

Human Resources

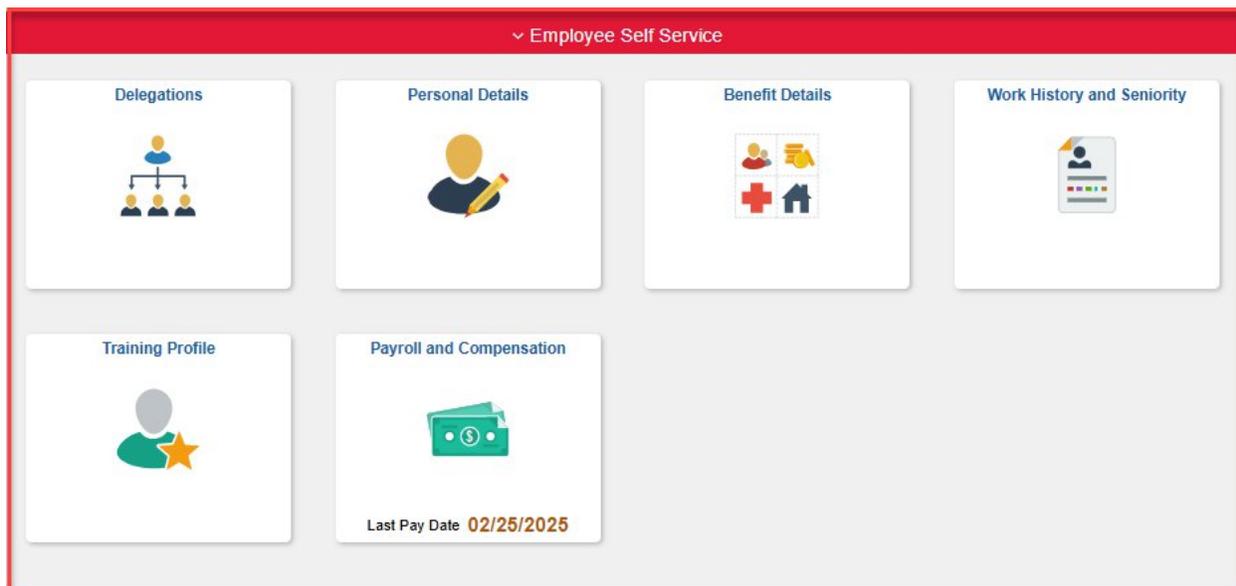
EMPLOYEE SELF SERVICE (ESS) FOR EMPLOYEES REPRESENTED BY CUPE 3903

Last Updated March 13, 2025

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EMPLOYEE SELF SERVICE



The document guides employees represented by CUPE 3903 on how to navigate the Employee Self Service (ESS) system. ESS allows you to access various types of employee data online and is accessible through York University's **HR Self Serve** site:

<https://www.yorku.ca/uit/hrselfserve/>

You will need to obtain an EMPLOYEE Passport York account if you have not already done so. Information regarding creating or re-setting a passport York account can be accessed here:

<https://www.yorku.ca/uit/faculty-and-staff-services/passport-york/>

Support and training for Employee Self Service can be found here:

<https://www.yorku.ca/uit/hrselfserve/py-staff-area/support/>

Should you require technical assistance, please contact askit@yorku.ca; For issues within Employee Self Service, contact hrhelp@yorku.ca;

For questions regarding the work history or seniority counts data, please contact Rhonda Brown or your Sr. Labour Relations Advisor in Faculty Relations [Contact Us - Faculty Relations](#).

1. Work History and Seniority (applicable to CUPE 3903 Units 1, 2 and 3)

In this tile, you can view your:

1.1. Work History Report

Use the online module to access your work history.

Position Title	# Assignments	# Hours	Total # of Type/eq	Union	Start Date	End Date	Department	Course Taught	# of Sections
1 Cancellation Fee - Unit 2	0.12	0	0.12	CUPE2	09/01/2024	09/30/2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
2 Course Director - Unit 2	1.00	0	1.00	CUPE2	09/01/2023	04/30/2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
3 Course Director - Unit 2	0.50	0	0.50	CUPE2	07/01/2023	08/31/2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
4 Course Director - Unit 2	1.00	0	1.00	CUPE2	05/01/2023	08/31/2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
5 Course Director - Unit 2	1.00	0	1.00	CUPE2	09/01/2022	04/30/2023	LAPS - Languages Lit Ling	AP CH 4880 CR= 6.0	1
6 Course Director - Unit 2	1.00	0	1.00	CUPE2	09/01/2022	04/30/2023	LAPS - Languages Lit Ling	AP CH 3800 CR= 6.0	1

Or download it as a PDF file.

Run Date/Time: 25/02/2025 12:34:26 PM

Employee ID:	Name:	Position Title	# Assignments	# Hours	Total # of Type/eq	Union	Start Date	End Date	Department	Course Taught	# of Sections
		Cancellation Fee - Unit 2	0.12	0	0.12	CUPE2	01-Sep-2024	30-Sep-2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
		Course Director - Unit 2	1.00	0	1.00	CUPE2	01-Sep-2023	30-Apr-2024	LAPS - Languages Lit Ling	AP CH 3820 CR= 6.0	1
		Course Director - Unit 2	0.50	0	0.50	CUPE2	01-Jul-2023	31-Aug-2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
		Course Director - Unit 2	1.00	0	1.00	CUPE2	01-May-2023	31-Aug-2023	LAPS - Languages Lit Ling	AP CH 4870 CR= 6.0	1
		Course Director - Unit 2	1.00	0	1.00	CUPE2	01-Sep-2022	30-Apr-2023	LAPS - Languages Lit Ling	AP CH 4880 CR= 6.0	1
		Course Director - Unit 2	1.00	0	1.00	CUPE2	01-Sep-2022	30-Apr-2023	LAPS - Languages Lit Ling	AP CH 3800 CR= 6.0	1

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1.2. Seniority Report

You can use the online module to view your seniority counts.

The screenshot shows the 'Seniority Counter Report' interface. A 'Download Report to PDF' button is highlighted with a red box. The report table is as follows:

Year	Union	Outside Experience Count	CUPE Seniority Count	Capped CUPE Seniority Count	Capped Outside Experience Count	Years of Service
1 2022-2023	CUPE2		3.50	3.00		1
2 2023-2024	CUPE2		1.00	1.00		1
3 2024-2025	CUPE2		0.13	0.13		0
Report Summary Total		Outside Experience Count	CUPE Seniority Count	Capped CUPE Seniority Count	Capped Outside Experience Cnt	Years of Service
			4.63	4.13		2
Summary Total						
			Total Combined Seniority 4.13	Outside Experience Balance 0.00		

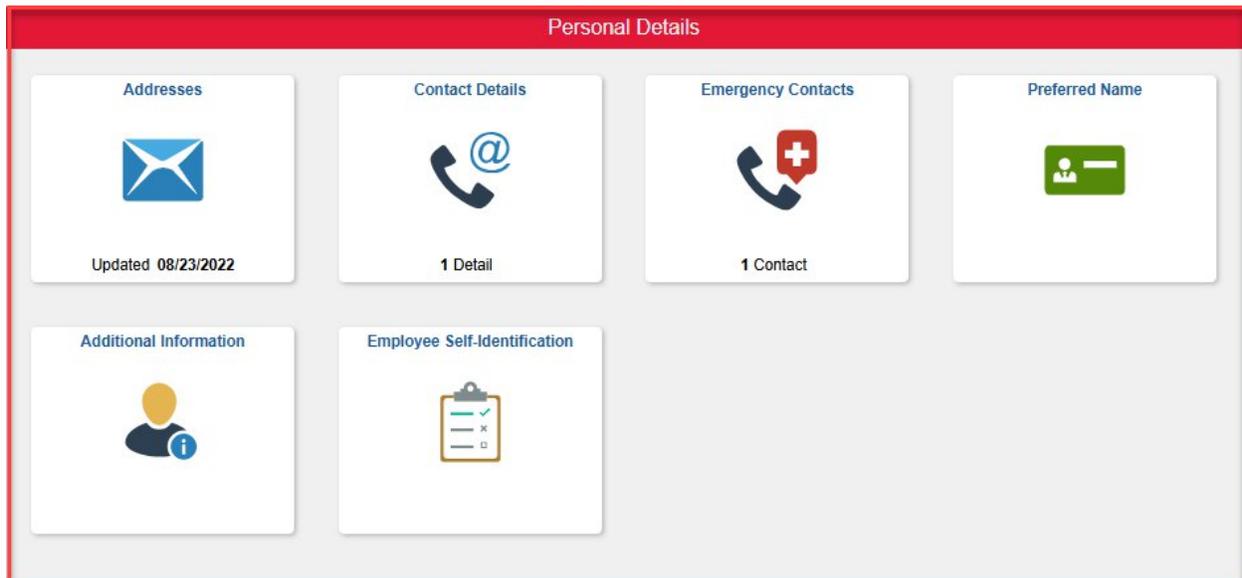
Or download it as a PDF file.

The screenshot shows the PDF version of the report. The title is 'Seniority Counter' and the run date/time is 25/02/2025 12:35:36 PM. The report includes the following table:

Employee ID	Name	Union	Year	Outside Experience Count	CUPE Seniority Count	Capped CUPE Seniority Count	Capped Outside Experience Count	Years of Service
		CUPE2	2022-2023		3.50	3.00		1
		CUPE2	2023-2024		1.00	1.00		1
		CUPE2	2024-2025		0.12	0.12		0
Summary Total					4.62	4.12		2
Total Combined Seniority				4.12	Outside Experience Balance	0.00		

The PDF footer includes 'York University' and 'Page 1 of 1'.

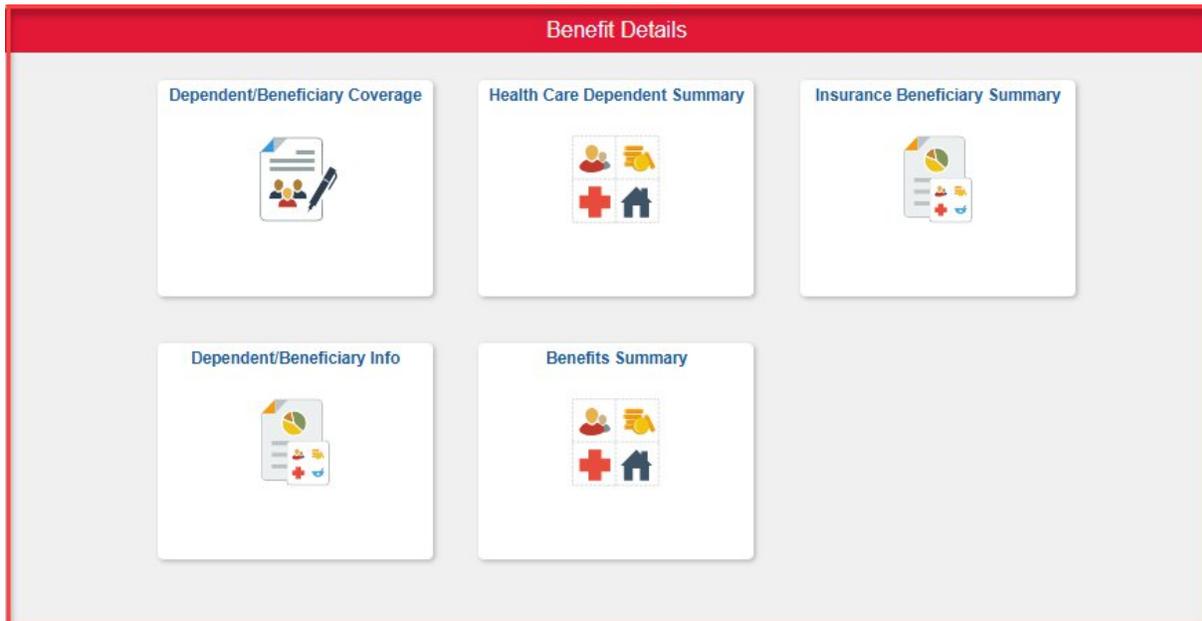
2. Personal Details



In the **Personal Details** tile, you can view and make changes to the following data:

- **Addresses:** View and update your address information.
- **Contact Details:** Manage your contact information.
- **Emergency Contacts:** Update emergency contact details.
- **Preferred Name:** Change your preferred name.
- **Additional Information:** Includes Date of Birth and Original Start Date at York.
- **Employee Self-Identification:** Complete this form if not already done.

3. Benefit Details



In the **Benefit Details** tile, you can view the following data:

- **Dependent/Beneficiary Coverage:** View coverage details.
- **Health Care Dependent Summary:** Summary of health care dependents.
- **Insurance Beneficiary Summary:** Summary of insurance beneficiaries.
- **Dependent/Beneficiary Info:** Detailed information on dependents and beneficiaries.
- **Benefit Summary:** Overview of all benefits.
- **Changes to Benefits:** Contact askpb@yorku.ca for modifications.

4. Payroll and Compensation



In the **Payroll and Compensation** tile, you can access the following:

- **Pay Statements:** Access your pay statements.
- **T4/T4A Slips:** View and download tax slips.
- **Direct Deposit:** Manage direct deposit information.
- **T2200S Forms:** Access if applicable.