Forgot Password?

Exciting News! A new feature has been added to Employee Self Service online. Employees now have the ability to reset their own password through Employee Self Service. To reset your password, select "Forgot Password?" You will be prompted to answer a "security question", such as identifying the last four digits of your Social Security Number. Once you've correctly answered the question, a temporary password will be emailed to the email address listed in your Employee Self Service personal information profile. Once you login using your temporary password, you will need to provide a permanent password that must be a minimum of eight characters, including one number and one special character such as: $, %, #, @, etc. If the temporary password provided does not allow you to login and you continue to receive an error message, you may have exceeded the maximum number of login attempts allowed. You have five (5) attempts before you are locked out. You'll need to contact your department representative or OASIS Help Desk at (951) 358-6100 for assistance with your account.

You may update your primary email address in Employee Self Service under the "Personal Information" profile at any time, in addition to selecting a different security question. Please note, if you do not have a valid email address on file, you will receive an error message. If you receive an error message, please contact your Department Representative. For further assistance contact the OASIS Help Desk at (951) 358-6100 or the Benefits Hotline at (951) 955-4981. Once your password has been reset, you will need to login to Employee Self Service and provide a primary email address.

Resetting your Employee Self-Service Password

Step 1: Navigate to the Employee Self Service login screen (https://oasishrms.oasis.lcl/). If you do not remember your password, select "**Forgot Password**?"

User ID: ESS123456
Password:
Sign In

HR
Payroll
Benefits
Time Entry
Employee Self Service (ESS)

Forgot Password?

Step 2: Enter your Employee Self Service User ID, followed by your 6-digit Employee ID number. For example: ESS123456, then select Continue.

Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find

User ID:

Continue

Oops! You may get the error message below if you do not have a primary email address set up. Be sure to set one up on your Profile when you are logged into the Self Service module.

Message from webpage

A new password can not be sent to user. (48,224)

The user has not setup or does not have 1) a system email address 2) a hint question and response for validation or 3) permission to have the password emailed. Please contact the security administrator.

OK

This message indicates you have not set up a primary email address on your profile.

Contact the OASIS help desk at (951) 358-6100 or Benefits at (951) 955-4981.

Step 3: You will be prompted to answer a simple security question to identify yourself. For example, you may be prompted to provide the last 4-digits of your Social Security Number, then select "Email New Password".

Forgot My Password

User ID: ESS123456
Email ID: Demployee@uemail.com

Please answer the following question below for user validation.

Question: Last 4 digits of your social security number?
Response:

Email New Password

Note: the primary email address on your Employee Self-Service Profile is indicated. This is where your temporary password will be sent.

Enter the correct answer here

Step 4: Retrieve your temporary password from your email (sent from OASIS_hr@co.riverside.ca.us)and return to the Employee Self Service login page https://oasishrms.oasis.lcl), enter your Employee Self Service User ID (e.g. ESS12345) and the temporary password provided in your email and then select "Sign in"

Step 5: Once you have successfully logged into your Employee Self Service account, using the temporary password, you will be prompted to change your password. Select the hyperlink to go to the password reset page.

Your password has expired.

Click here to change your password.
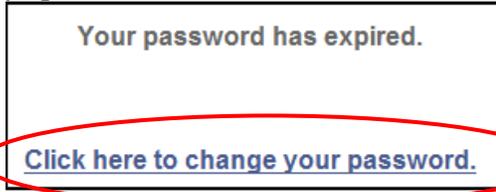
Step 6: Enter the temporary password provided by email and select a new password. Then select "Change Password"

Change Password

User ID: ESS123456

Description: Your, Name

*Current Password:

*New Password:

*Confirm Password:

Change Password

Note: Remember that your new password must be at least eight characters including one number and one special character (e.g. $, %, #, @)

Congratulations! You have successfully logged into Employee Self Service! There are a multitude of tools available to use in Employee Self Service. You can view your current benefits, beneficiaries, pay check stubs and Federal withholding elections and obtain a copy of your W-2's.

Please remember to contact your Department Representative for support or questions with Employee Self Service. You may also contact OASIS Help Desk (951) 358-6100 or the Benefits Hotline (951) 955-4981.

Electronic W-2

The Office of the Auditor-Controller's Payroll Division would like to remind everyone that W-2 time is just around the corner. If you would like to receive your W-2 electronically and have not previously elected this method, please take the time while you are completing your Annual Enrollment via Employee Self Service, to elect to receive your W-2's electronically (if this is your preferred method of delivery). If you sign up for this option, you will no longer receive a paper W-2 in the mail. Electronic W-2's are ready for viewing before the mailed versions are printed. Therefore, if you sign up for an electronic W-2, you will be able to obtain your W-2 a few days earlier. Please note, the Auditor-Controller does not allow the forwarding of W-2's, Pay Warrants, or Pay Advices. If you move, you MUST update your address with Human Resources to ensure proper delivery of these items. There is an eight (8) day waiting period to replace lost pay warrants, per Board policy. Replacement W-2's can be requested after March 2012.