register/set up your ESS account

To access Employee Self Service (ESS), you must register your account through www.myTJX.com using a personal computer, not a computer that is connected to the TJX network.

1. Click the link for **Associates** and then click the link that you “have not yet registered” with TJX Employee Self Service.

2. Enter your **First Name**, **Last Name**, **Date of Birth** and **AIN**. Your AIN is located on your paycheck. Please note your name needs to be entered exactly as shown on paycheck, it cannot be a nickname. Click **Next**.

3. At the ‘Register New User’ screen, you will create a username of your choice and a password. Passwords must be at least 8 characters long and contain a combination of letters (with at least one uppercase letter), and special characters. An example of a password in the correct format is: Welcome12#. Enter a **Username**, enter and verify a **Password**, then click **Next**.

4. Review your changes at the ‘Register New User: Review’ screen and click **Submit**.

   The confirmation page is displayed and the changes have been applied.

5. At the top of the confirmation page, click **Logout** to return to the login screen.

   Do NOT click the Home button. Login to Oracle using the username and password you created.

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ESS on-line help

Once logged into ESS, click the **Welcome to ESS!** link. A “Welcome to Employee Self Service” page displays with an introduction to ESS and links to many helpful resources.

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personal information

Click the **Personal Information** link if you want to review or make changes to your personal information.

- For Name, Phone Numbers or Main Address changes, click **Update**. Enter the appropriate changes and follow the prompts to submit your changes. Special characters such as # - / cannot be used when entering personal information.

  Select **Correct** if the information listed is incorrect, such as a misspelled street address. Or select **Enter New Information** because of a real change to the current details option, such as changing an address because of a move.

  Please review your Social Security number to ensure accuracy. If it is not accurate, you will need to contact HR XPRESS.

- Click **Add** to enter a new emergency contact or **Update** to edit existing information. To remove an emergency contact, select the contact and enter an **End-Date**.

Dependent and Beneficiary information applies if you are benefits eligible. See the **Benefits** section for further details.
**benefits**

If you are eligible for benefits, you can view current benefit enrollments and designate or update beneficiaries of your life insurance plan(s) in the Benefits section at any time.

If you experience a life event (marriage, divorce, birth, adoption), you have 30 days to initiate changes to your benefits. Please be aware that adding new dependents under Personal Information in ESS does not automatically enroll them in benefits. Select Benefits link and complete Benefits Enrollment section. Your Manager can provide you with a copy of step-by-step Employee Self Service instructions based on your change. Supporting documentation may also be required. Or click Welcome to ESS! for on-line help.

**view available paid time off (PTO) balances**

Click on Paid Time Off (PTO) Balances in ESS to view your available Personal Hours, Sick Hours and Vacation Hours.

**my information**

Click on My Information to view your basic work history from December 2007 to present through ESS including: assignment number, job, department, Manager and years of service. This screen is read-only and cannot be updated.

**payslip**

You can view your weekly payslip through ESS by clicking on Payslip. This is the same information that comes on your weekly pay stub or advice.

**tax form**

You can update your Federal Tax Information through ESS. If you live in a state that requires additional forms, print the appropriate state form and ask your Manager to submit it to the Payroll Department.

1. Click the Tax Form link.
2. Click Update in the Federal W-4 form box. You can update the following information–Filing Status, Allowances and Additional Amount Withheld.
3. Review and check the appropriate boxes, as necessary.
4. Click Continue. Review the W-4 Allowance Certificate and click Submit.

**requesting a leave of absence (LOA)**

You can request an LOA (and appropriate forms) through ESS. HR XPRESS will be notified of your leave request, but you should still discuss your request for leave with your Manager.

1. Click the Request for Leave of Absence link. Click the Create New Absence Request button.
2. Select Absence Type and then select Absence Reason.
3. In the Duration box, enter the Start Date and the Expected End Date. (Click the calendar icon to select the appropriate date.) Click Calculate Duration and the Total Number of Days appears in the box.
4. Enter the Last Day Worked Prior to LOA.
5. Click the appropriate link to open and print the instructions and forms needed for your type of leave request.
6. Click the checkbox next to the “I acknowledge...” statement to indicate you have read the statement and accessed the correct forms.
7. Click Next. Review your request details before submitting. Click Submit.

HR XPRESS will await the required forms. Forms should be sent within 15 days of submitting the request.

**need help?**

If you have a technical or navigational question, please call the Service Desk for assistance: 1-888-444-4848; Hours of operation: 8:00 AM –11:00 PM (ET)