



Employee & Retiree Service Center

Instructions for accessing and printing ePaystub via Employee Self-Service

- Take steps to [deactivate](#) your Internet browser's pop-up blocker.
- From the [Employee Self-Service \(ESS\) web page](#), click on the **My ePaystub** link under the green My Pay banner.
- Log in using your Outlook username and password.
- Click on the blue **My ePaystub** link under View My Documents on the left side of the screen.
- Click the **magnifying glass icon** under the View column next to the payday you need.
- In the Document Viewing Security window, enter your employee identification number in the box provided, then the security code shown in the blue box.
- To print your ePaystub, right click on it and choose **Print**.

To view ePaystubs dated April 15, 2016 and earlier, visit the [ESS web page](#) and click on **My ePaystubs prior to April 29, 2016**, which you will find under the green My Pay banner.

ePaystub Help/Troubleshooting

Visit the [myID website](#) if—

- you can't remember your MCPS password, or
- you need to change your MCPS password.

Contact the MCPS Help Desk by telephone at 301-517-5800 or via [email](#) if—

- you can't access ePaystub,
- you need assistance printing your ePaystub,
- you want to save your ePaystub but don't know how, or
- you don't remember your MCPS username.

Contact your timekeeper if—

- hours worked were not reported by a location,
- hours worked were reported incorrectly by a location, or
- hours worked were reported against an incorrect position.

Contact the Employee and Retiree Service Center (ERSC) by telephone at 301-517-8100 or via [email](#) if—

- you are missing a pay stub,
- you would like to make arrangements to pick up a manual check,
- you would like to know when funds viewable on ePaystub will be in your account,
- you need a further explanation of the pay codes or the attendance codes on ePaystub,
- you would like to change personal information displayed on ePaystub, or
- you would like ERSC to prepare an official employment verification for you.