

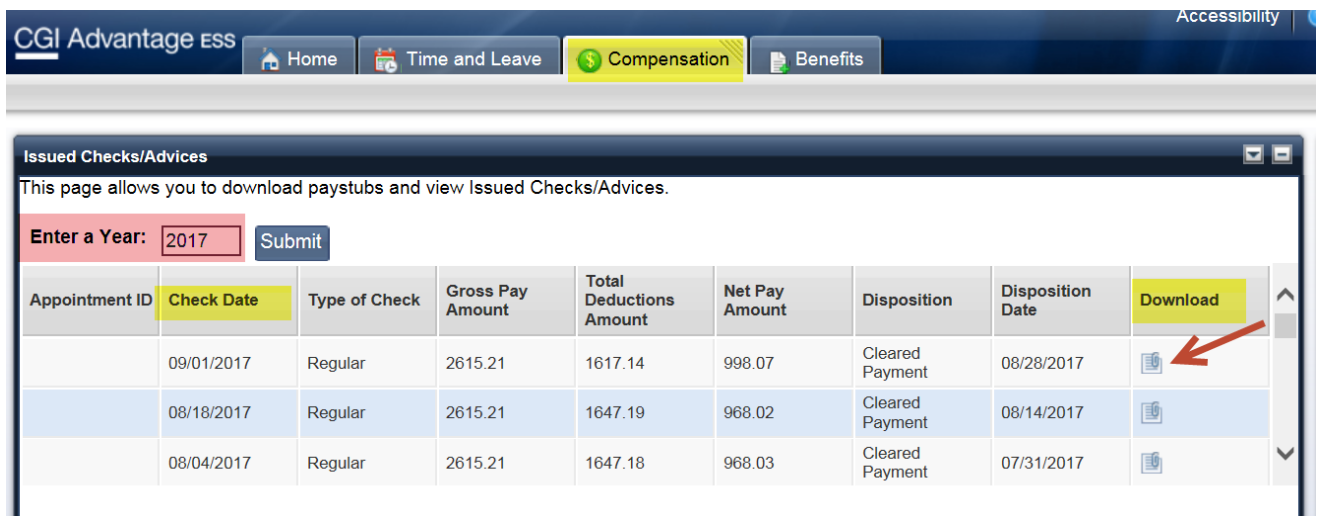
The Information in this document will guide you on how to print a copy of your Pay Stubs and W-2's.




Log into ESS and on the Home Page click the Compensation Tab.

Compensation Tab

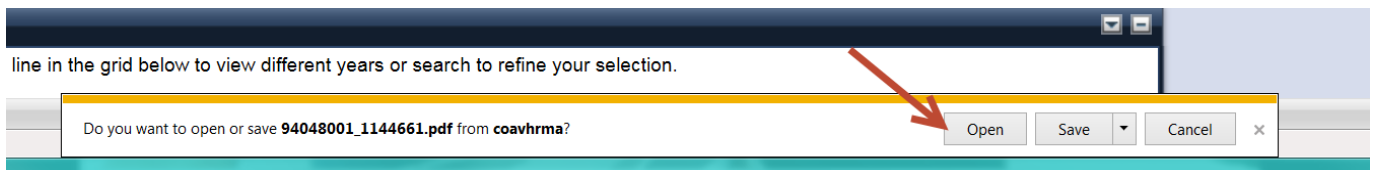
Issued Checks/Advices Section

The Issued Checks/Advices section displays a list of issued checks. Click on the icon under "Download" for the check you wish to print. If you need to print a check from a previous year, change the year in the "Enter a Year" field (e.g. "2016" for all checks received during the year 2016).

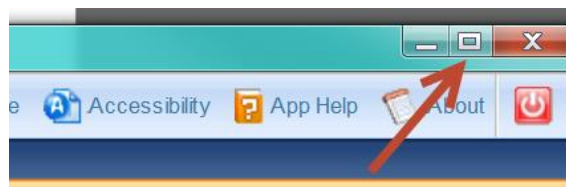


Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	09/01/2017	Regular	2615.21	1617.14	998.07	Cleared Payment	08/28/2017	
	08/18/2017	Regular	2615.21	1647.19	968.02	Cleared Payment	08/14/2017	
	08/04/2017	Regular	2615.21	1647.18	968.03	Cleared Payment	07/31/2017	

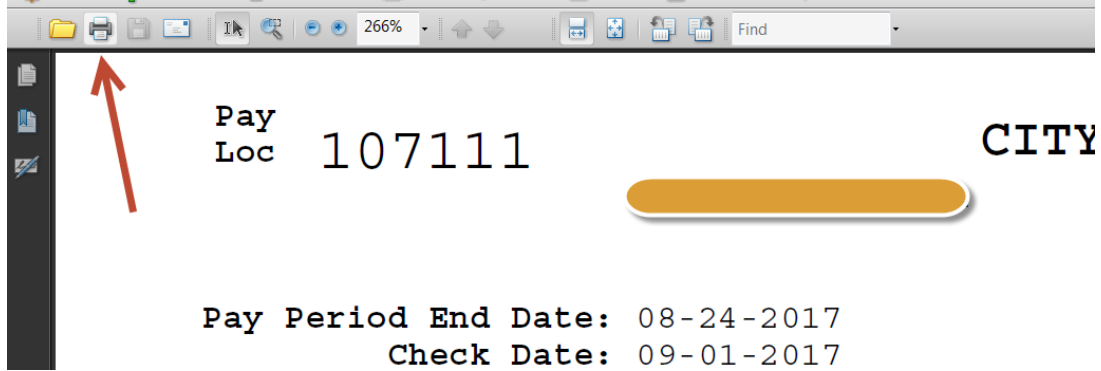
Once you click on the icon it asks you to "Open" the document on the bottom of the screen, click "OPEN".



If you do not see the icon on the bottom of your screen, maximize your screen by clicking the icon below at the top right of your browser window. You should see the "OPEN" screen now.



Once your document populates, you can print and/or save to your computer.

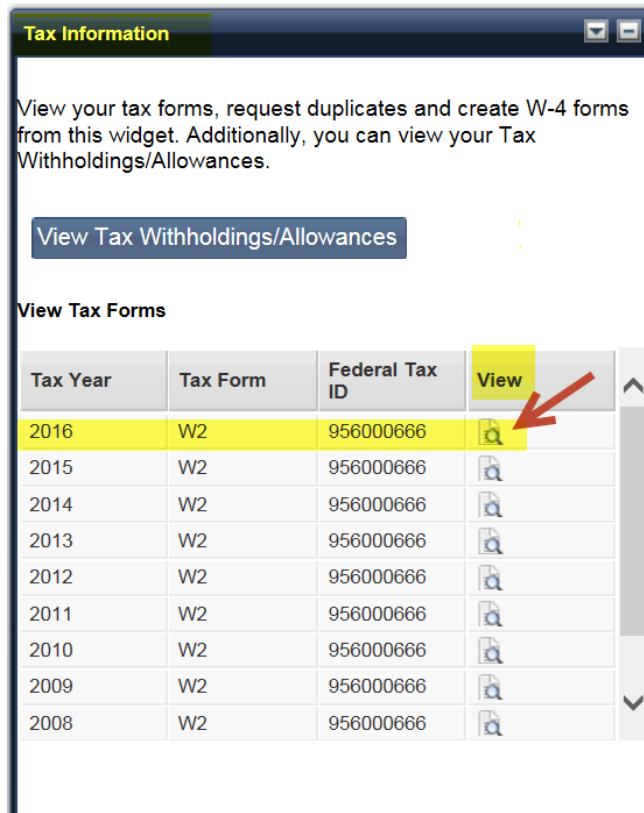


Please Note: PDF software, such as **Adobe Reader**, must be downloaded and installed in order to view PDF files.

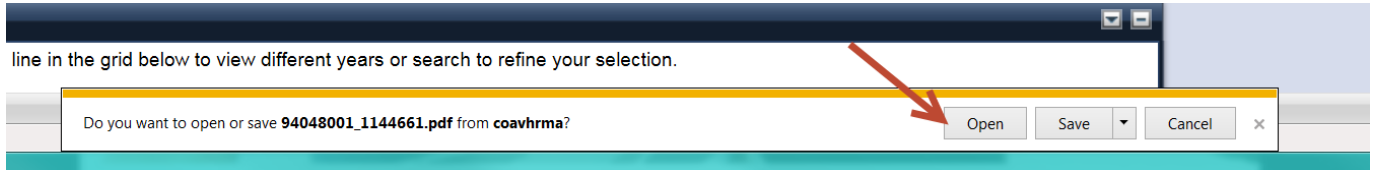
Compensation Tab

Tax Information Box

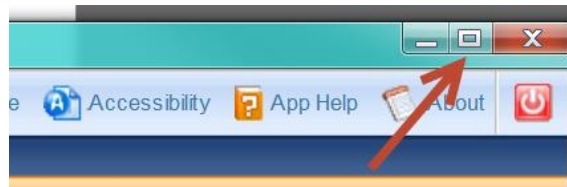
The Tax Information box displays your tax withholdings (W4) and your W-2's. Click on the icon under "View" on the Tax Year row for the W2 document you wish to print.



Once you click on the icon it asks you to "Open" the document on the bottom of the screen, click "OPEN".



If you do not see the icon on the bottom of your screen, maximize your screen by clicking the icon below. You should see the "OPEN" screen now.



You can now print your W2 or save it to your computer.

A screenshot of a PDF viewer's toolbar. The toolbar includes icons for file operations (folder, print, save, open), navigation (back, forward, search), and a search field. A red arrow points to the print icon. Below the toolbar, a large black-bordered box contains the text "Attention: This form is provided for informational purposes only." The text is centered within the box.

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