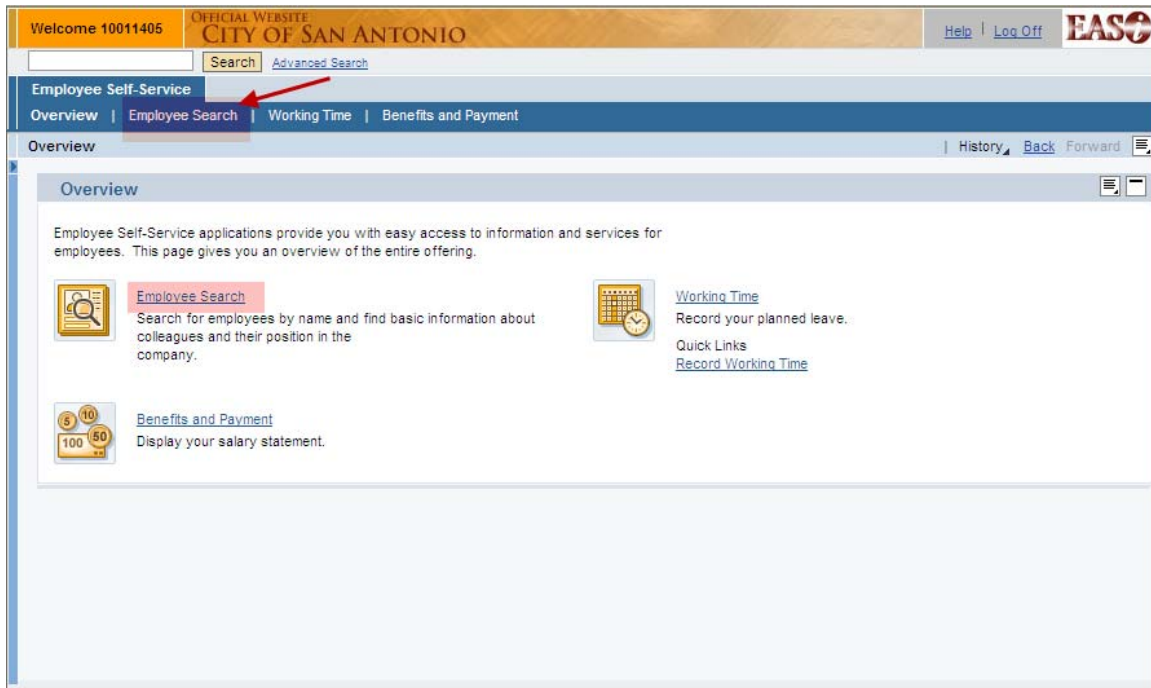


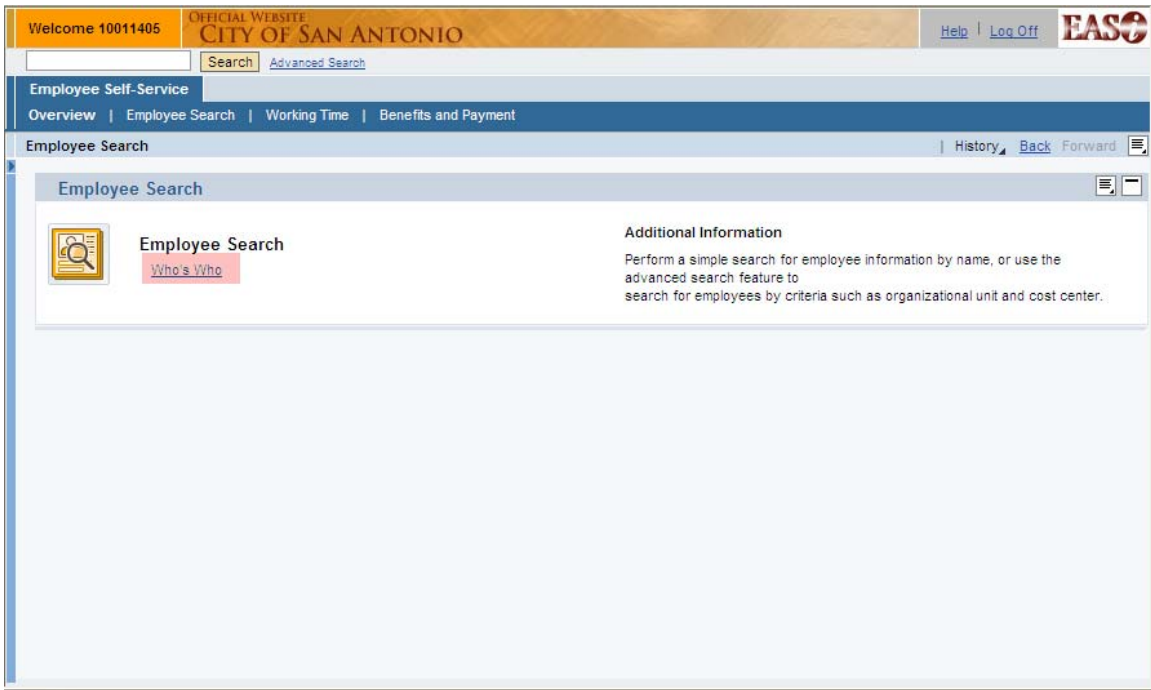
## **Employee Self Service (ESS) Portal**

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# **Employee Directory**




1. Click [Employee Search]
  - Can be accessed from Overview page
  - Can be accessed from Toolbar on any ESS page



2. Click [Who's Who]

The screenshot displays the 'Who's Who' search page within the City of San Antonio ESS Portal. At the top, there is a navigation bar with 'Welcome 10011405', the 'CITY OF SAN ANTONIO' logo, and links for 'Help' and 'Log Off'. Below this is a search bar with 'Search' and 'Advanced Search' options. The main content area is titled 'Who's Who' and contains a search form. The form prompts the user to 'Please enter the search criteria' and includes an 'Advanced search' link. The 'Last Name' field contains the text 'wil\*' and the 'First Name' field contains the text 'a'. At the bottom of the form, there are 'Search...' and 'Exit' buttons.

3. Enter [Last Name]
4. Enter [First Name]
  - Using an “ \* ” in either search field generates a wildcard search
5. Click [Search]

Welcome 10011405 **CITY OF SAN ANTONIO** [Help](#) | [Log Off](#) 

[Search](#) [Advanced Search](#)

**Employee Self-Service**  
Overview | **Employee Search** | Working Time | Benefits and Payment

**Who's Who** | History | [Back](#) | [Forward](#)

**Who's Who**

Please enter the search criteria

[Advanced search](#)

Last Name:   
First Name:

**Result List**

Last Name	First Name	Extension	E-mail	Building Number	Room Number	Personnel Number
<a href="#">WILLIAMS</a>	ALLEN		<a href="mailto:ALLEN.WILLIAMS@SANANTONIO.GOV">ALLEN.WILLIAMS@SANANTONIO.GOV</a>			00104288
<a href="#">WILSON</a>	AMANDA	78853	<a href="mailto:AMANDA.WILSON@SANANTONIO.GOV">AMANDA.WILSON@SANANTONIO.GOV</a>			00108126
<a href="#">Williams</a>	Annie					00117787

6. Click [Last Name] link to view employee information

The screenshot shows the 'Employee Self-Service' portal for the City of San Antonio. The header includes a welcome message 'Welcome 10011405', the official website logo, and navigation links for 'Help' and 'Log Off'. Below the header is a search bar with 'Search' and 'Advanced Search' buttons. The main navigation menu includes 'Overview', 'Employee Search', 'Working Time', and 'Benefits and Payment'. The current page is titled 'Who's Who' and displays the 'Employee profile for AMANDA WILSON'. The profile is organized into sections: 'Communication' (Extension: 78853, E-mail: AMANDA.WILSON@SANANTONIO.GOV), 'Department' (Organizational Unit: 36-11-01 (11), Cost Center: 3605010001, Building Number, Room Number), and 'Miscellaneous' (Last Name: WILSON, First Name: AMANDA, Position: 36-0204-Sr Sanitarian, Job: 0204-Senior Sanitarian, License Plate Number, Personnel Number: 00108126, System User Name).

7. Employee information is displayed