

Connecting YOUR Information to YOU

www.kansas.gov/employee

A website with services and information specifically for the State of Kansas employee.

Name: _____

ID #: _____

Signing on to Employee Self-Service

1. Your **Employee ID** is required for login. It always has 11 characters, all of which must be keyed. The first character is always a letter and **MUST BE CAPITALIZED**. The system does not do this automatically, and failure to do so will cause the Employee ID not to be accepted. If you do this three times, you will be locked out and only the help desk can reset your password.
2. There are normally at least several leading zeroes in an Employee ID. That is, following the capital letter, you may have several zeroes before the numbers in your Employee ID. These must be keyed as zeroes, **NOT AS THE LETTER "O"**. Failure to do so will cause the Employee ID not to be accepted. If you do this three times, you will be locked out, and only the help desk can reset your password.
3. As a new employee, the first time you sign on, your password is a combination of the first two (2) characters of your last name (lowercase) and the last six (6) digits of your Social Security Number with no space in between. For example: If your last name is Smith and your SSN is 224-12-3456, your original password is – sm123456.
4. Please note that after you have logged in **FOR THE VERY FIRST TIME**, you will be prompted to change this password. When you log on successfully, you will be presented with a page indicating that the password you entered has expired. **THIS MEANS YOU ARE NOW IN THE SYSTEM**, and you should go immediately to enter a new password, a secret question reminder so that you can reset your own in the future, and change your email address to be current if you have one. You do not need an email address to get a new password.
5. Again, this is **NOT** your permanent password, just what will be used to get you in the first time. This is also true of automatic resets you do via the forgot password feature. The password shown will get you in once, but you will be required to change it immediately to one of your choosing that meets the criteria shown (at least 8 characters with a number **and** a capital letter) before you are allowed to go further.
6. **PLEASE LOOK FOR THE SAVE BUTTON AT THE BOTTOM OF THE PAGE**. When you change your password, you must click **SAVE** at the bottom of the page for the change to be effective - before leaving the page.
7. For security purposes, **passwords must be changed every 30 days, and there is a five (5) minute time limit** once you have logged on.
8. Pay advices for direct deposit are no longer mailed. All paycheck information will be accessible whether you receive a check or participate in direct deposit. Up to 3 years of paycheck history is available. Year-to-date balance information is only included on the most current paycheck.
9. The following information is available for your viewing:
 - ◆ Paycheck – See pay information on the Monday before a Friday pay date. Year-to-date balance is only included on the most current paycheck.

- ◆ Leave Balances – View leave balances as of the end of the most current pay period. Example: leave balances for the pay period ending July 3, 2004 will be available with the July 16, 2004 pay information.
- ◆ Job Postings – See job vacancies in state agencies as they are posted each day. Search and sort by keyword, job title, county, or agency.
- ◆ Personal Data – View name, address, phone number, marital status, birth date, and original hire date as stored in the Statewide Human Resource and Payroll (SHARP) system. Please contact your agency personnel office if any of this information is incorrect.
- ◆ Benefits Open Enrollment – Choose elections for health insurance and flexible spending accounts during the open enrollment period each October. (Benefits eligible employees only).
- ◆ Benefits Confirmation Statement – View health insurance (medical, dental, vision, and prescription drug) and flexible spending accounts elections from the latest benefits open enrollment period. (Benefits eligible employees only).
- ◆ Total Compensation Statement – View direct and indirect compensation for the most recent year available. (Benefits eligible employees only).
- ◆ General Profile Information – Change email address or password for Self-Service.
- ◆ W-4 Tax Information – Change number of allowances, marital status, and exempt status* for both Federal and Kansas state withholding. Additional federal withholding changes can also be entered through Self-Service.
 - *Exempt Status – It is not recommended that you use this option being that no withholding taxes – federal or state - will be withheld from your pay.
- ◆ W-2 Reissue – Request a duplicate W-2 for previous calendar year.

Other Sources Available on the State Website

Benefits

Benefits Info Center - This site is intended to serve the many participants of the State of Kansas. This includes active employees, non-state employer groups, direct bill members, and COBRA. This website is designed to provide summary information for benefits provided through the state.

Providers - Click on a health care provider to find contracting physicians, dentists, optometrists, pharmacies or hospitals for that provider.

Group Programs - The State of Kansas Employees Health Plan supports the idea of employee choice by providing a variety of plan options for participants. Participants may choose from six medical plan options including three Preferred Provider Organization (PPO) plans, and three Health Maintenance Organization (HMO) options.

Civil Service Jobs

Job Vacancy Lists – A listing of all available vacant State jobs.

Apply for Jobs – Register your personal data and apply for vacant positions with State agencies.

Forms

Links to such form as: Taxes – W-4, W-5, Earned Income Credit; Direct Deposit, Learning Quest, KanElect, Vital Statistics, KPERS, Social Security, and many more.

http://www.kansas.gov/employee/

Convert Select

gko Guard Knowledge On... Kansas Adjutant General's... JPAS Acceptance Screen Bing

State of Kansas Employee Service Center

Kansas.gov: The Official Web site of the State of Kansas

about Kansas.gov | help center

KANSAS.gov

Home > Government > State Employee Service Center

Services

Government

Business

Community

Education

Tourism

Kansas Photos

IMPORTANT NOTICES

- [Impact of 2011 Tax Changes on Employee Paychecks](#)
- [2011 Holidays and Pay Schedule courtesy of the Kansas Deferred Compensation Plan](#)
- The Benefit Confirmation Statement is now available. Log into [Employee Self Service](#) to view your Elections for Plan Year 2011.
- A memorandum providing information on changes to the employee pay stub as been posted at the following link: <http://www.da.ks.gov/jhans/documents/PayStubChanges070110.pdf>. Please distribute this information to the employee's in your agency.
- [Designated Holidays for 2011 memo](#). (June 15, 2010)
- The Division of Accounts and Reports was recently notified that the U.S. Department of Treasury has announced that it will stop issuing paper savings bonds through employer-sponsored payroll savings plans. The paper savings bonds that have been issued through the payroll savings bond program will continue to be valid issues of the U.S. Treasury and will remain available for purchase at financial institutions. [Read more](#)

[Archive of previous notices](#)

Health Benefits
[Health Benefits](#), [Benefits Plan Year 2011](#), [Healthy Kids](#), [Health/Just-Wellness](#), [Health Reform](#), [newsletter](#), [more...](#)

Commuter Information
[Vanpool List](#), [Carpool List](#)

Resources
[New Pay Plan](#), [Performance Management Review System](#), [Documents](#), [Personnel](#), [Training](#), [more...](#)

Parking (Topeka Only)
[Maps](#), [Signs](#), [Visitor Parking](#), [Regulations](#)

Featured Sites

KHPA HealthQuest Wellness

- Employee Assistant Program
- Health Screenings
- \$50 Gift Card
- Health Coaching

Employee Self Service

- Total Compensation
- Benefits Confirmation Statement
- Online Paycheck
- Leave Balances
- Payroll Calculation

Civil Service Jobs

- Job Vacancy Lists
- Apply for Jobs

Communications Directory

- Employee Phone Nos.
- Update Annou. Info

http://www.da.ks.gov/ps/subject/ncsc

Convert Select

gko Guard Knowledge On... Kansas Adjutant General's... JPAS Acceptance Screen Bing

Employee Self Service Center

A service of the Department of Administration

Self Service Center

Welcome to the State of Kansas Employee Self Service Center

Employee Self Service Sign in

Sign In to Employee Self Service

Helpdesk

- Topeka Area 296-1900
- Toll free 1-866-999-3001

• Important [information about using a shared computer](#) for viewing your information.

Frequently Asked Questions (FAQs)

- [New! Forgot your password instructions](#) (pdf)
- FAQ for [Employee Self Service Center](#)
- FAQ for [View Paycheck](#)
- FAQ for [Print Paycheck](#)
- FAQ for [Request W-2 Reissue](#)
- FAQ for [Update W-4 Tax Information](#)
- FAQ for [Total compensation](#)

More Information

- Total compensation [more...](#)
- [Browser information](#)

Questions: Contact us at
self_service@da.ks.gov

[DA Home](#) | [Services](#) | [Divisions](#) | [Contact Us](#) | [Disclaimer](#) | [What's New](#) | [State of Kansas Home Page](#)

Page last modified on: December 13, 2010

KANSAS Employee Self Service

Welcome to the State of Kansas Employee Self Service

Problems signing in? Call the Help Desk at 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka).

<p>Employee ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign in"/></p> <p>Forgot Your Password?</p> <p>Instructions for Forgot Your Password</p>	<p>After signing in you can:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>View</p> <ul style="list-style-type: none"> • Personal Data • Benefits Confirmation Statement • Training Summary • Leave Balances • Paycheck Information • Total Compensation </td> <td style="vertical-align: top;"> <p>Update</p> <ul style="list-style-type: none"> • Benefits Open Enrollment (during October) • General Profile Information • W-4 Federal Tax Information <p>Request</p> <ul style="list-style-type: none"> • W-2 Reissue </td> </tr> </table>	<p>View</p> <ul style="list-style-type: none"> • Personal Data • Benefits Confirmation Statement • Training Summary • Leave Balances • Paycheck Information • Total Compensation 	<p>Update</p> <ul style="list-style-type: none"> • Benefits Open Enrollment (during October) • General Profile Information • W-4 Federal Tax Information <p>Request</p> <ul style="list-style-type: none"> • W-2 Reissue
<p>View</p> <ul style="list-style-type: none"> • Personal Data • Benefits Confirmation Statement • Training Summary • Leave Balances • Paycheck Information • Total Compensation 	<p>Update</p> <ul style="list-style-type: none"> • Benefits Open Enrollment (during October) • General Profile Information • W-4 Federal Tax Information <p>Request</p> <ul style="list-style-type: none"> • W-2 Reissue 		

****Important information when using a shared or public computer****
 To prevent others from viewing confidential information, close your browser after you sign out of Employee Self Service.