

How to Sign in to the CLC Restaurants, Inc Employee Self Service (ESS) Website

Before you begin, you will find it handy if you have with you a recent paystub. This site works on all devices and browsers.

To begin, navigate to the ESS Website or scan the QR code.

<https://clcess.mycloudatwork.com/selfservice>

At the welcome page, click on “First Time User Register Here”

The screenshot shows the login interface for the Sage CLC and PSTB ESS Site. At the top, the Sage logo is in green. Below it, the text "CLC and PSTB ESS Site" is centered. On the left, a purple welcome message reads: "Welcome to the CLC and PSTB Employee Self Service Site!". Below this, instructions for sign-up and a link to "Click Here" are provided. A red text block offers assistance: "If you continue to have troubles, please send us a screenshot of the info you are entering and email it to ESSHelp@CLCREST.COM. We will verify that the data on our end is the same and help you get access." The main form area has fields for "Username" and "Password", a "Show Password" checkbox, and a green "Sign In" button. At the bottom, there are links for "Username and Password Help", "First-Time User Register Here", and "Legal Information". A blue arrow points from the "First-Time User Register Here" link in the text above to the corresponding link on the page.The screenshot shows the "Create New Logon" page on the Sage CLC and PSTB ESS Site. The Sage logo is at the top. Below it, the text "CLC and PSTB ESS Site" is centered, followed by the heading "Create New Logon". A sub-heading reads: "To set up your Logon, provide the following information." The form contains fields for "First Name" (with "SUSIE" entered), "Last Name" (with "HOTSAUCE" entered), "Date of Birth" (with "01/01/1974" entered and a calendar icon), "Security Question" (a dropdown menu with "What is the name of your dog?" selected), and "Security Answer" (with "FRED" entered). At the bottom, there are two buttons: a green "Next" button and a white "Cancel" button with a green border.

Enter your information: This is where your pay stub will come in handy as everything has to be entered on this page EXACTLY as it is on your stub. Your name is no longer case sensitive, but it still must match what we have in our payroll software exactly. Therefore you must enter Robert (not Bob) Smith if on your paycheck your name is shown as ROBERT SMITH.

After you enter your name, enter your date of birth, including the forward slashes /. If the data does not match and you are a new employee without a paystub to look at, sk your restaurant manager to verify the data they entered in your New Hire Form. If they made a mistake on your name or birthdate, sign up using the incorrect data (this screen must match what they entered). You will have an opportunity to correct any mistakes on your Onboarding Confirmation Form.

Afterwards, choose a Security Question and type in your answer. This is used if you forget your password.

If asked to choose a company, select CLN.

Sage

CLC and PSTB ESS Site

Create New Logon

Username
SHotSauce771

Password
.....

Confirm Password
.....

The username and password cannot contain any spaces.

Password must be in the following format:
Minimum Length: 6
Minimum Numeric Characters: 1

Once you select your company, Choose your Logon UserName and Password.

Hit enter or Tab and then Click on Save.

After you do that you will be taken right in to ESS.

The first thing you need to do is click on your Personal page and update your information.

Sage | Employee Self Service

Employee

Personal

Time Off

Benefits

Employment

Career

My Menu

My Time Off

My Recent Messages

Message Type	Message
Details	

My Pay History

My Current Benefits

Show/Hide

Please check your address, enter phone numbers, emergency contacts, and a personal email that you check regularly.

To expand details on your different dashboard items, click on the down arrow. To minimize, click again.

Please use this site to keep your address and phone number and email current at all times!

The rest of the site is quite easy to figure out. You may also find it handy that under Benefits are the links to our various Benefit providers if you have Benefits through CLC.

In addition, you have direct access to the Companies handbooks by going to Employment.

If you have troubles, you can email ESSHELP@CLCREST.COM