

Employee Self Service Frequently Asked Questions

To Sign In:

Go to the Employee Intranet, click on Online Services and choose JD Edwards 8.12.

User ID – Employee Number

Password – The first time you sign in will be the last four digits of your social security number.

Forced Change of Password:

Enter old password (for instance the last four digits of your social security number.) Enter a new password twice.

To Open Employee Self Service

Click on Jefferson County

Choose Jefferson County Employee Self Service

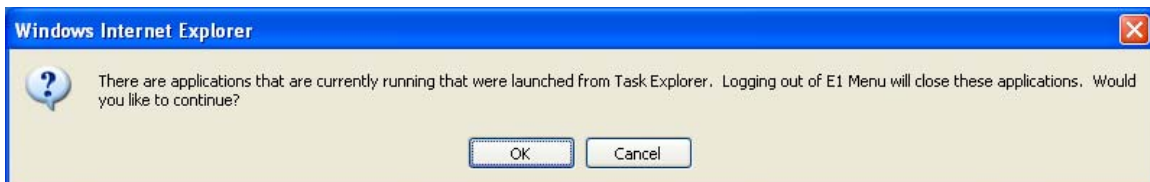
Messages:

Messages that indicate you are updating or changing information are for future use. Just click through the messages. Employee Self Service is inquiry only right now. See Job Aids for specific applications.

Signing Out:

Click the sign out button in the upper right.

This box will appear:



This is normal. Click OK to exit.