

Employee Self Service Instructions

Go to the Employee Self Service link

<https://employeeselfservice.omb.delaware.gov/>

You will need to acquire your 6 digit EmplID that is on your paystub or payroll can supply you with it.

You should see this page.

Employee Self Service Assistance

Notice

2019 W-2s are available for download in Employee Self Service. To view your W-2 Form, from the current page select Employee Self Service Login > Application Links > Employee Self-Service > Payroll and Compensation > View W-2/W-2c Forms > Year End Form link.

- W-2s for tax year 2019 will be mailed by January 31, 2020 to all employees terminated on or before January 10, 2020. Please allow 15 days processing and delivery of mailed W-2s.
- Employees terminated after January 10, 2019, will be able to access their W-2 Form through Employee Self Service.
- Please contact your former Human Resources or Payroll Office if you need additional assistance.

If you are an active employee and need to reset your password, please click the Forgot Password link on the Single Sign On Page. For assistance or instructions on how to use Forgot Password, click the Forgot User ID/Password link under the Home section.

If You Need to Reset Your Password:

1. Select the *Forgot Password* functionality after selecting the gold login button below.
2. Input your User ID and your Home Zip Code (or Postal Code). Remember, your User ID is your Employee ID number. If you need to validate your Employee ID number and/or your Home Zip Code (or Postal Code), contact your local HR Department.
3. Input your last name.
4. Enter Date of Birth: TWO digit birth month, LAST TWO digits of birth year (no slashes). Example: 1064
5. Enter last FOUR digits of SSN.
6. Create new Password.

State of Delaware Users

Select the button below to access Employee Self-Service. To access **Manage My DE-SSO Account**, choose the **Log Out** tile to return to the DE-SSO login page.

Employee Self Service Login

eSTAR Users

Select the button below to access Employee Self Service, then choose the appropriate eSTAR tile. To view paycheck, W-2, and other self-service functions, choose the Employee Self Service tile.

eSTAR Employee & Manager Login

Click on Employee Self Service Login



You should see the box below


Welcome
State of Delaware Single Sign-On (DE-SSO)
Please Sign In With Your DE-SSO User Id

* User Id:

* Password:

Sign In

[New User Registration](#)
[Forgot User Id?](#)
[Forgot Password?](#)
[Contact Us](#)
[Help](#)



Enter your 6 digit EmplID as your User ID. (You can acquire this either from your paystub or contact Payroll)

If this is the first time you are signing in click on the New User Registration.

It will ask for you default Password which will be the following:

DE\$MMYY####

DE=DE \$=\$ MM=your 2 digit birth Month YY= 2 digit birth Year ####= last 4 of your Social Security #

Use Default Password for Old Password on next page. Set up new password.

Once you have completed the New User process (or signed in) you should see the box below






Click on this box.

Once you click on it you should see the boxes below.



Click on Payroll and Compensation.

Once clicked you should see the information below

 View W-2/W-2c Forms
 W-2/W-2c Consent
 Print Paycheck

You should be able to get your W2 and/or pay stubs from here.

If you have any questions or need help please contact Payroll at 302-857-7425 or email payroll@desu.edu.