

Process for continued access Global View Employee Self Service (ESS) after leaving HPE

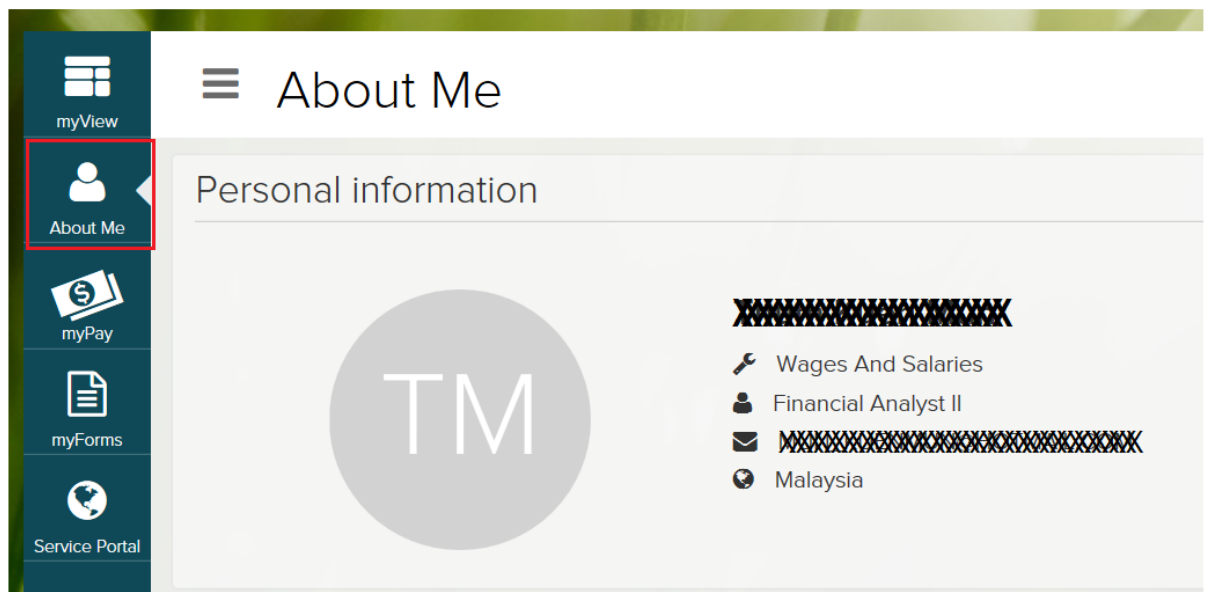
TO BE ABLE TO VIEW YOUR PAY SLIPS AND TAX YEAR END STATEMENTS AFTER YOU LEAVE HPE, THE PROCESS IS BELOW TWO SECTIONS A&B

A. INFORMATION TO BE UPDATED BEFORE YOU LEAVE HPE.

B. ACCESSING YOUR ESS ACCOUNT AFTER YOU HAVE LEFT HPE.

A. INFORMATION TO BE UPDATED BEFORE YOU LEAVE HPE.

1. Log in to ESS → <https://home.hpe.com/>
Top Tools → HR Home → Payslip
2. Go to “About Me” tab



You need to change your email address to your own private one, to do this follow the instructions below:

3. Under “myDetails” select “Office & Communication Data” click “Edit” and update employee’s personal email address.

Challenge Questions

What was the name of your favorite teacher?

What were the year, make and color of your first car?

Where does your nearest sibling live?

What was your dream job as a child?

7. Log Out this page

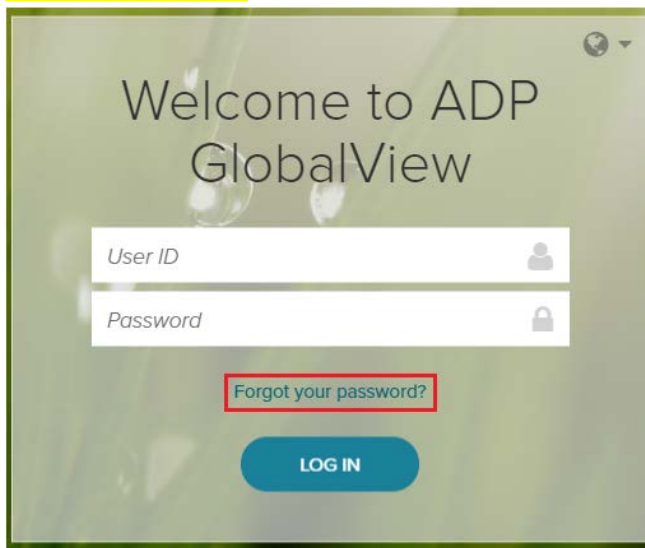
B. ACCESSING YOUR ESS ACCOUNT AFTER YOU HAVE LEFT HPE.

8. Log in to Ex-Employee ESS Login: <https://portal.globalview.adp.com/HP>

In the box User Id please enter your **HPE 8 digit number** (this will always be your User ID). Once you have done that press next

User ID: Employee ID

Click Forgot Password



Welcome to ADP
GlobalView

User ID

Password

Forgot your password?

LOG IN

9. Answer the required details

Forgot your password?

1. Verify Identity2. Answer Security Qu...3. Reset Your Password4. Confirmation

User ID

BACKNEXT

Forgot your password?

1. Verify Identity2. Answer Security Qu...3. Reset Your Password4. Confirmation

What are you most afraid of?

What was the name of your favorite teacher?

BACKNEXT

This screen allows you two choices, you can go in and create your password or you can click on the button where the system will generate you a password and email it to you. By creating your own password this allows you to go straight into your ESS account, if you choose the create my own password, below scroll down on the screen below and enter your new password and click next.

Forgot your password?

1. Verify Identity2. Answer Security Qu...3. Reset Your Password4. Confirmation

I would like to

Have a randomly generated password emailed to me

Create my own password

Note: Your password must be between 8 and 20 characters long.

Your password must also contain:

- At least 1 alpha and numeric characters
- At least 1 uppercase and lower case characters
- At least 1 special characters (!" @ \$ % & / 0 = ? * + ^ # - _ . , ; : [] \ < > |)

Create Password

Confirm Password

BACKNEXT

Forgot your password?

1. Verify Identity

2. Answer Security Qu...

3. Reset Your Password

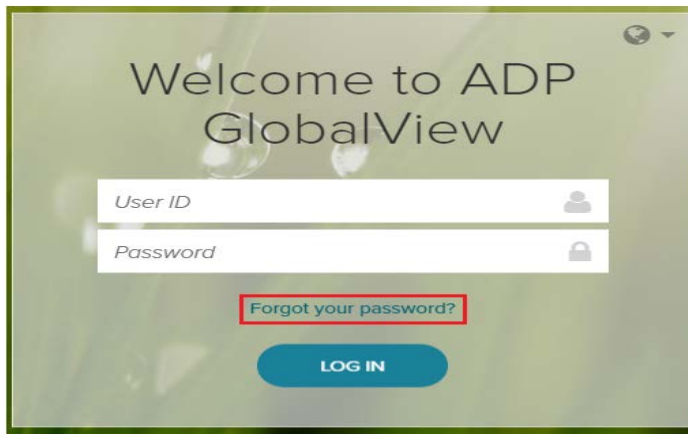
4. Confirmation

Your password has been successfully reset


DONE


10. After resetting, log in again using the password that was setup.

<https://portal.globalview.adp.com/HP>



Welcome to ADP
GlobalView

User ID 

Password 

Forgot your password?

LOG IN