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.