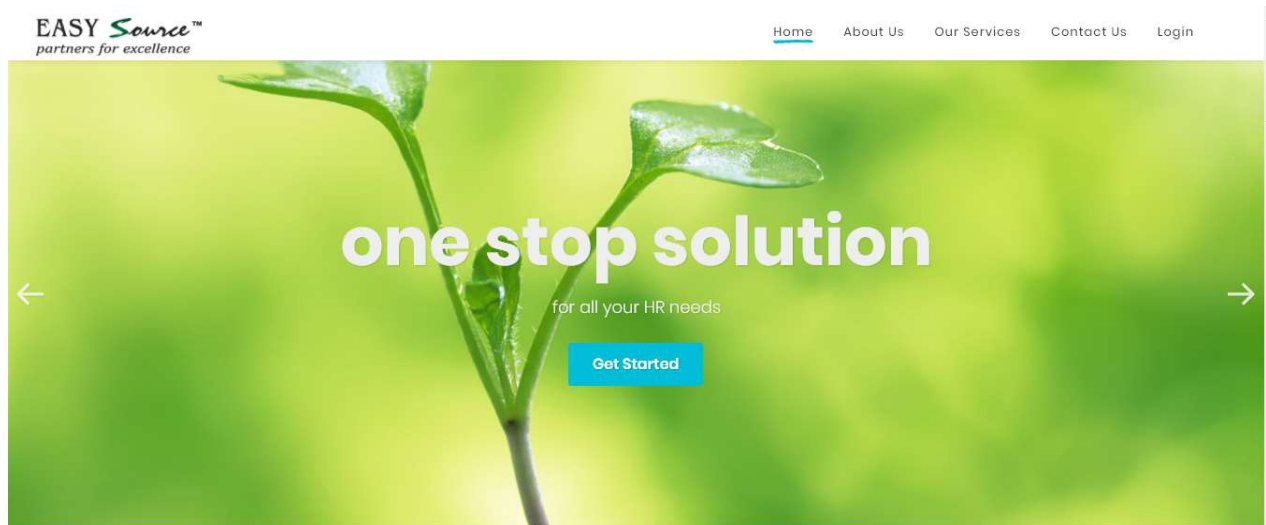


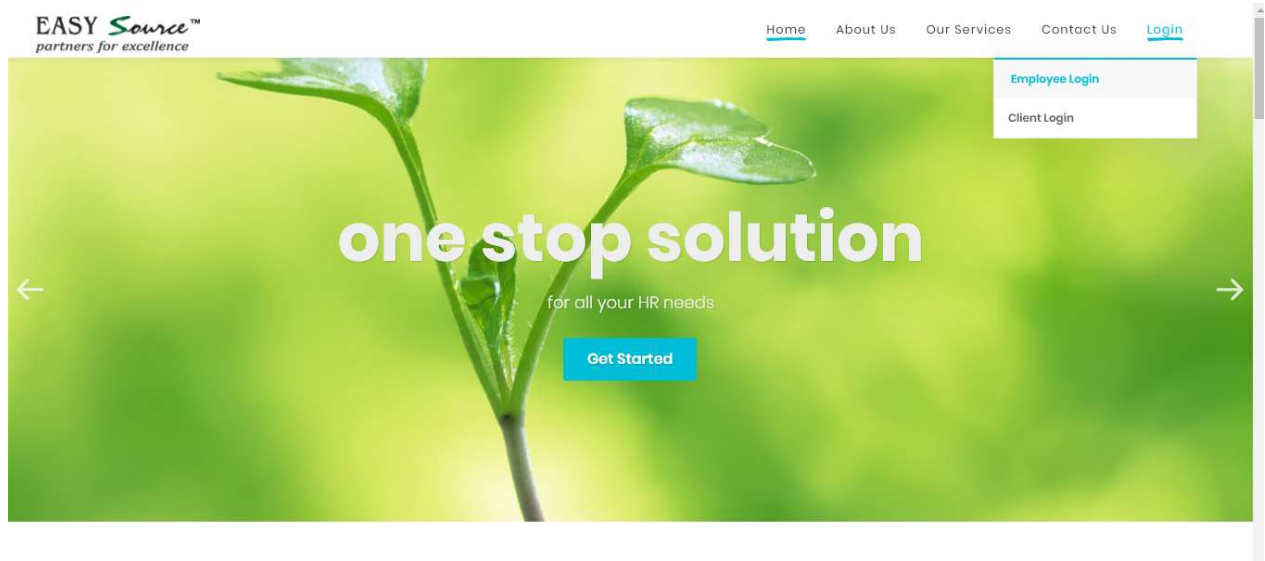
Handbook of Employee self-service (ESS)

Q. How to access ESS portal of Easy Source?

Step 1: It is a simple process jus login to www.easysourceindia.com



Step 2. Click on the Login Tab then click on Employee login



Step3. After Click on Employee login page will redirect you on ESS portal login page

EASY Source™
partners for excellence

**Welcome To
Easy Source HR Solutions Pvt. Ltd**

Easy Source HR Solutions Pvt. Ltd.
10-B, 25-Gopala Towers, Rajendra Place,
New Delhi 110008
Helpdesk No. :- 0124-2841341
Email ID :- helpdesk@easysourceindia.com
Web Site :- www.easysourceindia.com

Members Area

User ID :

Password :

[Forgot your password?](#)

Step 4. For User ID and Password you need to refer ESS login credential mail sent from Helpdesk mail ID.



Step 5: You have reached to Home page of Employee Self Service portal.

The screenshot shows the home page of the EASY Source HR Solutions Pvt. Ltd. Employee Self Service portal. The page features a blue navigation bar with links for 'VIEW / REQUISITIONS', 'DETAILS', 'TIME SHEET', and 'REPORTS'. On the right side of the navigation bar, there are links for 'Home', 'Logout', and a theme selector set to 'Blue'. The main content area is divided into two sections. On the left, under 'NEWS AND ANNOUNCEMENTS', there are links for 'How to Activate UAN & know PF Balance', 'Online PF Transfer', and 'Online PF Withdrawal'. On the right, under 'Apply and Generate Report', there are eight icons representing various services: 'Upload Documents', 'My Profile', 'Change Password', 'My Salary Structure', 'My Salary Slip', 'TDS Estimation Slip', 'My Leave Balance', and 'My Personal Details'.

If you forget your Password then there is an option **“Forgot your Password”**, click on that then system will automatically reset your password and send to your registered email ID.

The screenshot shows the 'Forgot your password?' form. The form is titled 'Forgot your password? Please enter the following information'. It contains three input fields: 'User ID', 'Date of Birth', and 'Please enter the characters as shown below'. The 'Date of Birth' field has a calendar icon. The 'Please enter the characters as shown below' field has a CAPTCHA image showing the number '937415'. Below the input fields are two buttons: 'VALIDATE' and 'RESET'. At the bottom of the form, there is a link that says 'Click here to relogin'.

Frequently asked questions about Employee Self Service:

Q. What can be done through ESS?

1. You can view, generate and download Payslip, Tax Slip, Year to Date Salary slip etc.
2. Raise Helpdesk Query
3. Submission of Investment Declaration

Q. What to do if Email ID is not updated?

Employee can write a mail to helpdesk including Employee code and Department name alongwith Updated email ID.

Q. How to contact Easy Source helpdesk if any query?

You can write an Email to helpdesk@easysourceindia.com or call to 0124-2841341
