Instructions for Accessing Pay Stubs from the Employee Self Service (ESS) Website

This document gives instructions on downloading your paystubs from the Employee Self Service (ESS) website.

How to Access the ESS Website

Option 1: From the PWCS Website

Step 1: From the **Employee Benefits** webpage, click the **Employee Self Service (ESS)** link.

Step 2: There are two options to access the ESS website from the Employee Self Service (ESS) webpage.

- **If you're at home** (or another non-PWCS work location), select the **Log in to ESS from a non-PWCS location** button. Then, continue to the **How to Log in to the SecureVPN** section.
- **If you're at a PWCS work location** (or connected to the VPN), select the **Log in to ESS from a PWCS work location** button. Then, skip to the **How to Log in to the ESS Website** section.
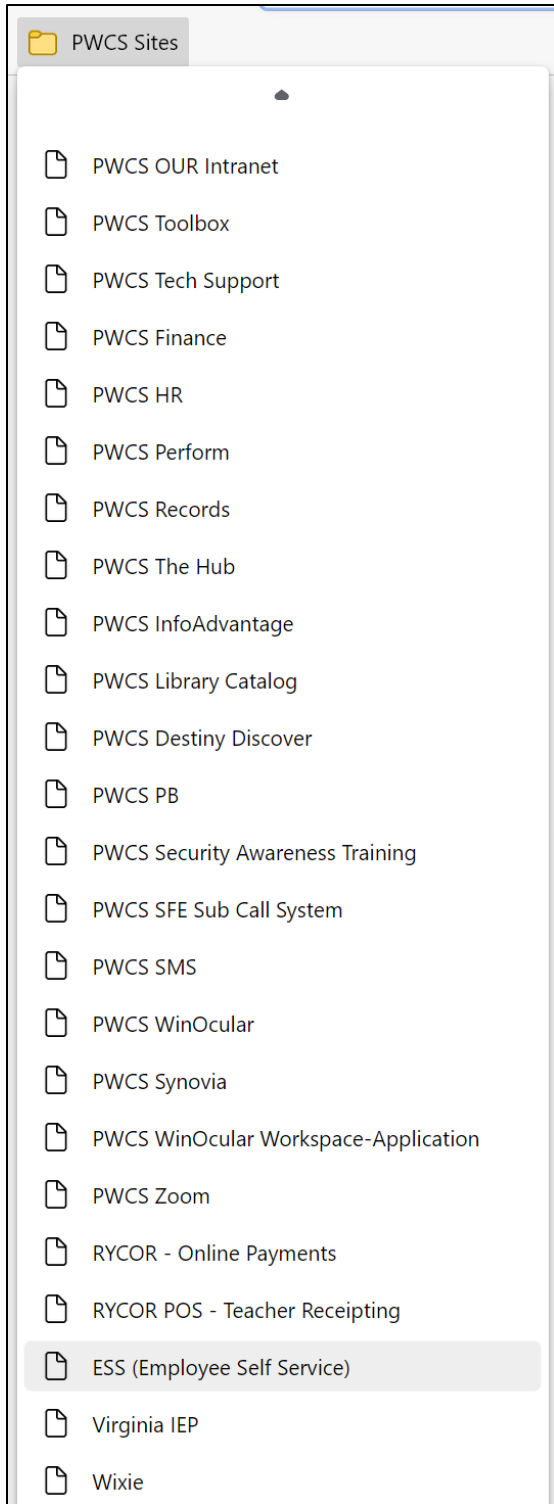

Option 2: From the Web Browser Bookmarks on Your PWCS Device

Note: These instructions assume that you're accessing the website from a PWCS work location. If you're not, follow the instructions in **Option 1: From the PWCS Website**.

Step 1: Open either your Google Chrome or Microsoft Edge web browser. You can do this by double clicking on the shortcut on your computer's desktop.

Step 2: Click on **PWCS Sites** link in your web browser's bookmarks bar, then select the **ESS (Employee Self Service)** link. You may need to scroll the list until you see the correct link.

PWCS Sites

- PWCS OUR Intranet
- PWCS Toolbox
- PWCS Tech Support
- PWCS Finance
- PWCS HR
- PWCS Perform
- PWCS Records
- PWCS The Hub
- PWCS InfoAdvantage
- PWCS Library Catalog
- PWCS Destiny Discover
- PWCS PB
- PWCS Security Awareness Training
- PWCS SFE Sub Call System
- PWCS SMS
- PWCS WinOcular
- PWCS Synovia
- PWCS WinOcular Workspace-Application
- PWCS Zoom
- RYCOR - Online Payments
- RYCOR POS - Teacher Receipting
- ESS (Employee Self Service)
- Virginia IEP
- Wixie

Note: If the bookmarks bar is not visible in your web browser, click the **Ctrl**, **Shift** and "**B**" keys at the same time.

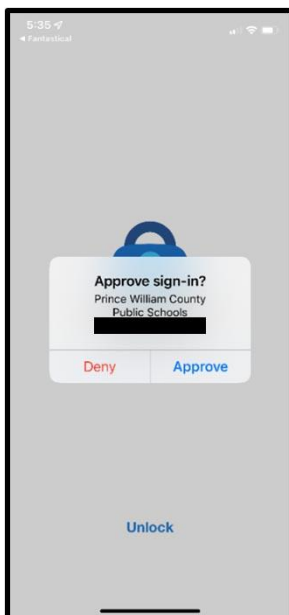## How to Log in to the SecureVPN

Step 1: Enter your PWCS email address (for example: username@pwcs.edu) and password.

Click "login"
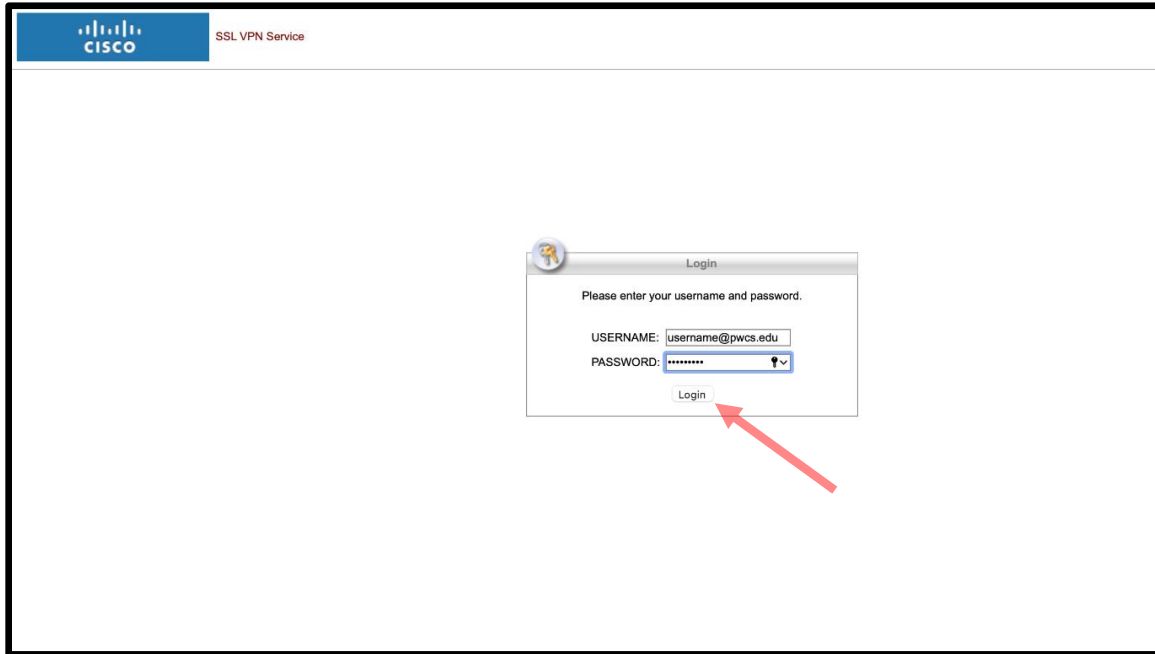
Step 2: After clicking "login" you will be prompted to authenticate on your mobile device, or using the verification method you previously set up. The example below uses the Microsoft authenticator app. Your school TSSPEC or the PWCS Help desk can assist with any authentication methods or questions.

Click "Approve."

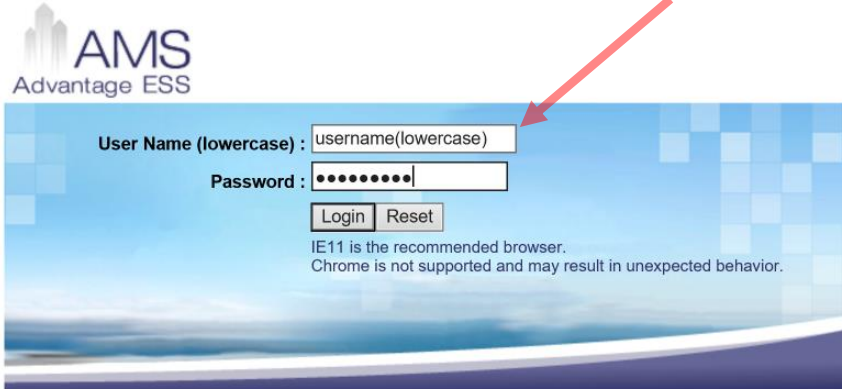Step 3: Once you have authenticated, you will be directed to the application login page.

Click on "EMPLOYEE SELF SERVICE (ESS)."
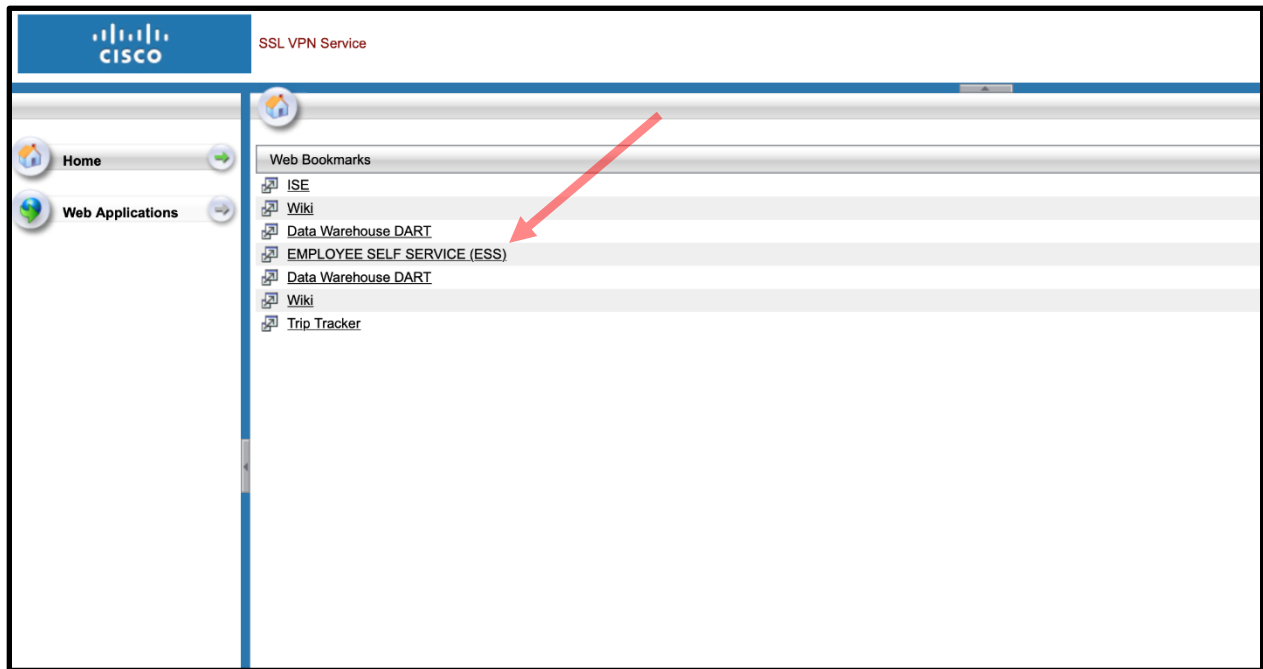
How to Log in to the ESS Website

Currently, IE11 is the recommend browser, Chrome and Edge can still be used. Future releases of ESS will "officially support" all newer browsers.

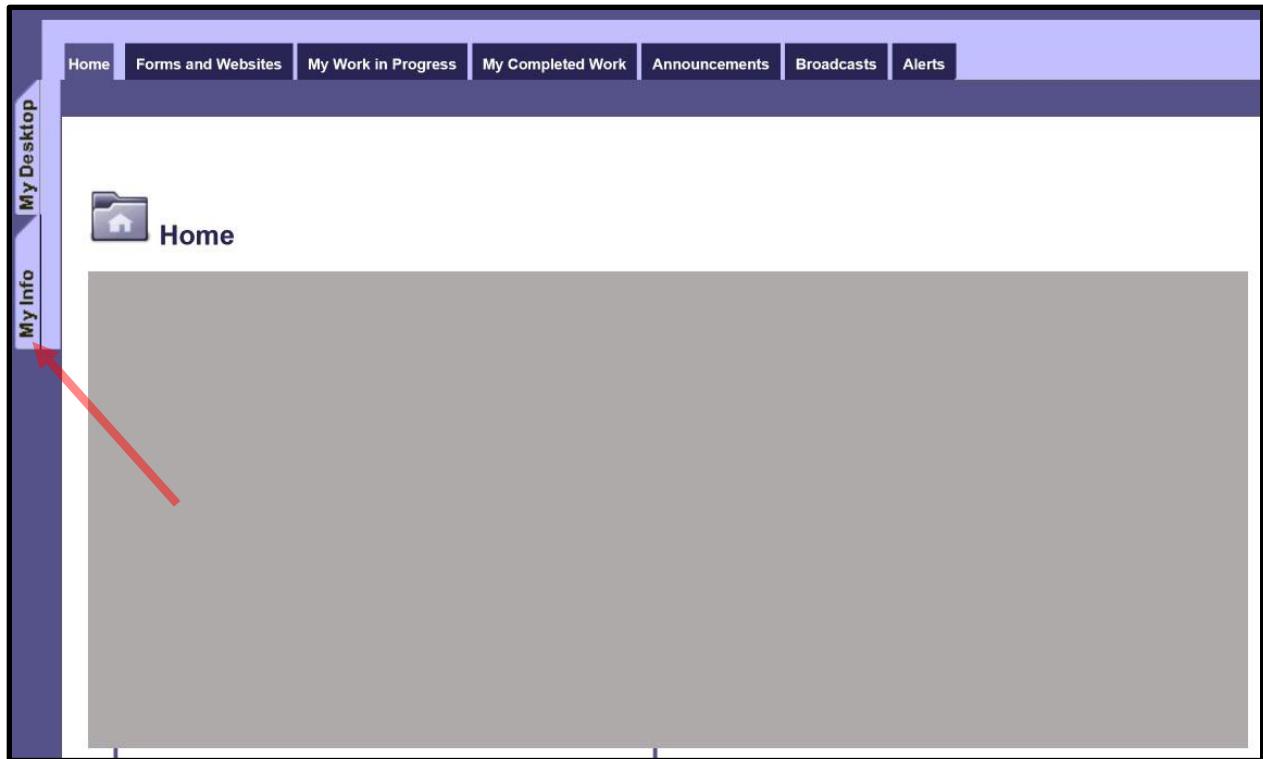Step 1: Enter your **PWCS username in *all lowercase*** and password.

Step 2: Select "My Info".

Step 3: Click on "My Compensation"

Step 4: Click on "Issued Checks/Advices"

Step 5: Select the statement you wish to download, then click "Attachments."
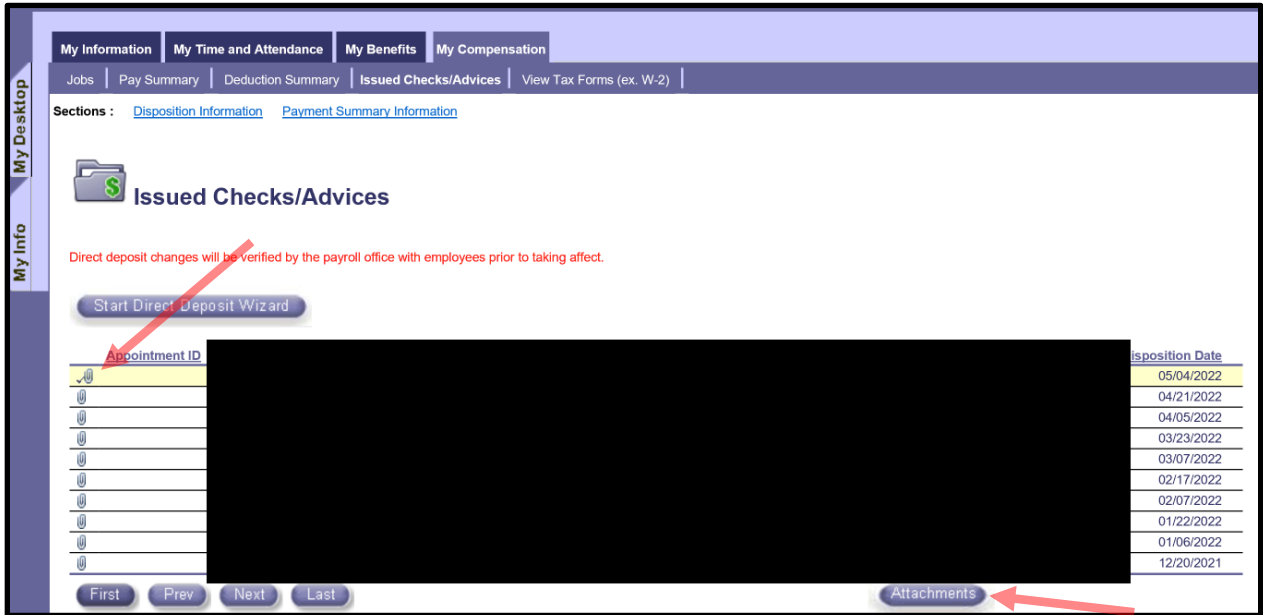
Step 6: Select "Download." This will download your statement with the option to open or save. It may be slightly different depending on your browser. You can then save, view or print your statement.