Instructions for accessing and printing ePaystub via Employee Self-Service

- **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.