

# Talent Management

Human Resource  
Information  
Management System  
(HRIMS)



## EMPLOYEE SELF SERVICE (ESS) FREQUENTLY ASKED QUESTIONS (FAQs)

- Q: What is the website to access the ESS screen?**  
**A:** <https://governmentofbermuda.myetweb.com>
- Q: What is my username?**  
**A:** Your employee ID number
- Q: Where can I get my employee number?**  
**A:** It is located on your pay slip or you can speak with your department/payroll administrator
- Q: If I am signing on for the first time, what is the generic password?**  
**A:** new
- Q: Is it mandatory for me to complete an ESS profile?**  
**A:** Yes. One of the benefits is for employees to share their career plans and aspirations with management.
- Q: I will be retiring, is it still mandatory?**  
**A:** If you are retiring before 31 December 2014, completing the ESS profile is not mandatory.
- Q: Do I have to be on the Government of Bermuda's network to complete and/or update my ESS profile?**  
**A:** No, you can access the website from any computer.
- Q: Who will have access to my ESS profile?**  
**A:** The Department of Human Resources will be able to view your profile and eventually your direct line manager/supervisor. However, you are the only one who can make changes to your profile.
- Q: Can I make changes/updates to my profile after the deadline?**  
**A:** Yes, you can have access to your profile 24 hours a day.
- Q: Information specific to my credential and certification, degree subjects, areas of responsibilities, etc. are not included in the drop down boxes, what should I do?**  
**A:** E-mail the details to [hrimssupport@gov.bm](mailto:hrimssupport@gov.bm). The information will be updated within two business days.
- Q: What if I worked for a Government department and the name is not included in the drop down box?**  
**A:** As this information is being pulled from current data in E1, select the name of the current department name. If that department no longer exists, do not select a department. You can indicate in the notes section what department you held that position in.
- Q: My post title is incorrect, how can this be changed?**  
**A:** This information together with your name, date of birth, supervisor's name is populated into your ESS profile through E1. Therefore, you will need to speak with your department/payroll administrator regarding having the information updated in E1.
- Q: Why is my profile completeness not calculating to 100%?**  
**A:** Review all the required information for each tab, and if you are unable to input data because the tab is not relevant then your profile is as complete as it can be at this time.
- Q: What if I have questions?**  
**A:** Telephone 279-2816 or email [hrimssupport@gov.bm](mailto:hrimssupport@gov.bm)



GOVERNMENT OF BERMUDA  
The Cabinet Office  
Department of Human Resources

If you have any questions e-mail [hrimssupport@gov.bm](mailto:hrimssupport@gov.bm) or call 279-2816