



CITY OF FLAGSTAFF PAYROLL

How to Create Your Account in Employee Self Service (ESS)

1. Click on the link in CityNet

CityNet

Home Administration Human Resources Fire Department ...

Search this site

City Web Applications

- Agenda Quick: Submit items for the Council Agenda
- Innoprise ComDev: Community Development

Flagstaff Weather

Flagstaff, United States

51°F Sunny 53°/30° MSN Weather

Employee Links

- Employee Paychecks: Access your pay stub (See Payroll for access)
- Central Square Self Service**: Employee Self Service

2. Reinstatement Account: Enter the information on the Login page.

If you had an account in the old ESS, the system will try to reinstate you. Enter your old ID and password.

Home
Accessibility
New User
Login
Contact Us

User Login

We have enhanced our website to better manage your accounts. Your existing user ID will need to be migrated to this new centralized user system. If this is the first time you have logged into this site since the upgrade, please enter the user ID or account number you have always used.

The site will prompt you to create a new user ID, identified by your eMail address. Your existing accounts and wallet will be migrated to this new eMail based User ID. For future logins, you will use your eMail address to gain access to the site.

User ID:

Password:

[Reset Password](#)



CITY OF FLAGSTAFF PAYROLL

How to Create Your Account in Employee Self Service (ESS)

New Account: Enter the information as a New User to register in ESS.

The screenshot shows the 'Create New User' registration page. On the left is a green navigation menu with links: Home, Accessibility, New User (highlighted), Login, and Contact Us. The main content area has a dark green header 'Create New User' and a red asterisk legend '* = Required'. Below this is a 'Login' section with a checkbox for 'Use Google for Login' and a note '(May require logging in to Google. You must allow popups from Google to use this feature.)'. The registration fields are: * eMail Address, * Confirm eMail Address, * Password, * Confirm Password, * First Name, * Last Name, * Address One, and Address Two.

You will need your Hire Date to complete the registration. If you don't recall your Hire Date and...

You are a Benefit Eligible Employee; you can view your Hire Date from the HR Online Benefit Center.

If you are Not a Benefit Eligible Employee; please contact the Payroll Help Desk at payroll@flagstaffaz.gov or 928-213-2200.



CITY OF FLAGSTAFF PAYROLL

How to Create Your Account in Employee Self Service (ESS)

Once you have your Hire Date, complete the registration Information.

Home
Accessibility
My Profile
Logoff
Contact Us

Employee Self Registration - Registration

* = Required

Registration Information

Please enter all required information. Any pay related information needed, can only be found on your most recent pay stub.

* Social Security Number:

* Hire Date:
Must not be empty.

Finish

3. Email Confirmation

You should receive an email back confirming your ID setup and a link to activate your account.

**** Please save this eMail for future reference **** This eMail address was registered at Click2Gov3. To enable your eMail click on the link below.

Attention AOL Customers - you must copy and paste the URL into the Address Box.

If you have any questions, please call [enter city phone number].

Thank you and have a nice day.

Click this link to enable your account: [https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fflag-egov.aspgov.com%2FClick2GovESS%](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fflag-egov.aspgov.com%2FClick2GovESS%2F)

4. Employee Self Service User ID

Your ESS ID is unique to ESS. It is different than your NaviLine ID and the password cannot be changed with the Central Square Password Sync Utility (PSYNC). Please contact Payroll to reset your password.

If you experience any difficulties, please contact the Payroll Help Desk at payroll@flagstaffaz.gov or 928-213-2200.