

YMCA OF SAN DIEGO COUNTY SELF SERVICE INSTRUCTIONS

YOUR USER NAME: Is the first letter of your first name and complete last name, then the last four of your social security number, for example: jdoe1111

TEMPORARY PASSWORD: last 4 digits of your social security #

Welcome to the YMCA of San Diego County. As an employee, you will be required to login to the YMCA Self Service system and complete the following personal information:

- Emergency contacts
- E-Mail address
- Direct deposit information (We still need an actual check)
- Verify your personal information including address and telephone number in the Change of Address section found in the Personal Information Section. **(Please continue to inform the Respite Unit staff of address and phone number changes as we won't be able to get your statements to you)**
- Update/change information tax with-holdings (if needed)

HOW TO LOG IN:

Self Service can **only be accessed through Internet Explorer**

- To login type <http://ess.ymcasd.org/live> into your internet address browser and click go.
- Enter your username and password as indicated above.
- Click login and change your password as required.
- Follow the links under Personal Information and Payroll & Tax to enter/change your information.

WHAT SELF SERVICE CAN DO FOR YOU?

We invite you to learn more about Self Service by logging in to <http://www.ceridian.com/myceridian/training/selfservice> and click on Ceridian Self Service Employee Role WBT.

QUESTIONS?

Contact your Branch Human Resources representative or contact Corporate HR - Donna Flores at dflores@ymca.org or Mary Cuevas at mcuevas@ymca.org 858-292-9622.