



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 ◦ Olympia, Washington 98504-1100

To: DOC ALL STAFF

From: Jeannie Miller, Assistant Secretary
Administrative Operations Division

A handwritten signature in blue ink, appearing to read "Jeannie Miller", with a long horizontal line extending to the right.

Date: May 11, 2020

Subject: **Employee Self Service (ESS) is being replaced by MyPortal on May 16, 2020**

Why are we replacing ESS?

The new MyPortal application will provide a more modern user interface and improved accessibility for users of assistive technology. This new platform will also allow the state of Washington to more easily implement future enhancements such as basic timesheets or access to mobile applications. The replacement of ESS to MYPortal is being implemented by the Office of Financial Management (OFM) for all state agencies on May 16, 2020.

What is MyPortal?

MyPortal is an employee self-service tool that allows you to view your earnings statements and manage your email address, mailing or permanent residence address, emergency contacts and process employee leave for DOC staff that currently use ESS for leave processing. The basic functionality of MyPortal is parallel to our current ESS application, but is more intuitive for users. All documents contained in ESS such as past Earnings Statements and past leave and future leave slips, will be viewable in MyPortal so you will not lose the history of your documents. All address and emergency contact information currently in ESS will transfer into MyPortal.

Will there be any Leave Processing Issues?

The leave processing portion of ESS will not be available on May 15, 2020. Please process all your leave requests by Thursday, May 14, 2020 or wait until MyPortal comes online on May 16, 2020. All approved leave in ESS will carry forward into My Portal. This includes leave into the future and leave that crosses over the "go live deadline" of May 15th-16th. Past approved ESS leave slips will be viewable and updatable within MyPortal. ESS leave slips that are not approved by May 15, 2020, will need to be re-entered into MyPortal. DOC will take extraordinary measures to assist supervisors with the approval process to minimize remaining, unapproved leave in ESS.

Where can I find information on how to use MyPortal?

Prior to MyPortal implementation on May 16, 2020 user procedures and a video demonstration are available on the [MyPortal Instructions](#) page. Upon statewide implementation on May 16, 2020 these resources will be available from the **MyPortal Help** tile in the MyPortal application.

When will I get more information?

On May 16, 2020 each DOC employee will receive an Outlook message that contains MyPortal instructions, links, and point of contacts to ensure a smooth transition from ESS to MyPortal via Outlook. Please hold your questions until you receive the Outlook message so you are best served by your designated point of contact.