

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.