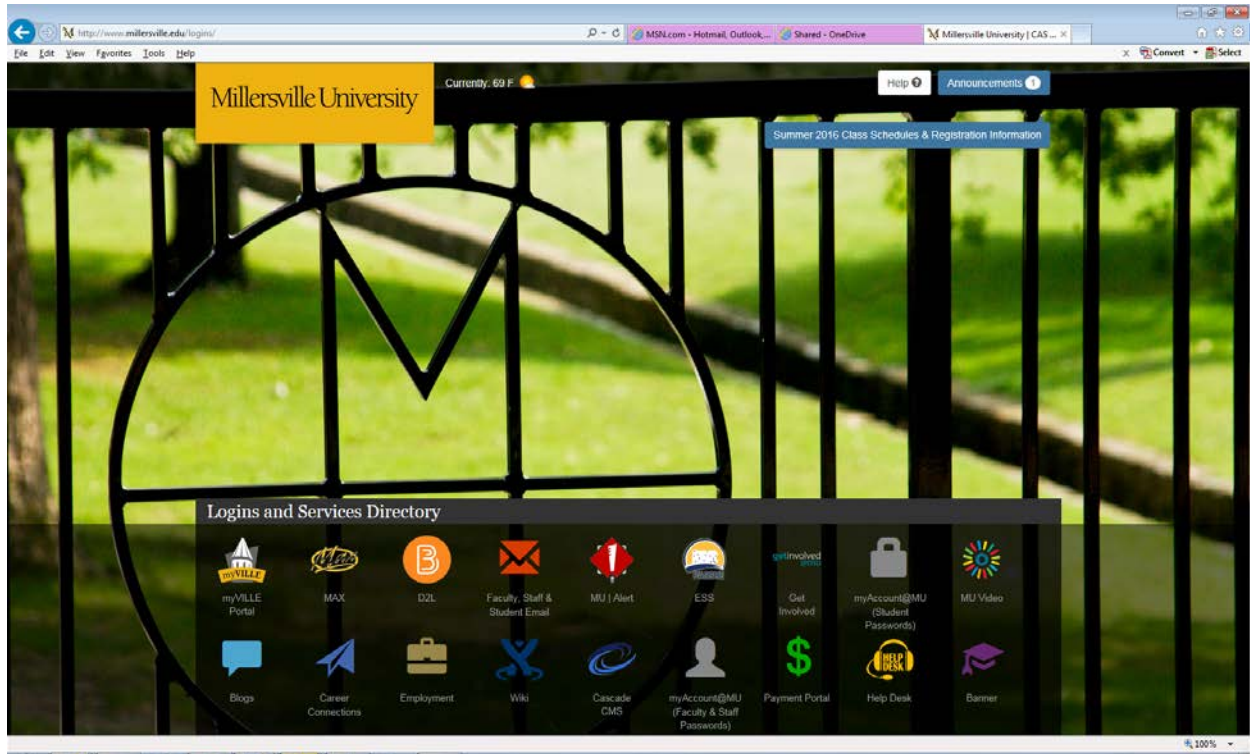
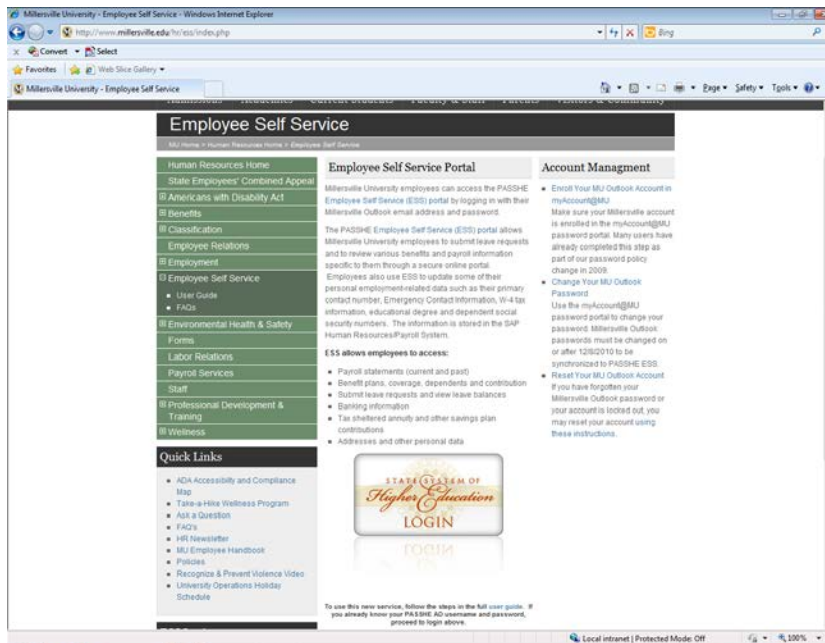


ESS Online Pay Statement Instrutions

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.

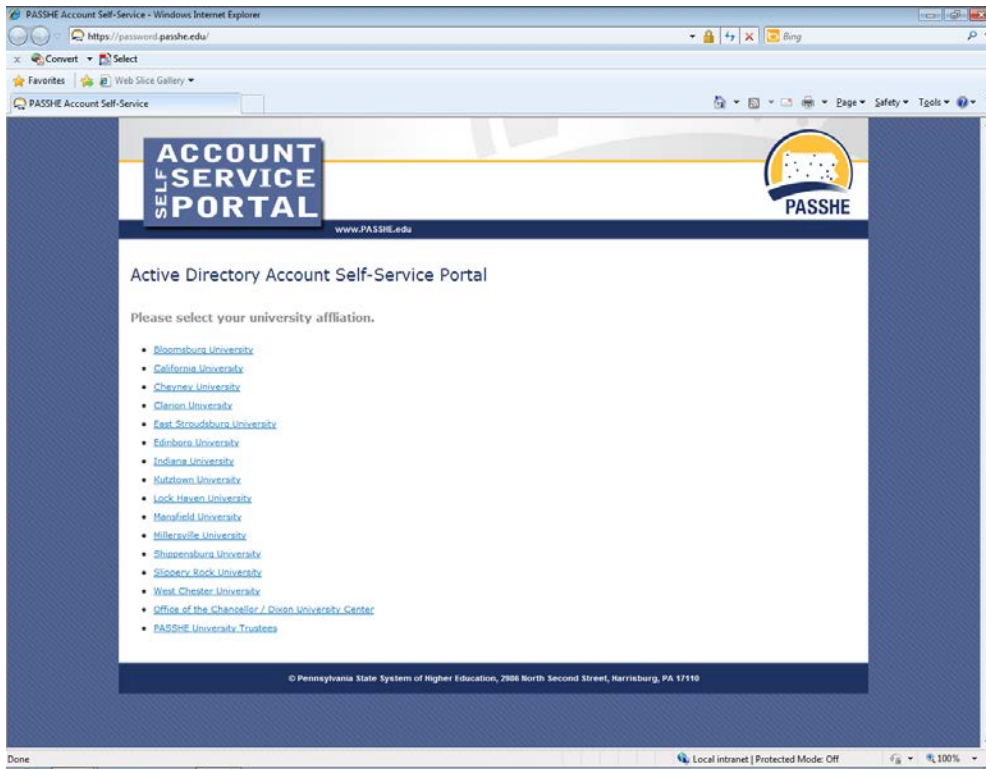
To change your password

From the ESS Log in screen

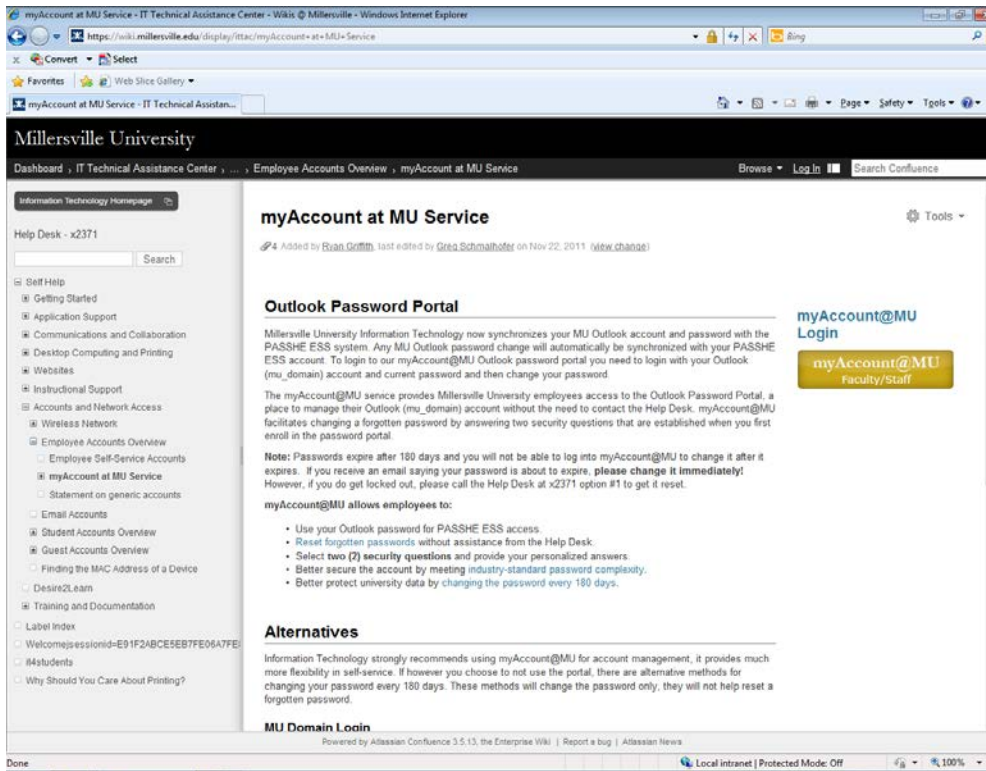
Click on ***Forgotten/Expired Password button***

The screenshot shows a Windows Internet Explorer browser window displaying the PASSHE Self-Service Portal. The browser's address bar shows the URL <https://portal.passhe.edu/irj/portal>. The page features a blue header with the text "SELF SERVICE PORTAL" and the PASSHE logo. Below the header, there is a navigation bar with "www.PASSHE.edu" and "Account Self-Service". The main content area is titled "Enter Your Account Information" and contains two input fields for "Username:" and "Password:". Below these fields is a blue "Enter Portal" button and a link for "Forgotten / Expired Password?". To the left of the login form is a photograph of a large, empty lecture hall with rows of wooden chairs and large arched windows. At the bottom of the page, there is a copyright notice: "© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110. The home of PASSHE Employee Self-Service, Manager Self-Service & eTime. If you need assistance, contact your university help desk." The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of 100%.

Select **Millersville University**



Click on the blue **myAccount@MU Login**

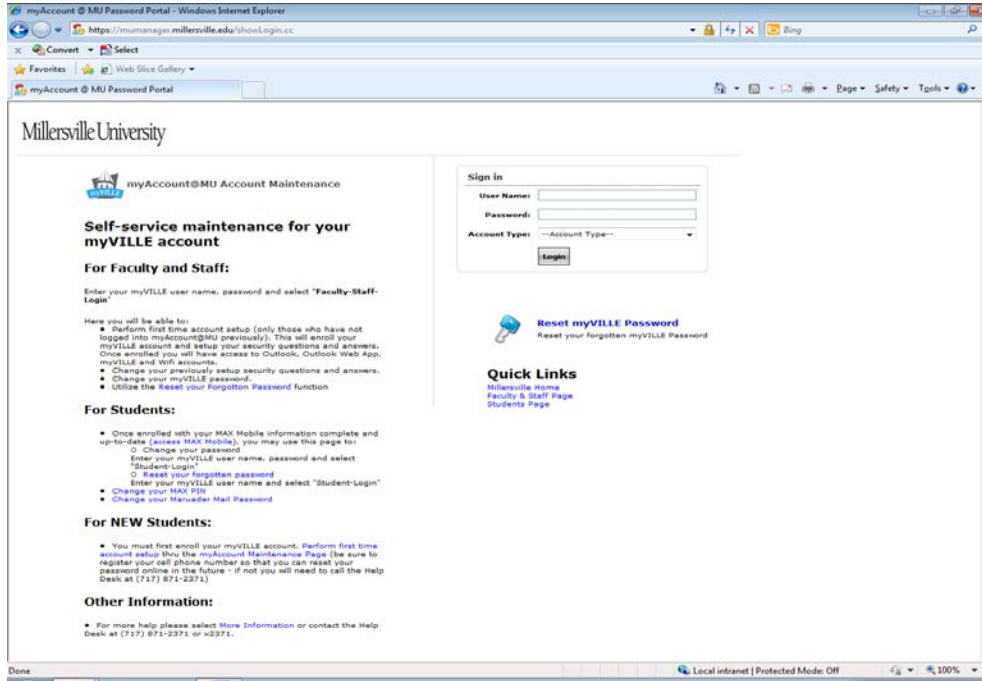


Under the Sign In box:

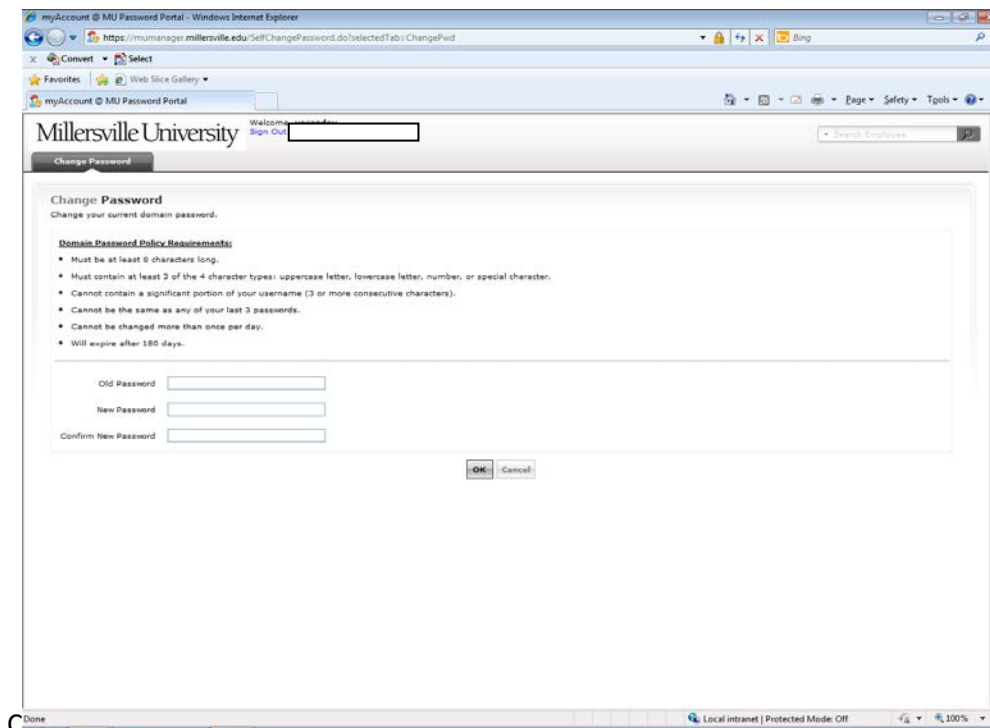
Enter your **FULL** email address

Current Password

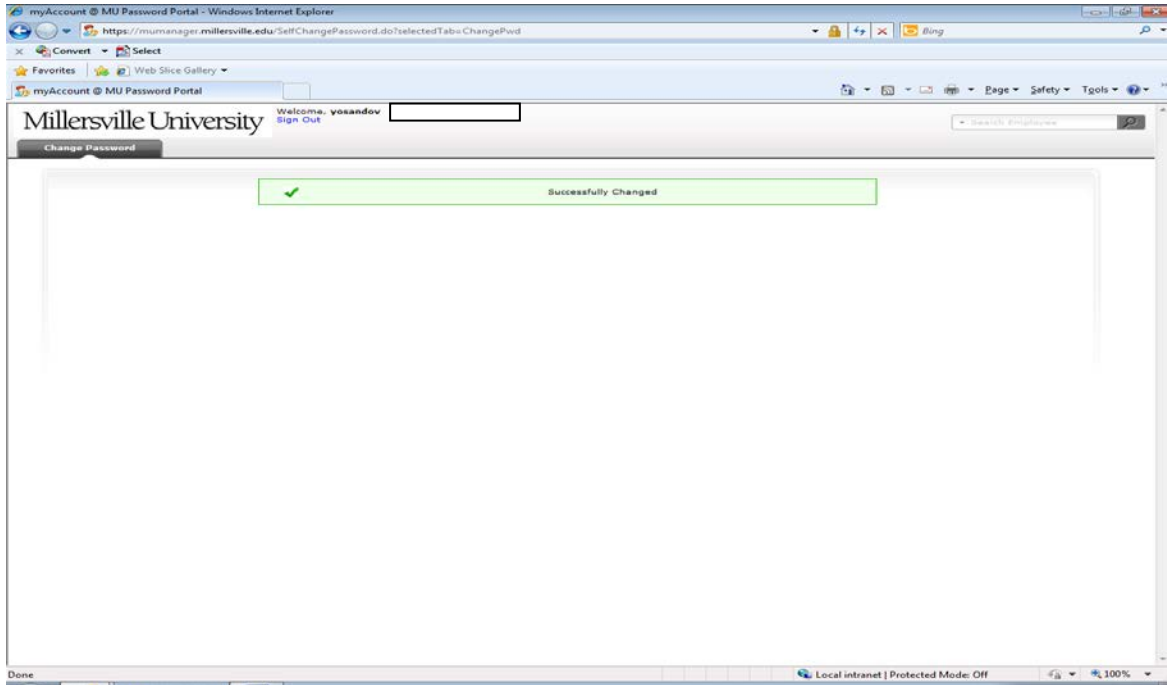
Click Login



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



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

A screenshot of the 'SELF SERVICE PORTAL' home page. The page features a navigation bar with tabs for 'Home', 'Account Alerts', 'Employee Self-Service', and 'Business Intelligence'. The 'Employee Self-Service' tab is currently selected. Below the navigation bar, there is a 'Welcome' message and a 'Last Logon' timestamp. The main content area is titled 'My Portal Applications' and contains several sections: 'Account Alerts', 'Employee Self-Service', and 'Business Intelligence'. Each section provides a brief description of the services available.

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

To View Previous pay statements

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

To Print pay statements

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