

Handbook of Employee Self Service(ESS)

Q. How to access ESS portal of Easy Source?

It is a simple process just login to www.easysourceindia.com then below page will be opened

EASY Source™
partners for excellence

Your partners in growth for all HR needs

It's time to move to smarter, modern automated HR outsourcing solutions. Let's get connected for a fresh start in the New Year.

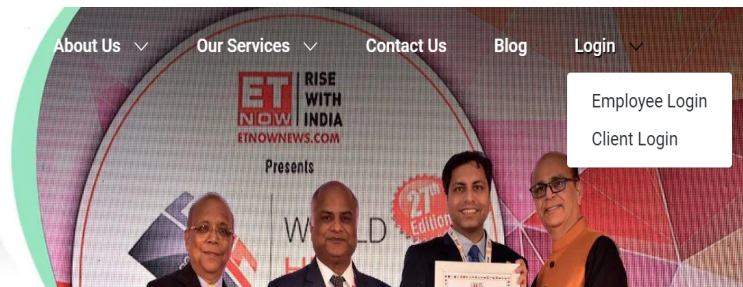
[Get started](#)



Click on Login Tab then click on Employee Login

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After click on Employee login, Page will redirect you on ESS portal login page



EASY Source™
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Login

User Name

Password

Domain

Employee

Login

[Forgot Your Password ?](#)

User ID

- Refer Helpdesk ESS mail

Password

- Refer Helpdesk ESS mail

If you forget your Password, then Click on “Forgot your Password”. It will open Reset password page

Forgot your password? Please enter the following information

User ID :

Date of Birth :

Please enter the characters :
as shown below

907615


VALIDATE

RESET

[Click here to relogin.](#)

Home Page of ESS portal

EASY *Source* HR Solutions Pvt. Ltd.




VIEW / REQUISITIONSDETAILSTIME SHEETREPORTS


[Home](#) [Logout](#) Green

Friday 15 Apr 2016

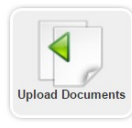
Apply and Generate Report




My Profile




Change Password



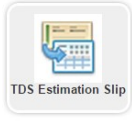
Upload Documents



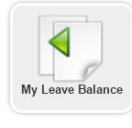
My Salary Structure



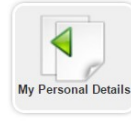
My Salary Slip




TDS Estimation Slip




My Leave Balance



My Personal Details



My Attendance



My Payroll

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Q. What to do if Email id is not updated?

Employee can write a mail to helpdesk@easysourceindia.com with their Employee code and email ID for updation.

Q. How to contact Helpdesk for query?

Employee can write email to helpdesk@easysourceindia.com

And Call to 011-49322615

www.easysourceindia.com