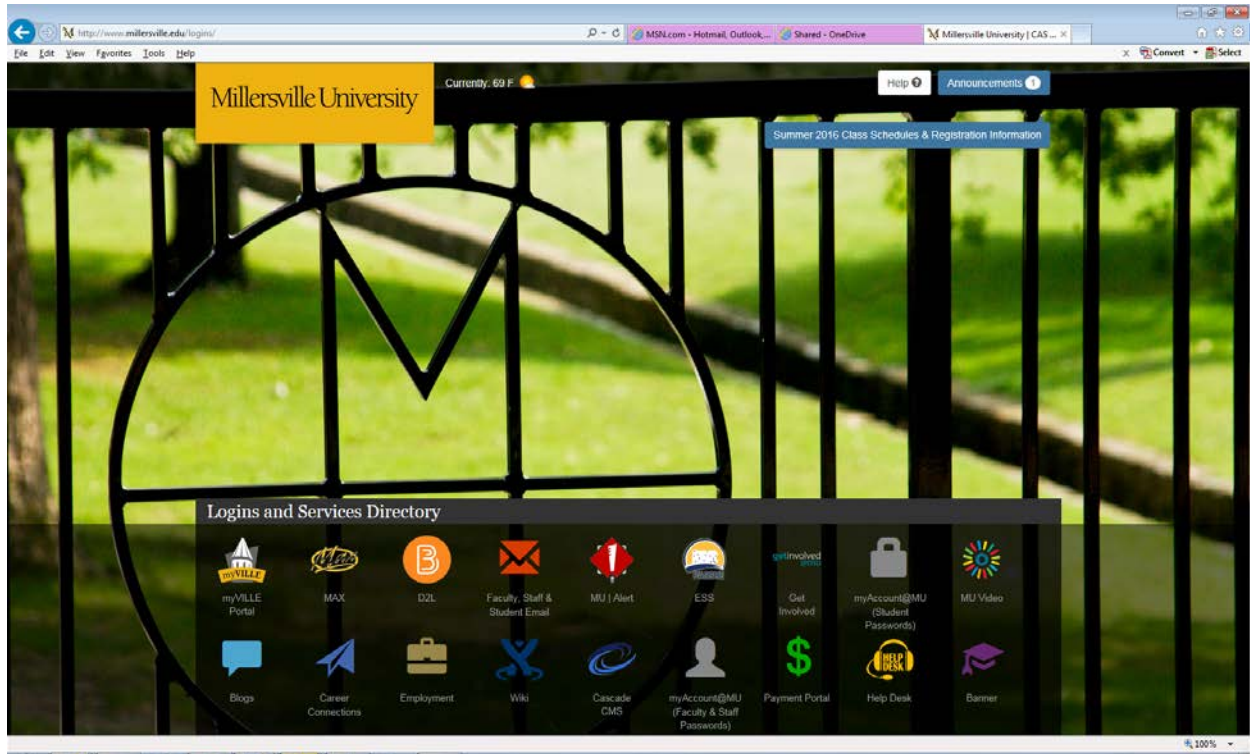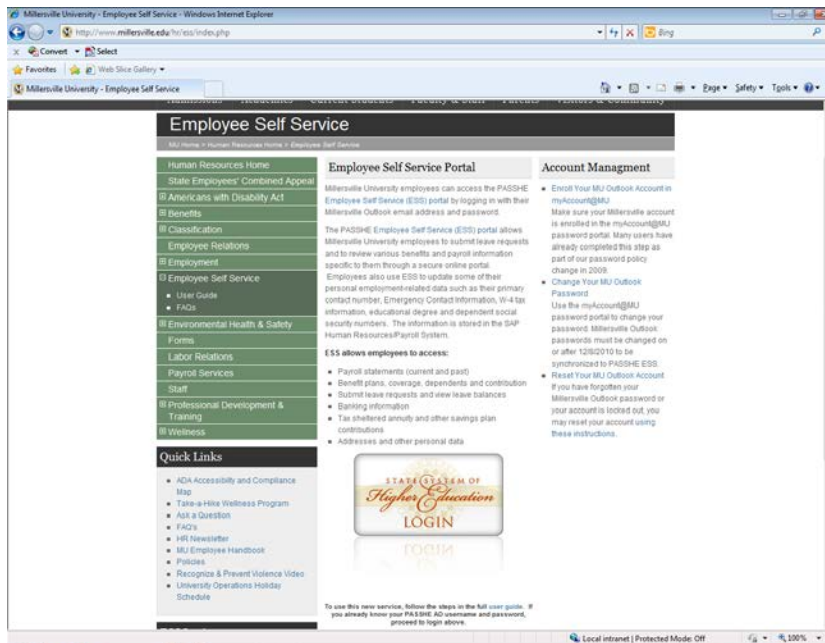# ESS Online Pay Statement Insturcutions

Select the ESS option from the Millersville Login Page

Click on the *State System of Higher Education Login* button

==If you receive a not authorized error message you will need to change your password.==
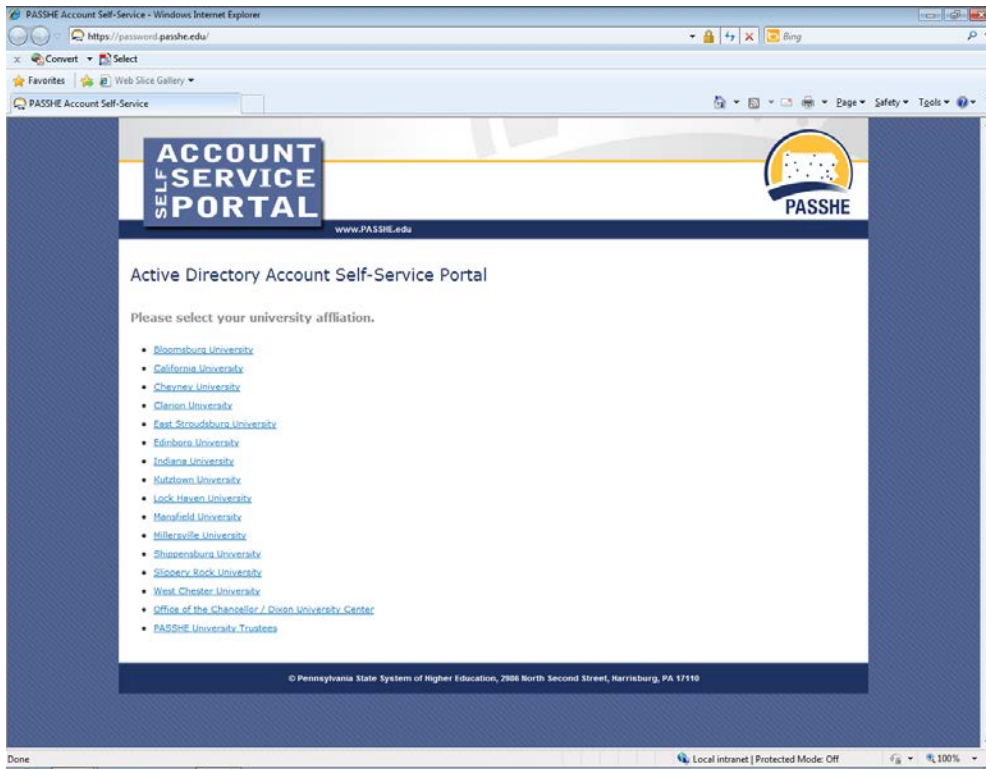
<u>To change your password</u>
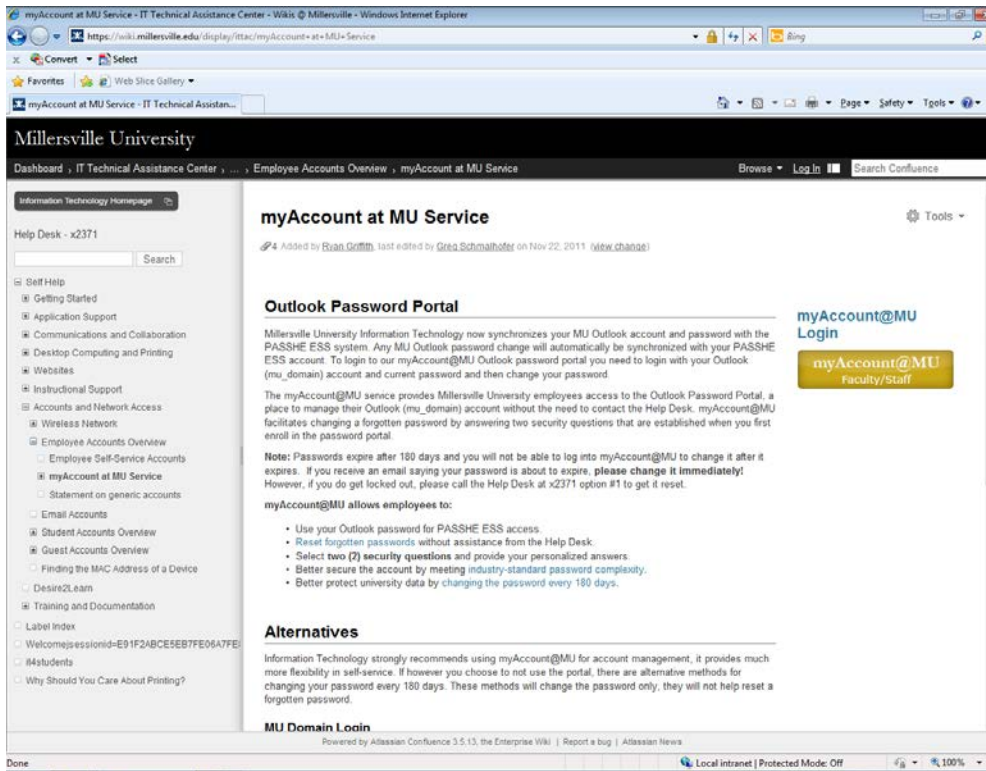
From the ESS Log in screen

Click on *Forgotten/Expired Password button*

Select *Millersville University*

Click on the blue *myAccount@MU Login*
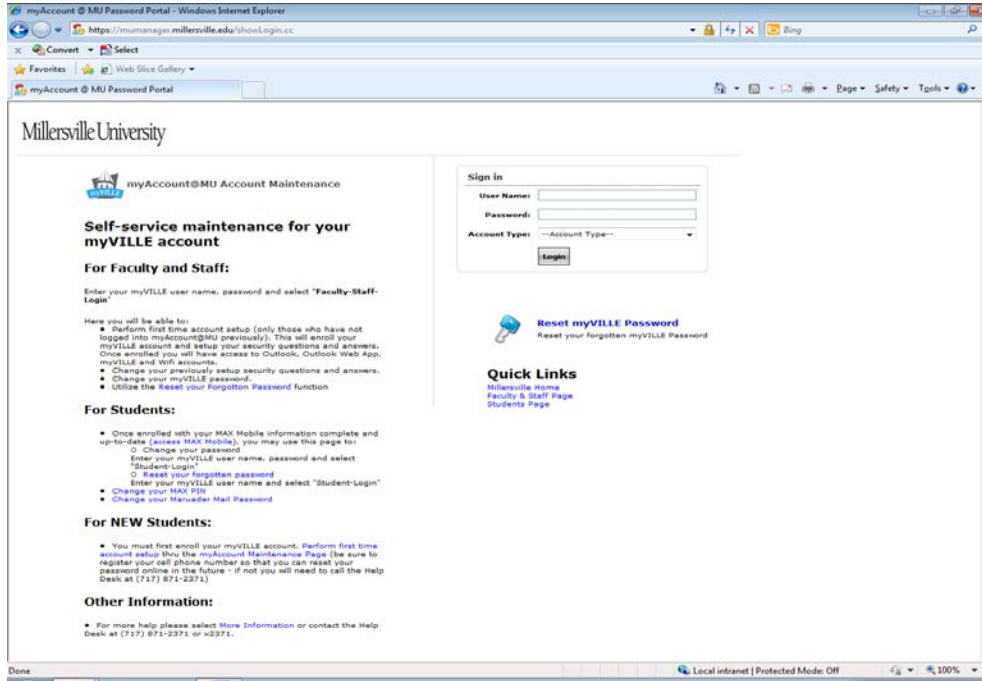
Under the Sign In box:

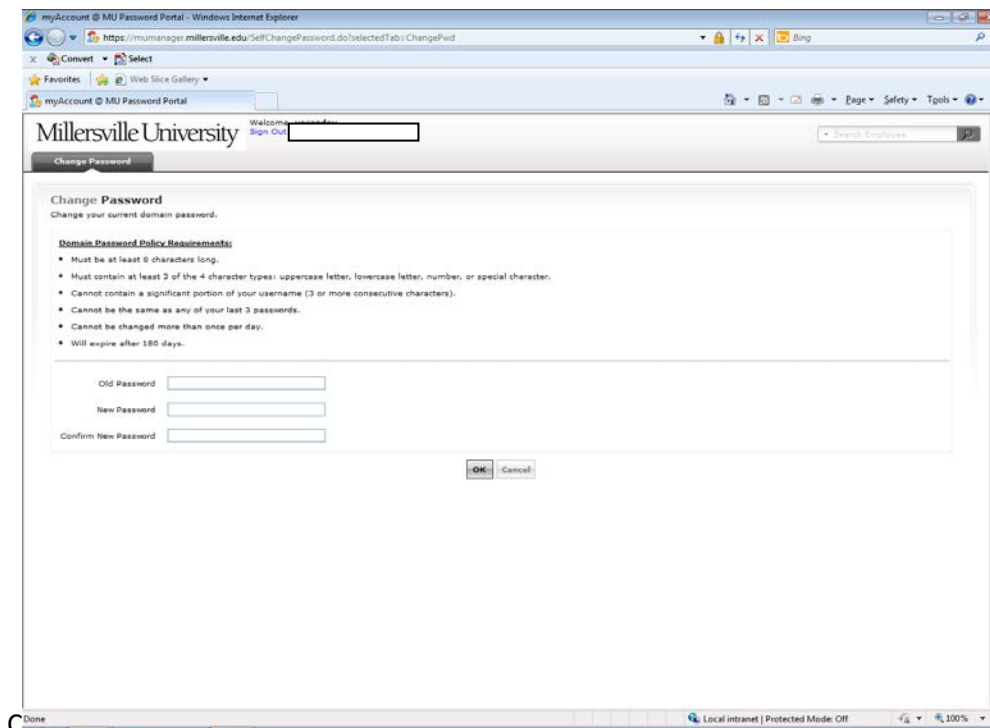*Enter your ==FULL== email address*
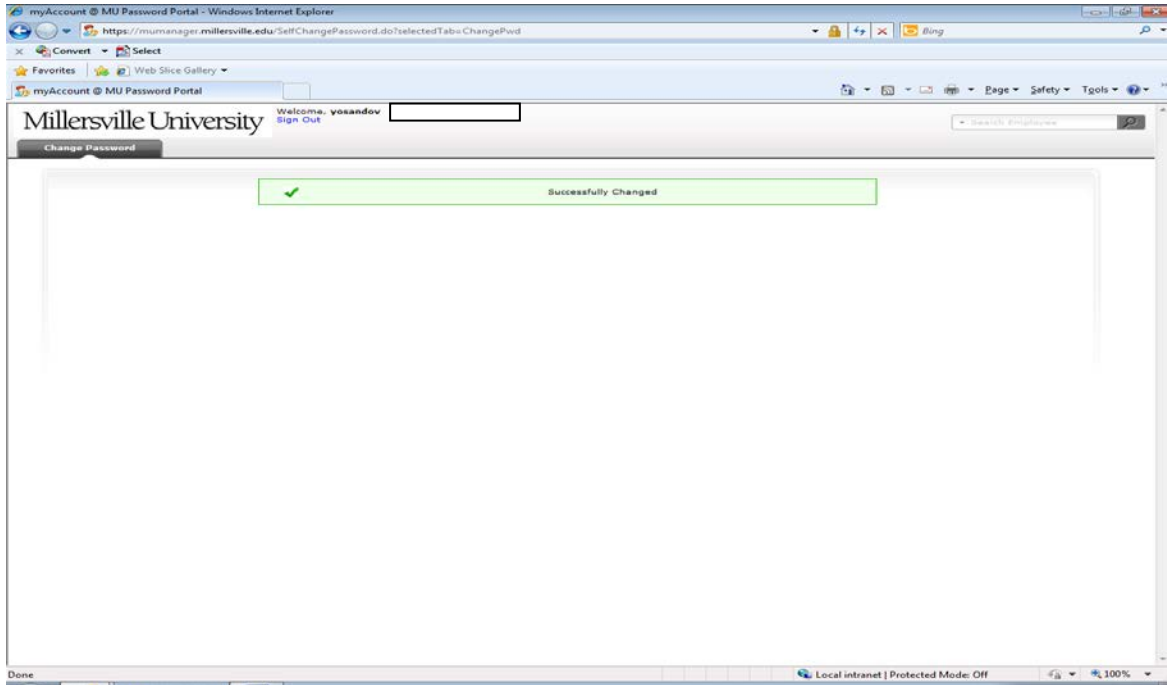*Current Password*
Click Login

Enter the old password, new password, and confirm the new password ~ Click OK

c

When the password has been changed you will receive a *Successfully Changed* message

To View Online Paystubs

Log in to ESS

Once you are logged in select *Employee Self Service* from the 3rd tab listed below

Select *Payroll*

Areas of Employee Self-Service

Personal Information

Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.

Benefits

Display your benefits participation information and access the online benefits enrollment system.

Leave & Time

Within this section of Employee Self-Service you may view your leave balances and a complete record of all absences you have submitted to date. If you have been given access to the Employee Leave Request system, you may access it here as well.

Payroll

Access online copies of your printed pay statements, manage your W-4 withholding, view/change your W-2 election, and view your online W-2 form, if you have elected to receive online.

Select *Online Pay Statement*

Employee Self-Service >> Payroll

This page will provide you with information about each available Employee Self-Service (ESS) application for have chosen. A link to this sub-sections overview page will be shown to the left of the ESS application that yo

Available Applications

Online Pay Statement

Display an online version of current and past pay statements.

W-4 Information

Display or update your W-4 tax information stored in the HCM system.

Direct Deposit / Bank Information

Display/Maintain your bank account information.

Display W-2 Form

Display your W-2 form.

Update W-2 Election

Update your W-2 election. Choose to receive an electronic or paper W-2 form.

The current pay statement will appear

<u>To View Previous pay statements</u>

Click on the ***Previous Statement*** button

<u>To Print pay statements</u>

Place cursor over the top of the pay statement until a gray box will appears with the option to print