

# ESS Login

Visit

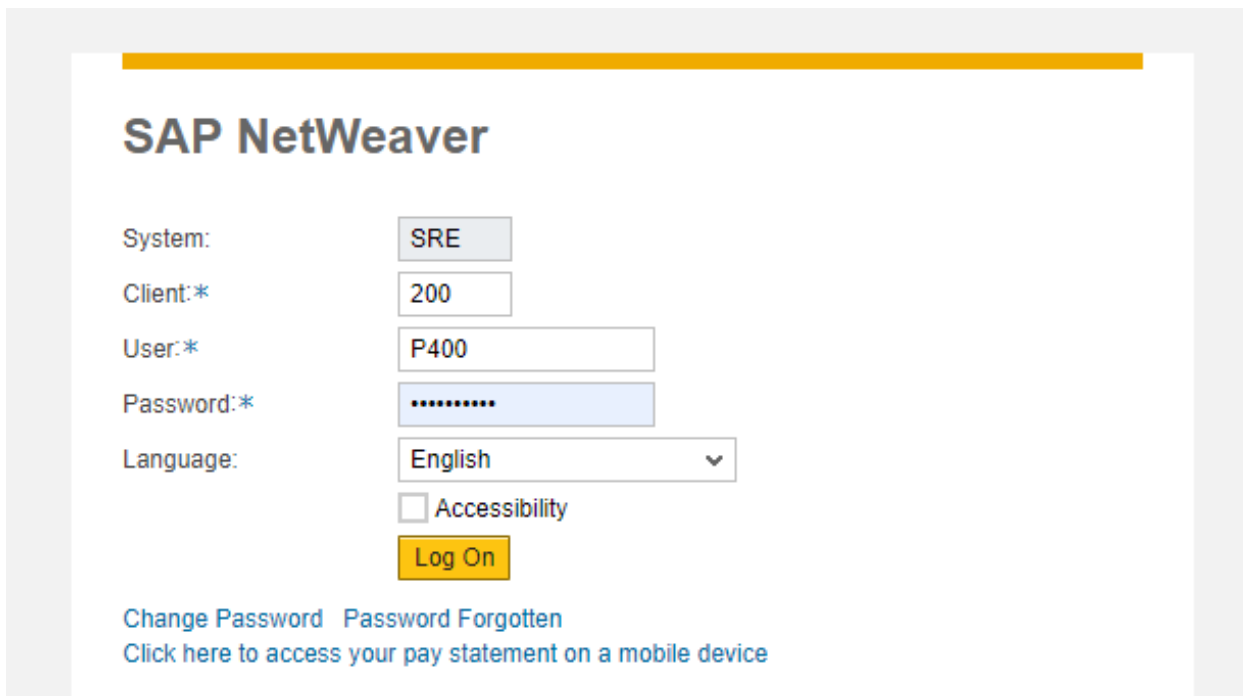
<https://www.hrce.ca/for-staff>

Click on this image on the <https://www.hrce.ca/for-staff> home page for ESS (where you check your pay statements).



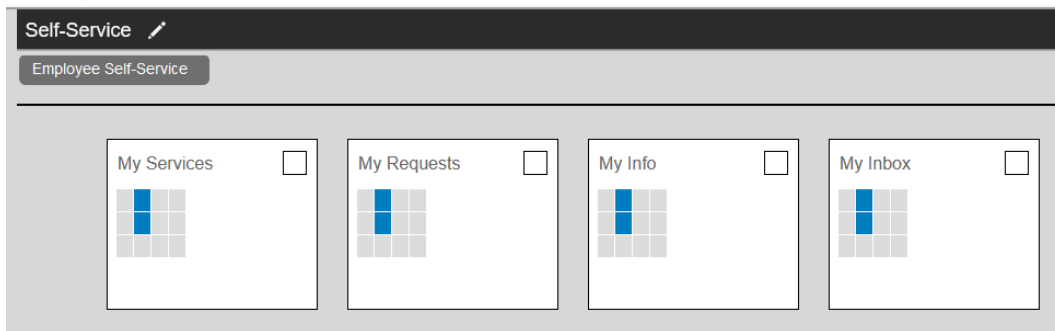
Or visit directly at <https://nssb-webapps.gov.ns.ca/nwbc>

Please Note: ESS is best viewed using **Firefox** or Google **Chrome**. ESS may not display correctly in Internet Explorer or Safari.

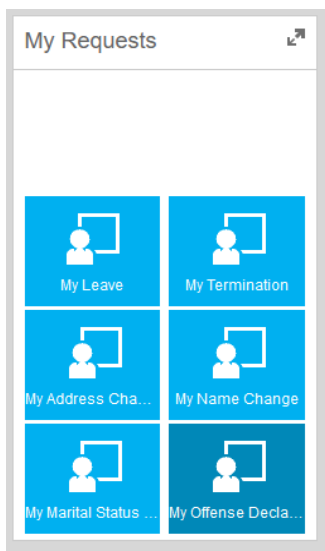
A screenshot of the SAP NetWeaver login page. The page has a white background with a yellow horizontal bar at the top. The title "SAP NetWeaver" is displayed in a large, bold, black font. Below the title, there are several input fields and a dropdown menu. The "System:" field contains "SRE". The "Client:\*" field contains "200". The "User:\*" field contains "P400". The "Password:\*" field contains a series of dots. The "Language:" dropdown menu is set to "English". Below the language dropdown, there is a checkbox labeled "Accessibility" which is unchecked. A yellow "Log On" button is positioned below the "Accessibility" checkbox. At the bottom of the form, there are two links: "Change Password" and "Password Forgotten". Below these links, there is a link that says "Click here to access your pay statement on a mobile device".

## Login information

- a) Please login with your P400<sup>1</sup> number in **user** and use the **password** provided to you in your ESS introduction email.
- b) If you are an SAP user, please use your USERID and not your P400.
- c) You only have to complete the declaration using one of your 400#. If you have both a permanent and term 400# you can choose either 400 number to login in with. If you have a permanent and/or term and casual 400#, the preference is to use your permanent or term number to login in to ESS and complete the declaration.
- d) Please note that if you are signing into the ESS for the first time, click the toggle button to populate all the boxes on the main screen.



- e) Click the boxes for the modules to populate.
- f) The offence declaration TAB will be in “My Requests” box.



<sup>1</sup> Your 400 number is your employee number (to access ESS, it starts with P) If you don't remember your 400 employee ID, please call 902-464-2000 to reach out to your school Human Resource Administrator.