

Signing up for an account on Employee Self Service (ESS)

1) Visit https://genescoinc.ess-absencetracker.com/login.

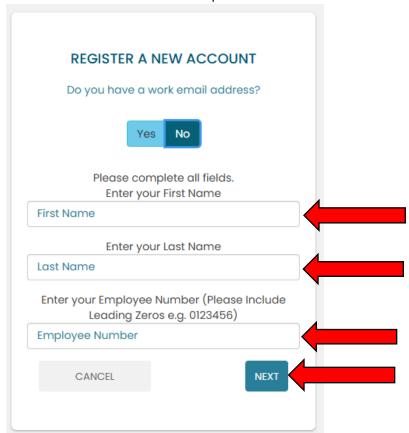


Log In Welcome Back! Please enter your credentials. Email Password The Password field is required. Terms And Conditions By logging into this site, you agree to the site's Terms And Conditions Login

Forgot Password?

Register New Account

2) Select **No** on "Do you have a work email address?" This will bring up further information for you to list out your First Name, Last Name, and Employee Number. Please ensure that you are adding the leading zero (0) to your Employee Number to make it 7 digits (i.e. 0123456). Select **Next** once all information has been completed.

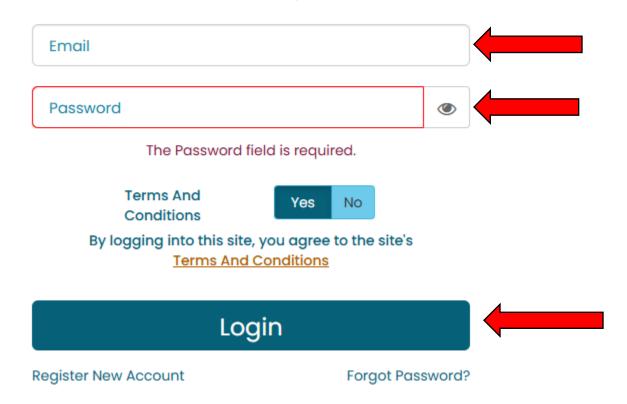


3) An email from do-not-reply@absencesoft.com will be sent to your email address. If you do not receive the email, please check your spam folder. If you still do not see the email, please email leave@genesco.com for further assistance. Once you have finished signing up by setting a password for your account, then you will then need to log into the system.



Log In

Welcome Back! Please enter your credentials.



4) If you need any help, please reach out to the Leave Department at leave@genesco.com.