



Sending ESS Invites

Steps:

- Admin → Setup
- Click on Employee Self Service
- Select Employee(s)
- Send Invitations

Note: ESS invites can be automatically sent to New Hires by adding an email address and selecting “Enroll in ESS” when manually adding a New Hire.

ADD EMPLOYEE

New Hire
Please fill out the form to add new employee. Mandatory fields are marked with *

Personal
Position
Pay Info
Taxes
Deductions
Direct Deposit
Additional Fields

Address 1 *

Address 2

City *

State *
Select State

Zip Code
____-____

Country
Select Country

Mailing Address is the same as Primary Address

Email
 Enroll in ESS

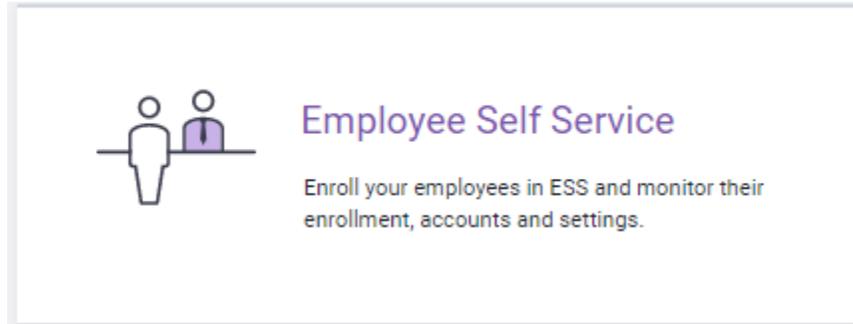
Step 1 –

From the Dashboard, click **Setup** under **ADMIN** on the left-hand side.

The screenshot displays the Viventium Academy user interface. On the left is a sidebar menu with categories: MY COMPANY (Dashboard, Documents, Employees, Requests, Calendar, Payroll, Reports & BI), ACA (Dashboard, Periods, ACA Forms, ALE Group), APPS (Talent Acquisition, Time & Attendance, HR Advisory), and ADMIN (Setup). The main content area shows a greeting 'Good afternoon, Ashley', an 'Upcoming' section with a 'REMINDERS' header, and three reminder items: 'Operator Expiration Date', 'FMLA Followup Date', and 'OSHA Followup Date'. A 'SHOW MORE' button is located below the reminders. At the bottom, there is a 'Did You Know?' section and a 'New Fea' (likely New Feature) announcement with a laptop icon.

Step 2 –

Click on Employee Self Service.



Step 3 -

Select the employee(s) you need to send invites to by clicking the square box at the left of the row.

You can select employees to send invitations to by:

- o Selecting the box in the first row to select all employees

Employee Self Service		<input checked="" type="checkbox"/>	First Name	Last Name	Employee
Enroll your employees in ESS and monitor their enrollment, accounts and settings.		<input checked="" type="checkbox"/>	Jennifer	Smith	 Jennifer C Smith
Users		<input checked="" type="checkbox"/>	Zac	Efron	 Zac Efron
Editable Fields		<input checked="" type="checkbox"/>	Kanye	West	 Kanye West
		<input checked="" type="checkbox"/>	Olivia	Wilde	 Olivia Wilde
		<input checked="" type="checkbox"/>	Ashley	Grey	 Ashley Grey
		<input checked="" type="checkbox"/>	Bradley	Knowles	 Bradley Knowles

- o Selecting individual employees by checking off boxes next to only the employees you would like to select

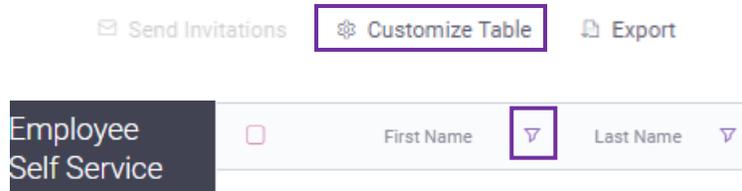
Employee Self Service		<input type="checkbox"/>	First Name	Last Name	Employee
Enroll your employees in ESS and monitor their enrollment, accounts and settings.		<input type="checkbox"/>	Jennifer	Smith	 Jennifer C Smith
Users		<input checked="" type="checkbox"/>	Zac	Efron	 Zac Efron
Editable Fields		<input checked="" type="checkbox"/>	Kanye	West	 Kanye West
		<input checked="" type="checkbox"/>	Olivia	Wilde	 Olivia Wilde

In Employee Self Service you have the functionality to view the following statuses under the Enrollment Status column:

- **Registered**
 - This status shows that the employee has successfully registered in ESS.
- **Invitation Expired**
 - This status shows that an invitation to register was sent to the employee however, for security purposes the invitation is no longer valid after 30 days.
- **None**
 - This status shows that no invitation has been sent to the employee.

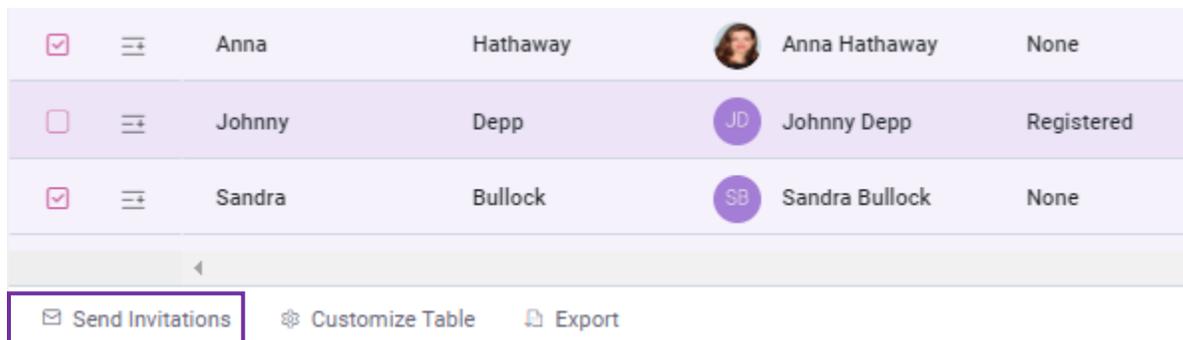
Employee Self Service		<input type="checkbox"/>	First Name	Last Name	Employee	Enrollment Status
Enroll your employees in ESS and monitor their enrollment, accounts and settings.		<input type="checkbox"/>	Jennifer	Smith	 Jennifer C Smith	Registered
Users		<input type="checkbox"/>	Zac	Efron	 Zac Efron	Invitation Expired
Editable Fields		<input type="checkbox"/>	Kanye	West	 Kanye West	None
		<input type="checkbox"/>	Olivia	Wilde	 Olivia Wilde	None

You can customize your view of the table by selecting **Customize Table** at the bottom of your screen or filter each column further by selecting the filter icon next to each column.



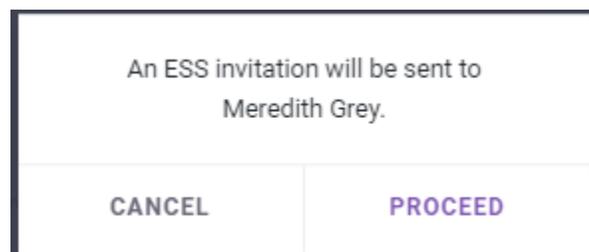
Step 4 –

When you're ready to send out your invites select **Send Invitations** at the bottom of your screen.



Step 5 –

A pop up will show validating you would like to proceed.





Once you click on proceed and the invitation has been successfully submitted you will receive a confirmation at the bottom of your screen.



The employee will receive an email to register for Viventium's ESS.

Still have questions? Contact your Dedicated Client Services Team or email us:

North Star Clients - csnorthstar@viventium.com

Health Services Clients - cshhealth@viventium.com

Online Clients - csonline@viventium.com