Procedures for Using ESS

1. Obtain your user ID and password by signing into your kronos.



1. Enter your username and password (If you have never signed into kronos through the computer get with your supervisor so they may get you access)



1. To the right of the screen click on My Reports



1. **Click on View Reports**



1. **Your user ID is your employee number usually six digits you will find this to the right of your name**



123456

1. **Once you have obtained your user ID in SharePoints click on Employee Self Service (ESS) link**



1. **Click Log In**



1. **Enter your User ID (employee ID) and password (if this is the first time using this link your password will be the last 4 digits of your SSN or if you have applied for a job recently the password will be the same) and click log in**



**HOW TO LOCATE AND PRINT YOUR CHECK STUB**

1. **Once you are logged into to ESS to the right of the screen click Pay/Tax Information**



1. **You will see all check stubs for the year selected to retrieve a check stub click deatails**



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1. **This will bring you to a screen of Check Details click View Paycheck Image**



1. **You will be able to view your check stub to print your check stub click on the printer to the top of the page**



1. **Click Print**



**HOW TO VIEW/PRINT YOUR W-2**

1. **In Pay/Tax Information click on W-2**



1. **Select year you want to view (reminder the system only has 2019 forward if you need past 2019 contact payroll) click View W-2 Image**



1. **Click and View the document needed**



1. **To Print click the printer at the top of the screen**



1. **Click Print**



**HOW TO VIEW/PRINT AND CHANGE A W-4**

1. **Click on Pay/Tax Information**



1. **Click on W-4**



1. **At the bottom of the screen click edit**



1. **Make changes as needed to Federal and type your name when completed**



Kate Smith

1. **Make changes as needed to State and type your name when completed**



Kate Smith

1. **Click Submit NOTE: BY CLICKING SUBMIT YOU ARE REQUESTING PAYROLL TO CHANGE YOUR DEDUCTIONS PAYROLL MUST APPROVE THE CHANGES BEFORE YOU CAN VIEW CHANGES.**

