

DELAWARE NORTH COMPANIES

PEOPLEMANAGER



## User Guide

### Employee Self-Service (ESS)

#### Logging In:

<https://peoplemanager.dncinc.com>

User ID:

Password:

**Sign In**

[Forgot your password ?](#)

Your User Name and will be provided to you during orientation. It will never change and is always entered as ALL CAPITAL LETTERS.

Your password will be entered the first time as MMDDYYYYXXXX:

MM = the 2 digit value of the month in which you were born (01 through 12)

DD = the 2 digit value of the date on which you were born (01 through 31)

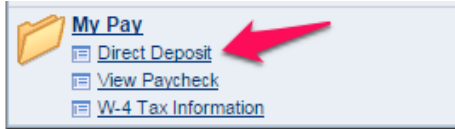
YYYY = the 4 digit value of the year in which you were born

XXXX = the LAST 4 digits of your Social Security Number

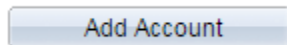
If you need assistance with your password, contact the Associate Service Center, Monday-Friday, 7:30am-5:30pm Eastern at 877-936-2272.

## Enter a Direct Deposit:

From the Main Page of PeopleManager, choose Direct Deposit.



Choose Add Account.



Enter your account information and select Submit.

**Direct Deposit**  
**Add Direct Deposit**

**Your Bank Information**

Routing Number:  [View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

\*Deposit Type:

Amount or Percent:

\*Deposit Order:  (Example: 1 = First Account Processed)

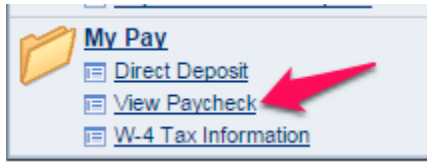
Deposit Type allows you to enter more than one account and indicates how you would like your deposits completed.

You can choose to enter specific amounts into a designated accounts or split your funds by percentage. You will indicate in which order to enter the deposits on the Deposit Order Line for each account.

If entering only one account, choose Deposit Type "Balance" and Deposit Order "1".

## View Pay Stubs:

From the Main Page of PeopleManager, click on View Paycheck.



Your list of available paystubs is displayed on the screen. Click the View Paycheck button on the line of the check you wish to view.

### View Paycheck



Review your available paychecks below. Select the check date of the paycheck you would like to review.

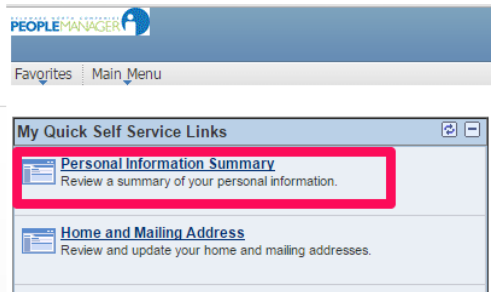
Select Paycheck				
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date
12/31/2015	<a href="#">View Paycheck</a>	Management Services, Inc	12/16/2015	12/31/2015
12/15/2015	<a href="#">View Paycheck</a>	Management Services, Inc	12/01/2015	12/15/2015

Your paystub will open as a PDF file in another window. It can be printed, if needed.

**Important:** Your Internet Browser's pop-up blocker must be disabled in order to view a paycheck.

# Making Changes to Personal Information:

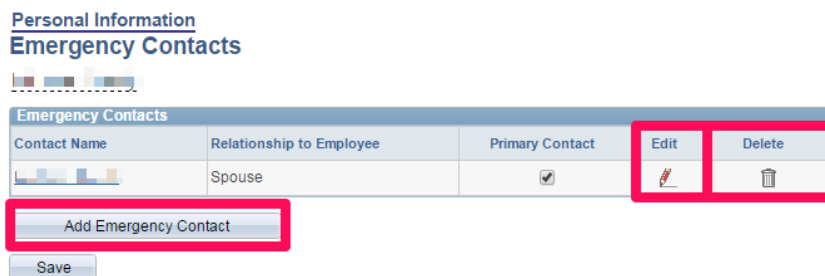
From the Main Page in PeopleManager, choose Personal Information Summary.



On this screen you can edit your Name, Address, Phone Number, Emergency Contact, Email Address, Marital Status and Ethnic Group. Click the “Change” button for the item you wish to change/update.



Depending on the screen chosen, you can Edit, Delete or Add a new item.



Once changes have been entered, be sure to click Save.



\* Required Field