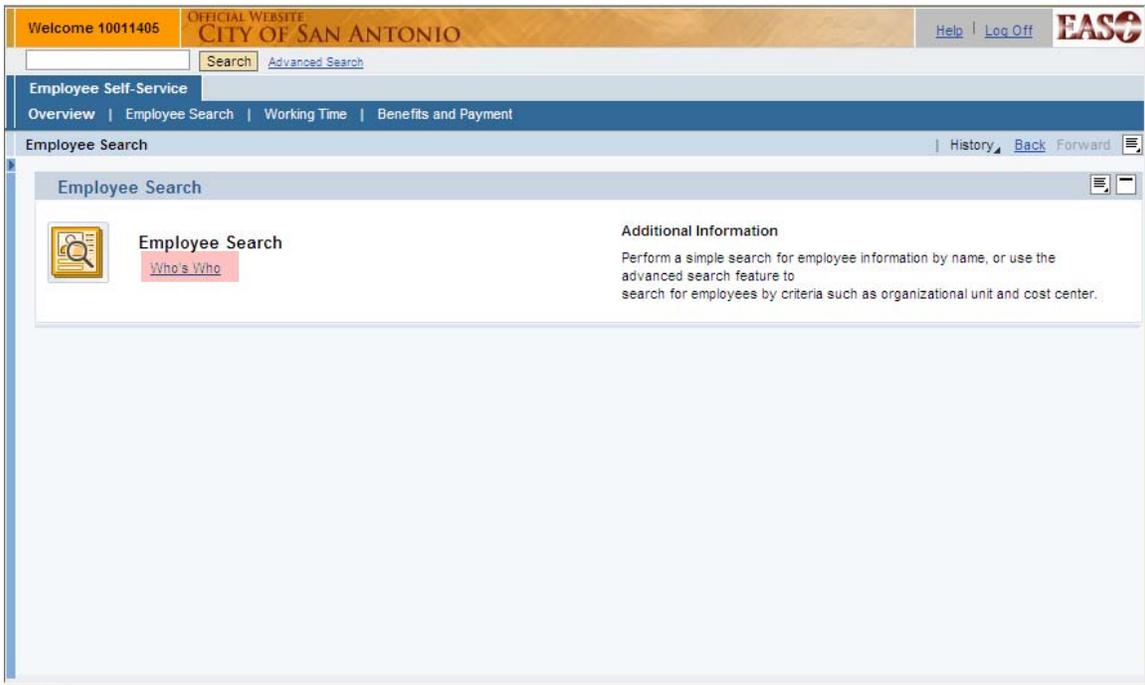


Employee Self Service (ESS) Portal

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]

Welcome 10011405 OFFICIAL WEBSITE CITY OF SAN ANTONIO Help Log Off EASO

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: wil*

First Name: a

Search... Exit

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](#) **EASO**

[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
WILLIAMS	ALLEN		ALLEN.WILLIAMS@SANANTONIO.GOV			00104288
WILSON	AMANDA	78853	AMANDA.WILSON@SANANTONIO.GOV			00108126
Williams	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 bar 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