



# CHECKWRITERS

ESS ENROLLMENT GUIDE

Navigate to **HR Admin > Security Control Center > Employee Enrollment** . Check the *Gen* or *ReGen* (if you are resetting an employee) box next to the employee’s name. Click **Generate ESS Password**.

The screenshot shows the 'Employee Enrollment' page in the HR Admin system. The left sidebar contains navigation options, with 'Security Control Center' and 'Employee Enrollment' highlighted. The main content area has two tabs: 'Generate Employee Login Information' and 'Generate ESS Password', with the latter selected. Below the tabs is a table of employees with columns for Emp ID, Name, UserName, Gen, ReGen, and Messages. The row for 'employee, test' (Emp ID 1409) is highlighted, and its 'ReGen' checkbox is checked. At the bottom of the table are navigation links (A-Z) and 'Check All' and 'Clear All' buttons.

Emp ID	Name	UserName	Gen	ReGen	Messages
1418	Bennit, Claire Marie		<input type="checkbox"/>	<input type="checkbox"/>	none
1370	Canon, Maryjane		<input type="checkbox"/>	<input type="checkbox"/>	none
1080	Daley, Alex	JDaley@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1015	Dudeck, Kayla	LDudeck@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1410	EE, Test		<input type="checkbox"/>	<input type="checkbox"/>	none
1413	Employee, Test	testemployee@checkwriters.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1414	Employee, Test	testEE1@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1416	Employee, Test	webclock@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1409	employee, test		<input type="checkbox"/>	<input checked="" type="checkbox"/>	none
1425	Employee, Test	employee@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1350	Evans, Mellissa	SEvans@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1349	Hall, Phil J.	EHall@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1417	Hours, In/Out		<input type="checkbox"/>	<input type="checkbox"/>	none
1411	Hours, Total		<input type="checkbox"/>	<input type="checkbox"/>	none
1348	Jackson, Desiree J.	WJackson@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1369	John, Johnson		<input type="checkbox"/>	<input type="checkbox"/>	none
1400	Johnson, James		<input type="checkbox"/>	<input type="checkbox"/>	none
1402	Jones, John		<input type="checkbox"/>	<input type="checkbox"/>	none
1351	Jones, Lauryn	MJones@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1373	Jones, Susan		<input type="checkbox"/>	<input type="checkbox"/>	none
1359	King, McKayla	KKing@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1356	Knight, Mike B	JKnight@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1361	Lake, Sheila	JLake@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1200	Mannion, Brittany	MMannion@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1006	Molter, Peter	PMolter@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1230	Paterno, Zaidy	GPaterno@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1354	Sanderson, Chris K	GSanderson@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1031	Sears, Nicole	CSears@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1401	Smith, bob		<input type="checkbox"/>	<input type="checkbox"/>	none
1352	Smith, Davi	MSmith@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1424	Smith, John	jsmith@abc123.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1362	Smith, Nick	JSmith@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1358	Swam, Rochelle F.	BSwam@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1412	test, sam	shathaway123@abc.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1372	Test, Test		<input type="checkbox"/>	<input type="checkbox"/>	none
1420	Timesheet, Total	testEE5@ZZCH.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1355	Weston, Nancy M	KWeston@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none
1364	Wing, Sam	cwing@zzch.com	<input type="checkbox"/>	<input type="checkbox"/>	none

This will bring the employee’s name down to the second section, labeled *Send Employee Login Information* Here, you will want to check off either the **Email** or **Print** box. Notice the message under *How Notified* indicates that it was ReGenerated (if you are sending a new password to an employee who has already registered).

Once you process the email or print option, it will change to reflect that status Click **Save**. This will either email the registration code (if the employee hasn’t registered an account) or password (if you are resetting a registered employee’s password) if email was checked off, or it will provide a link at the very top of the list of employees to download a .PDF containing the registration code/password for you to print if you checked the print box.

The employee will then receive the registration code/password and login with their Social Security Number (with the dashes) for the first time. They can then set up their username. It is advised to have the employee copy and paste the password on a computer for the first time.

Send Employee Login Information Save

Employee ID	Name	Email	Print	Date Notified	How Notified
▶ 1409	employee, test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/26/2021	Emailed

Print  Email  
Check All Clear All

*Printed Password instead of Emailed – use the ‘Download’ link to retrieve the password.*

Enrollment Report

Report	Status	Format	Download	Time
Enrollment Report	done	pdf	<a href="#">Download</a>	4/26/2021 10:28:27 AM