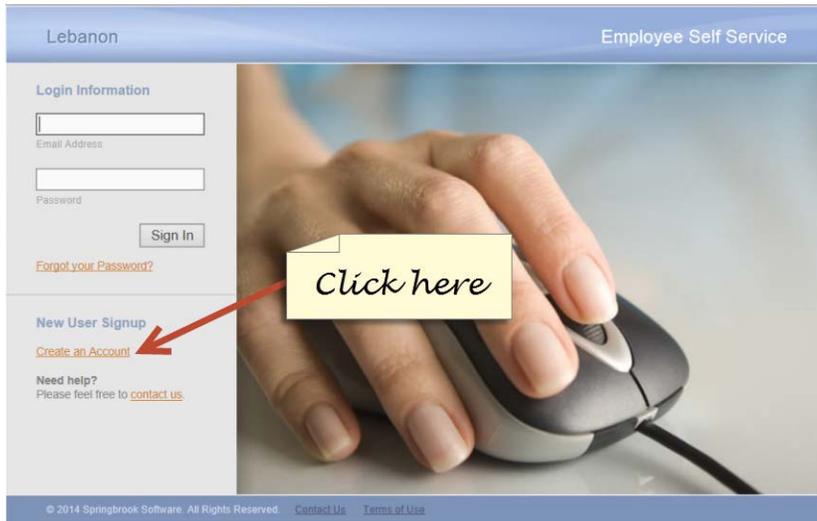


Instructions for logging into Employee Self Service (ESS)

Click on the image (Labeled Employee Self Service) to access the ESS Login page.

The web address is: <https://lebanon.accessgovernment.net/EmployeeSelfService/Account/SignIn>

If this is your first time on this web page, click on "Create an Account"



Type your work email address
into that line.

Enter this email twice, and enter a password and confirm by typing the same password again. Make sure your password is something you can remember. If you forget it, you will need to request to have your password reset.

Your employee number begins with your classification;
AFSCME=A, Teamster=P, Exempt=E, Part-time=1PT,

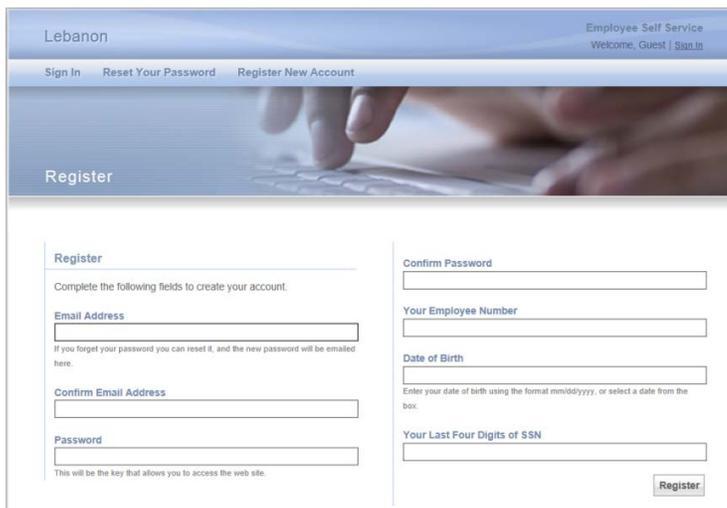
And ends with the first 9 characters of your last name, and for Part time, 7 characters:

Example #1: John Smith a Teamster's employee number is: PSMITH

Example #2: John Smither, an AFSCME's employee number is: ASMITHER

Example #3: John Smitherson, an Exempt's employee number is: ESMITHERSO Example #4:

John Smitherson, a part-time Library Assistant I is: 1PTSMITHER



If you need assistance
logging in, contact HR (ext. 4261)
or Payroll (ext. 4214).

Below is the screen you will see when you sign in:



Click on the tabs near the top of the page to view all the information pertaining to your employment with the City of Lebanon

Personal: Profile / Dependents / Direct Deposit / Contact HR

Pay: Timesheets / Vacation Request / Vacation History / W4 Adjustments / W4 Forecasting

Home: Announcement / My Messages

Documents: Pay Stubs / W2s

Open Enrollment: *In the future, this is where we will conduct open enrollment*