

How to access Employee Self Service Tool

1. Access ESS through the link below:

<https://saas.unicornhro.com/scripts/cgiip.exe/WService=gwemployee/gwmain.r>

2. Enter your credentials:

The screenshot shows the Unicorn Employee Self Service login interface. At the top left is the Unicorn logo with the tagline 'human capital management'. At the top right, the text 'EMPLOYEE SELF SERVICE' is displayed. Below the header, there are three input fields: 'Customer ID:' with the value '2626', 'Employee ID:', and 'Password:' with a masked password '.....'. A green arrow points from the text 'Last 4 digits of your SSN and the year of your birth' to the Customer ID field. Another green arrow points from the text 'The same for all' to the Customer ID field. Below the input fields are two buttons: 'login' and 'recover my password'. At the bottom, there is a welcome message: 'Welcome to Employee Self Service. Enter your Customer ID, Employee ID, and Password and press the Login button. If you need assistance with logging into Employee Self Service, please contact your Human Resources Department.'

3. Check that all information such as personal data, address, email address is not missing and correct.

Welcome, [Name]

Personal

- Employee Directory
- Personal Vehicle
- WFH Schedule
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Salary History
- COVID 19 Vaccination
- Job Postings

Payroll

- W-4
- Paid Time Off
- Paycheck Information
- Paycheck Calculator
- Payroll Information
- Direct Deposit Accounts
- W-2 History
- Workforce Management

Benefits

- Life Events
- Benefit Statement

WELCOME!

Middlesex County **Employee Self Service (ESS)**

Serving your HR, Benefits & Payroll needs

Pensions	FAQs
N.J. Division of Pensions	FAQs - Human Resources
PFRS Mortgage Program Information	FAQs - Benefits
May Local Government Employees Webinars	FAQs - Payroll
June Local Government Employment Webinars	
*** BENEFITS ***	Policies
Medical Plan Overview	2024 Human Resources Policy
Prescription Plan	Alcohol & Drug Testing Policy - CDL/Safety Sensitive
Dental Plan Overview	Drug and Alcohol Policy for Safety Sensitive Employees in Transit
Find a *PCP* – MEDICAL or DENTAL	FMLA/FLA Leave Administration (section 1:13-8 (1))
Health Benefit Contribution Estimator	Drug Free Workplace/Alcohol & Substance Abuse Policy for non-CDL, non-Law Enforcement (section 1:20-A)
Middlesex County Joint Health Insurance Fund	Discrimination & Harassment Policy (section 1:28)
Chapter 78 Medical Deductions	
Horizon Claim Form	
Delta Dental Claim Form	

4. Make sure that you set up your direct deposit account under PAYROLL:

Welcome, [Name]

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5. Under PAYROLL you can check W-2 history and view your paycheck information:

Welcome,

Personal

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- Personal Vehicle
- WFH Schedule
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- I-9
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