

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

EASY Source™
partners for excellence

Your partners in growth for all HR needs

It's time to move to smarter, modern automated HR outsourcing solutions. Let's get connected for a fresh start in the New Year.

Get started



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

EASY Source™
partners for excellence

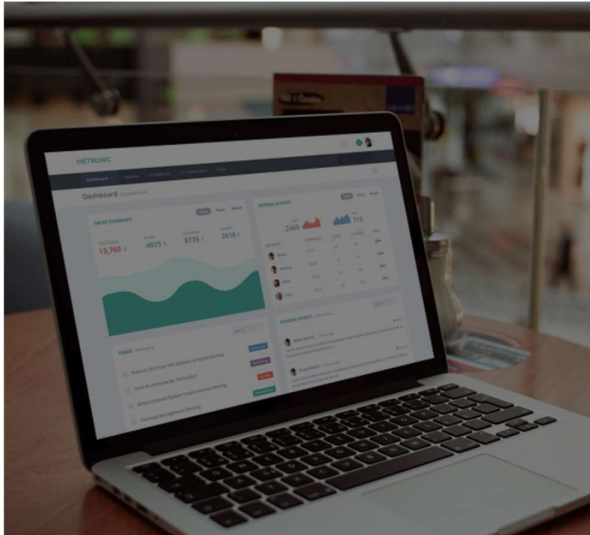
Your partners in growth for all HR needs

It's time to move to smarter, modern automated HR outsourcing solutions. Let's get connected for a fresh start in the New Year.

Get started



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

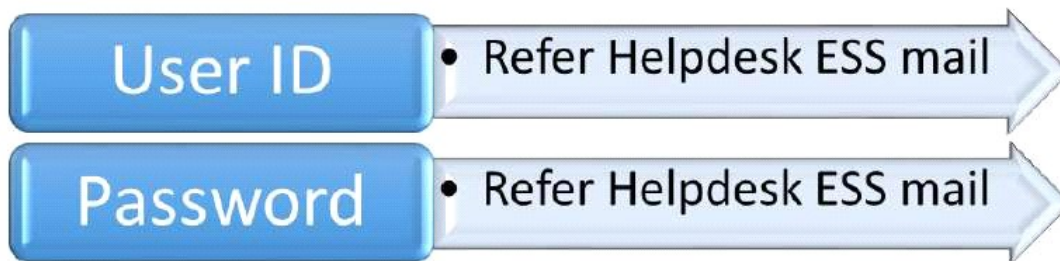


Login

Login

[Forgot Your Password ?](#)

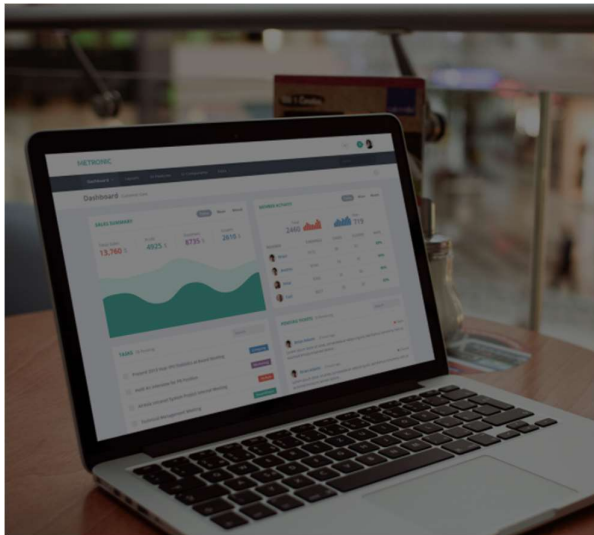
Step 4. For User ID and Password you need to refer ESS login credential mail sent from Helpdesk mail ID.



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

The screenshot shows the home page of the Employee Self Service portal. At the top left is the EASY Source logo. The main header includes navigation tabs: VIEW / REQUISITIONS, DETAILS, TIME SHEET, and REPORTS. On the right of the header are links for Home, Logout, and a language dropdown set to Blue. A left sidebar contains a 'NEWS AND ANNOUNCEMENTS' section with links for 'How to Activate UAN & know PF Balance', 'Online PF Transfer', and 'Online PF Withdrawal'. The main content area is titled 'Apply and Generate Report' and features eight interactive icons: 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.



Login

[Forgot Your Password ?](#)

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
