Employee Self Service (ESS) Change Report

Navigation: Main Menu > State of Hawaii > Reports > ESS Changes Report

1. Enter a Run Control ID

Employee Self Service Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼Search Criteria

Search by: Run Control ID begins with [   ]

☐ Case Sensitive

[Search] Advanced Search

Report Request Parameters

1. Enter the From Date and the To Date
2. Select the Actions of data you would like to review

Employee Self Service Changes

Run Control ID LS   Report Manager   Process Monitor   [Run]

Report Request Parameters

From Date 09/07/2018 📅   To Date 09/07/2018 📅

Actions

☐ All ESS changes
☑ Employee Address Changes
☑ Emergency Contact Changes
☐ Tax Withholding Changes

3. Click the Run Button

On the Process Scheduler Request

1. Make sure the Type is WEB and the format is TXT
2. Click OK

3. You can click on Process Monitor to review the status of the report being completed. Once the process has gone to "Success" and "Posted" you are able to see the results and move forward.
4. Navigate to Main Menu > Reporting Tools > Report Manager
5. Click on the Administration Tab

6. Click on the File name in the Description filed.

| List | Explorer | Administration | Archives |

View Reports For

| User ID | LSWINE | Type | | Last | | 1 | Days | | Refresh |
| Status | | Folder | | Instance | | to | | |

Report List   Personalize | Find | View All | 📷 | 🖩   First ◀ 1-27 of 27 ▶ Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	87287	106535	M_ESS_TAX_R - ESS_Tax_Withholding_Report.xlsx	10/17/2018 3:40:33PM	Microsoft Excel Files (*.xls)	Posted	Details
☐	87286	106535	M_ESS_EMG_R - ESS Emergency Contact Changes Report.xlsx	10/17/2018 3:40:32PM	Microsoft Excel Files (*.xls)	Posted	Details

7. Click on the file name again on the Report Detail popup to open your results in Excel.

Report Detail

Report

Report ID	87287	**Process Instance**	106535	Message Log
Name	XMLP	**Process Type**	XML Publisher	
Run Status	Success			

M_ESS_TAX_R - ESS_Tax_Withholding_Report.xlsx

Distribution Details

| **Distribution Node** | http_rpt | **Expiration Date** | 01/04/2021 📅 |

File List

Name	File Size (bytes)	Datetime Created
ESS_Tax_Withholding_Report.xlsx	6,697	10/17/2018 3:40:47.274762PM HST

Distribute To

Distribution ID Type	*Distribution ID		
User	LSWINE 🔍	➕	➖

| OK | Cancel |

Note: if the file comes up blank that means that no transactions were entered during the dates selected.

	A	B	C	E	F	G	H	I	J	K	L	M	N
1													
2	Report ID: M_ESS_TAX_R				HIP Employee Self Service Tax Withholding Changes							Page No: 1 of 1	
3												Run Date: 10/17/2018	
4												Run Time: 15:40:33	
5	Empl ID	Name		SSN	Payroll Nbr	Department ID	Effective Date	Tax Jurisdiction	Tax Status	Withholding Allowances	Additional Allowances	Additional Amount	
6													
7													