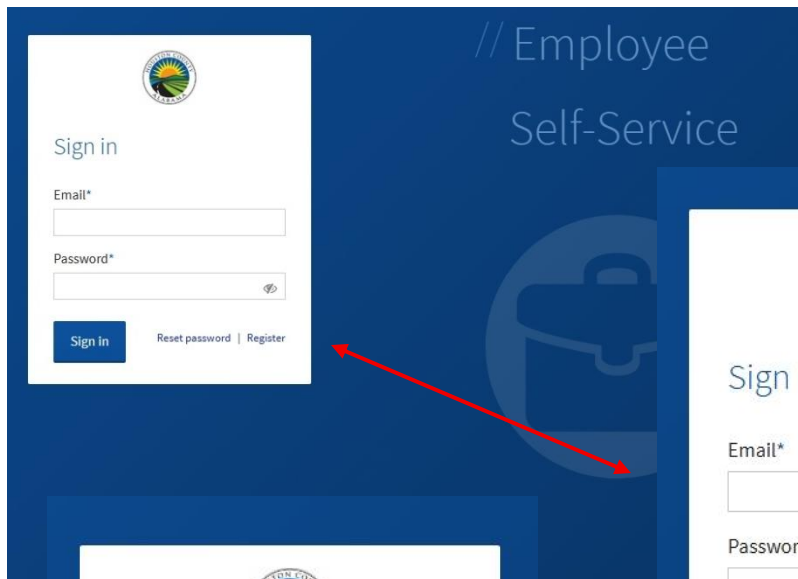
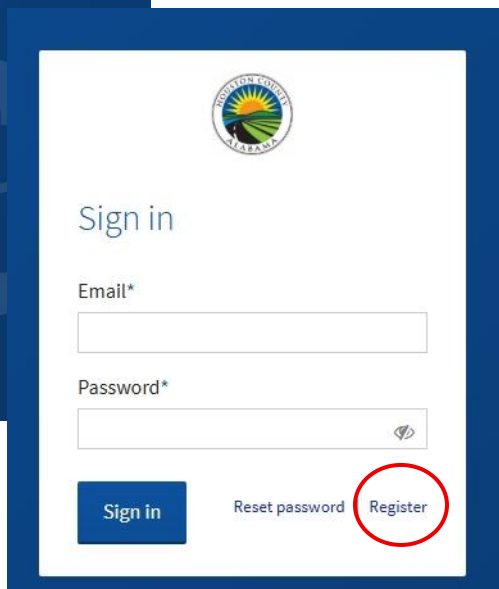


# ESS (EMPLOYEE SELF-SERVICE)

1. GO TO THE LINK BELOW  
<https://houstontyal.selfservice.us>



2. CLICK REGISTER

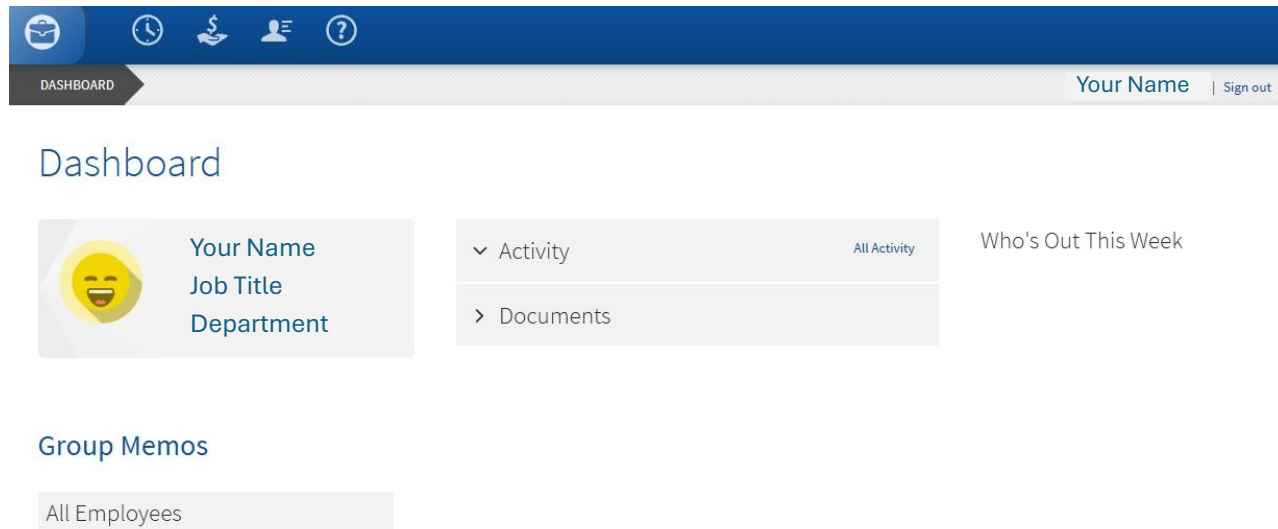


3. TYPE IN ALL REQUIRED INFORMATION.  
BE SURE TO USE YOUR PERSONAL EMAIL.  
CLICK REGISTER.

ONCE YOU COMPLETE YOUR REGISTRATION,  
IT WILL TAKE UP TO 24 HOURS TO PROCESS THE REQUEST  
BEFORE YOU ARE ABLE TO LOG IN



Below is your Dashboard (Home Screen)



## Dashboard Menu Options



**VIEW USED, EARNED, & AVAILABLE SICK & ANNUAL LEAVE HOURS**  
*\*TIME OFF REQUEST SHOULD BE SUBMITTED USING TIMECLOCK PLUS (TCP).*



**VIEW AND/OR PRINT PAY STUBS OR CHECK DETAIL**  
**TO VIEW/PRINT:** CLICK THE 'PAY' ICON, SELECT 'OVERVIEW' IN THE DROP DOWN MENU, CLICK THE 'PAY DATE' YOU WOULD LIKE TO PRINT, CLICK THE BLACK BOX LABELED 'VIEW EARNING STATEMENT', THEN CLICK THE PRINT ICON AT THE TOP RIGHT



**CHANGE YOUR PASSWORD OR PROFILE PHOTO**  
ANY CHANGES TO YOUR DEMOGRAPHIC INFORMATION WILL STILL NEED TO BE PROCESSED THROUGH THE PERSONNEL DEPARTMENT.



**SHOWS STEP-BY-STEP INSTRUCTIONS FOR EACH DASHBOARD MENU ICON**