receive 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. • Click the **Submit** button. You will receive a **Submit Confirmation**. Click **OK**.
	Withdraw Consent • The **Current Status** is **Consent received**. • Click the **Check here to withdraw your consent to receive electronic W-2 and W-2c forms** checkbox. • Click the **Submit** button. You will receive a **Submit Confirmation**. Click **OK**. • The **Current Status** changes to **Consent Withdrawn**.

Update Home and Mailing Address
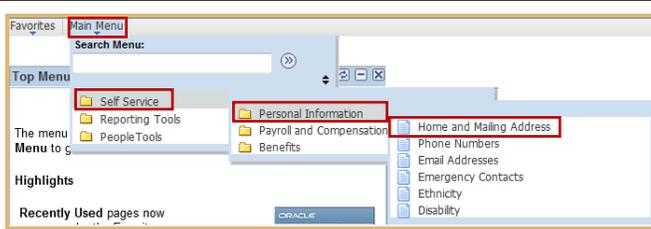
	• Click **Main Menu**. • Click **Self Service**. • Click **Personal Information**. • Click **Home and Mailing Address**. *Page may take a few seconds to display. Wait for screen to load.*
	The **Home and Mailing Address** page opens. **Update an Address** • Click the **Edit** icon.
	The **Edit Home Address** page opens. • 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. • Update the address fields that need to be changed. • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
	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.
	The **Add Mailing Address** page opens. • 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. • Complete the address fields. • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
	Delete a Mailing Address *You cannot delete Home or Mailing Addresses. Contact your Human Resources or Payroll Office if one needs to be inactivated.*
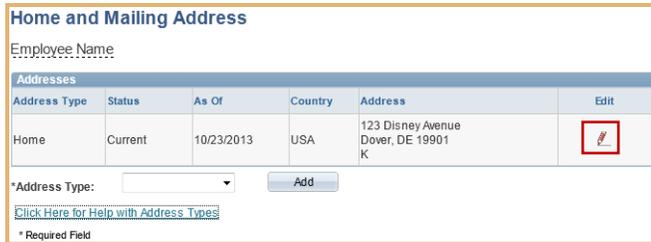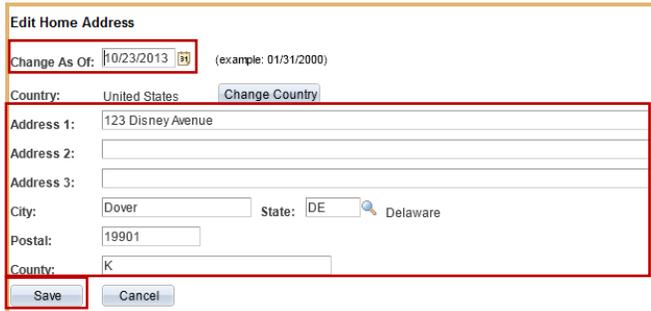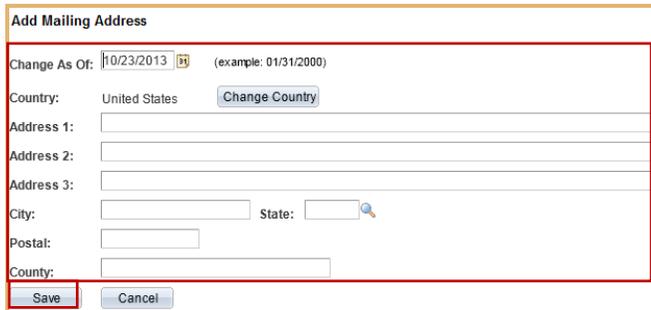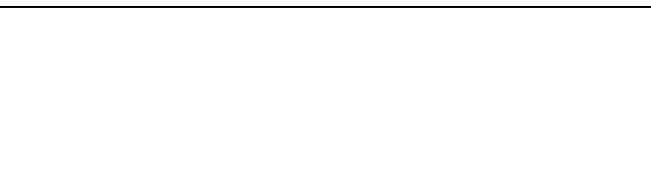
Update Phone Numbers
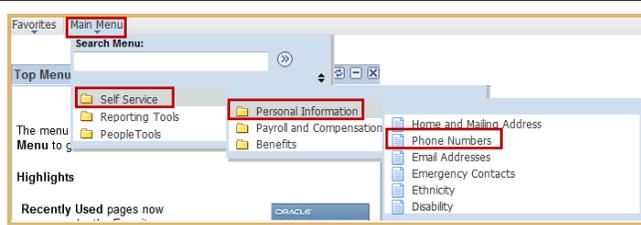
	• Click **Main Menu**. • Click **Self Service**. • Click **Personal Information**. • Click **Phone Numbers**. *Page may take a few seconds to display. Wait for screen to load.*
The **Phone Numbers** page opens. 	**Add Phone Numbers** • Click the **Add Phone Number** button. • Choose a **Phone Type** from the drop down box. *Note: You can only use each **Phone Type** once.* • Enter the 10-digit **Telephone Number** without any formatting. The system will format the field once you tab out. • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
	Update a Phone Number • Click in the **Telephone** field. • Delete the existing number. • Enter the new number. • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
  	Delete a Phone Number • If you have multiple **Phone Numbers** you can delete all but one. One must remain and be marked as **Preferred**. • To change another number to **Preferred** click the **Preferred** checkbox. *Note: If you only have one **Phone Number** you cannot delete it. Contact your Human Resources or Payroll Office.* • Click the **Delete** icon. • You will receive a message to confirm that you want to delete the **Phone Number**. • Click the **Yes-Delete** button. *Note: One **Phone Number** must be marked **Preferred**. If the **Phone Number** you are attempting to delete is marked as **Preferred**, you must mark one of the remaining **Phone Numbers** as **Preferred** before you can delete.*

Update Email Addresses
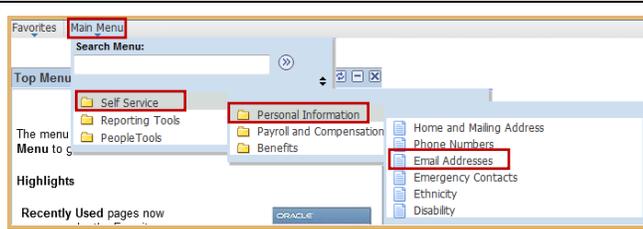
	• Click **Main Menu**. • Click **Self Service**. • Click **Personal Information**. • Click **Email Addresses**. *Page may take a few seconds to display. Wait for screen to load.*
The **Email Addresses** page opens. 	**Add Email Addresses** • Click the **Add Email Address** button. • Choose an **Email Type** from the drop down box. *Note: You can only use each **Email Type** once.* • Enter the **Email Address**. *Note: The email address must be entered properly, i.e. @aol.com, @comcast.net, etc.* • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
	Update an Email Address • Click in the **Email Address** field. • Delete the existing email. • Enter the new email. • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
  	Delete an Email Address • If you have multiple **Email Addresses** you can delete all but one. One must remain and be marked as **Preferred**. • To change another **Email Address** to **Preferred** click the **Preferred** checkbox. *Note: If you only have one **Email Address** you cannot delete it. Contact your Human Resources or Payroll Office.* • Click the **Delete** icon. • You will receive a message to confirm that you want to delete the **Email Address**. • Click the **Yes-Delete** button. *Note: One **Email Address** must be marked **Preferred**. If the **Email Address** you are attempting to delete is marked as **Preferred**, you must mark one of the remaining **Email Addresses** as **Preferred** before you can delete.*
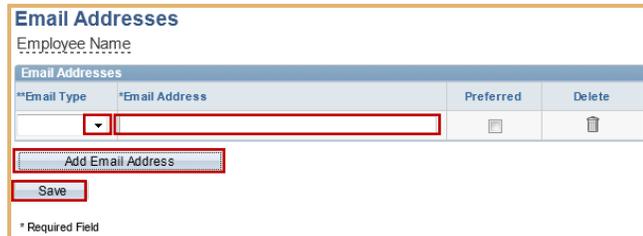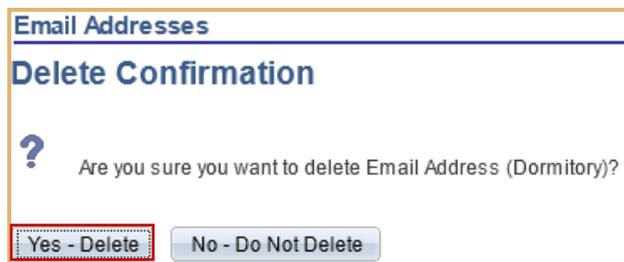
Update Emergency Contacts
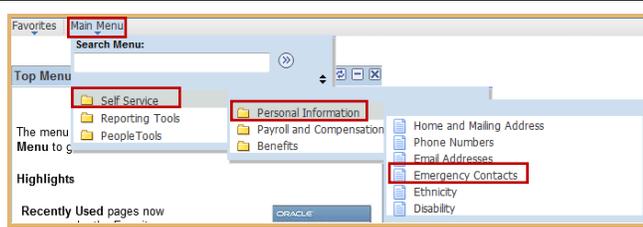
	• Click **Main Menu**. • Click **Self Service**. • Click **Personal Information**. • Click **Emergency Contacts**. *Page may take a few seconds to display. Wait for screen to load.*
The **Emergency Contacts** page opens. 	**Add Emergency Contacts** • Click the **Add Emergency Contact** button.
The **Emergency Contact Detail** page opens. 	**Add Emergency Contact Details** • Enter the **Contact Name**. • Choose a **Relationship to Employee** from the drop down box. • If the **Contact** has the same address and telephone number as you, check the appropriate boxes. • If the **Contact** has a different address, click the **Edit Address** button and enter the address. • If the **Contact** has a different phone number, enter the 10-digit **Phone Number** without any formatting in the **Telephone** field. The system will format the field once you tab out. • You can add additional phone numbers by clicking the **Add Phone Number** button and enter the additional number(s). • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
	Update an Emergency Contact • Click the **Edit** icon. • The **Emergency Contact Detail** page opens (shown above). • Update the information as needed. • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
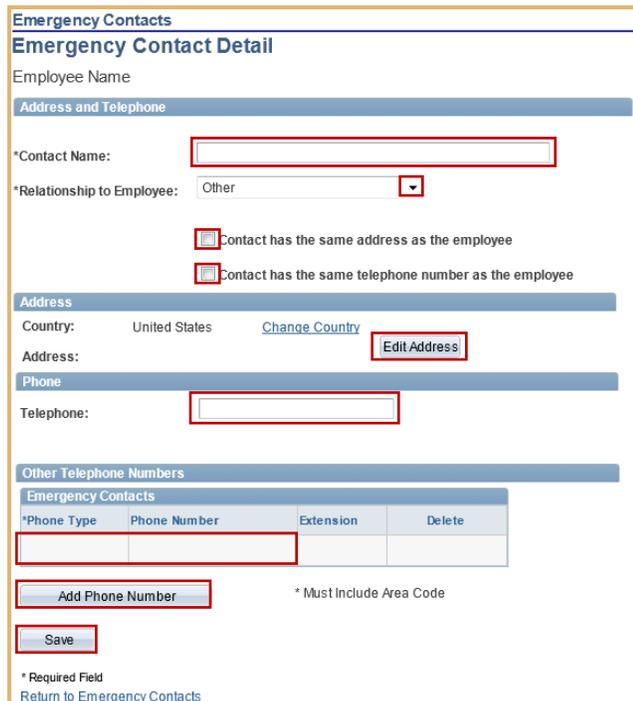
Emergency Contacts

Employee Name

Emergency Contacts				
Contact Name	**Relationship to Employee**	**Primary Contact**	**Edit**	**Delete**
Emergency Contacts Name	Spouse	☑	✎	🗑
Addtional Emergency Contact	Sibling	☐	✎	🗑

[Add Emergency Contact]

[Save]

Emergency Contacts

Delete Confirmation

❓ Are you sure you want to delete Emergency Contact

[Yes - Delete]   [No - Do Not Delete]

Delete an Emergency Contact

- If you have multiple **Emergency Contacts** you can delete all but one. One must remain and be marked as **Primary**.

- To change another **Emergency Contact** to **Primary**, click the checkbox of the one you do NOT want to be the **Primary Contact.** Then click the checkbox of the one you want to be the **Primary Contact**.

*Note: If you only have one **Emergency Contact** you cannot delete it. Contact your Human Resources or Payroll Office.*

- Click the **Delete** icon.

- You will receive a message to confirm that you want to delete the **Emergency Contact**.

- Click the **Yes-Delete** button.

*Note: One **Emergency Contact** must be marked **Primary**. If the **Emergency Contact** you are attempting to delete is marked as **Primary**, you must mark one of the remaining **Emergency Contact** as **Primary** before you can delete.*

Update Ethnicity
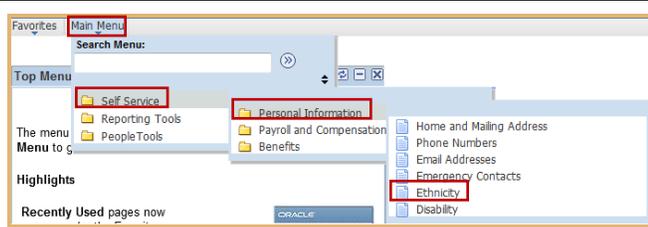
	• Click **Main Menu**. • Click **Self Service**. • Click **Personal Information**. • Click **Ethnicity**. *Page may take a few seconds to display. Wait for screen to load.*
The **Ethnicity** page opens. 	**Add an Ethnicity** • Click the **Add an Ethnic Group** button. • Choose an **Ethnicity** from the drop down box. *Click the **Ethnic Categories** link for definitions.* • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
  	Delete an Ethnicity • If you have multiple **Ethnicities** you can delete all but one. One must remain and be marked as **Primary**. • To change another **Ethnicity** to **Primary** click the **Primary** checkbox. *Note: If there is only one **Ethnicity** you cannot delete it.* • Click the **Delete** icon. • You will receive a message to confirm that you want to delete the **Ethnicity**. • Click the **Yes-Delete** button. *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.*
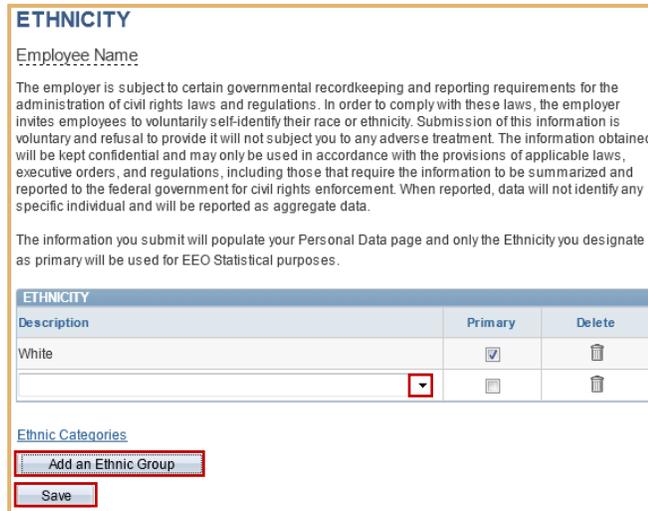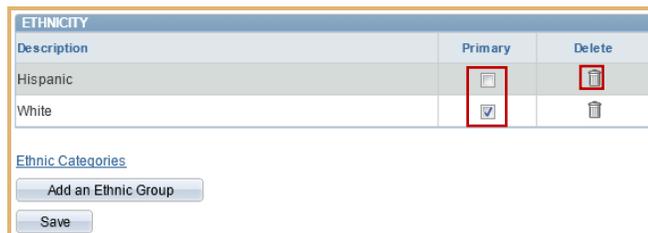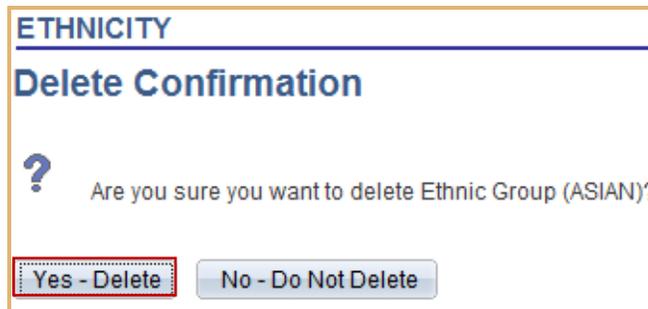
Update Disability
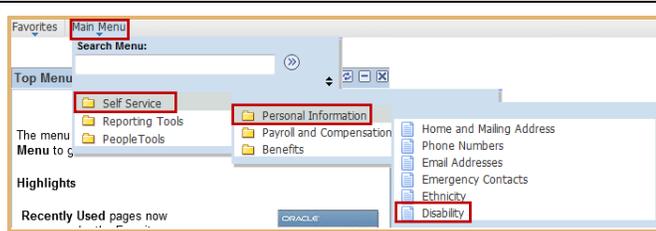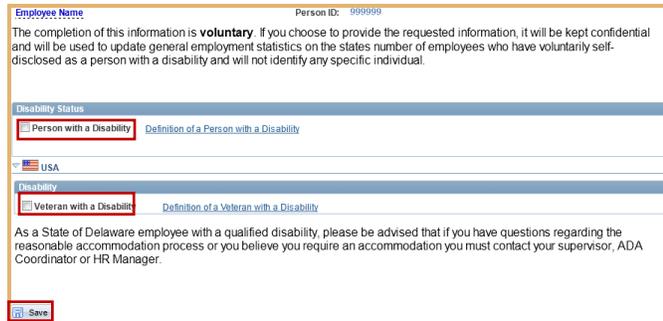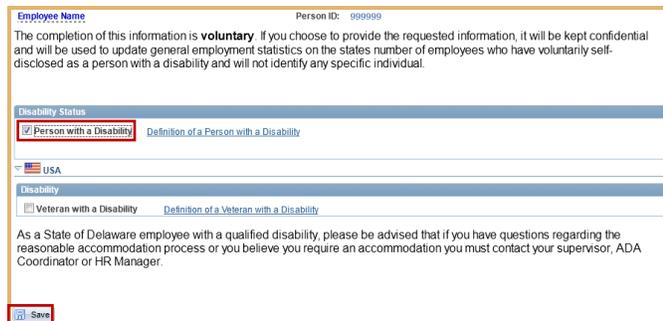
	• Click **Main Menu**. • Click **Self Service**. • Click **Personal Information**. • Click **Disability**. *Page may take a few seconds to display. Wait for screen to load.*
The **Disability** page opens. 	**Add Disability Indicator** • Click the **Person with a Disability** and/or **Veteran with a Disability** checkbox. *Click the **Definition of a Person with a Disability and/or Definition of a Veteran with a Disability** links for definitions.* • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.
	Remove Disability Indicator • Click the checkbox of the indicator you want to remove. • Click the **Save** button. You will receive a **Save Confirmation**. Click **OK**.