



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.



The Password field is required.

Terms And
Conditions

Yes

No

By logging into this site, you agree to the site's

[Terms And Conditions](#)

Login

[Register New Account](#)



[Forgot Password?](#)

- 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.

REGISTER A NEW ACCOUNT

Do you have a work email address?

Please complete all fields.

Enter your First Name

Enter your Last Name

Enter your Employee Number (Please Include Leading Zeros e.g. 0123456)

Four red arrows point to the 'First Name', 'Last Name', 'Employee Number' input fields, and the 'NEXT' button.

- 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.

 

The Password field is required.

Terms And
Conditions

Yes

No

By logging into this site, you agree to the site's
[Terms And Conditions](#)



[Register New Account](#)

[Forgot Password?](#)

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