

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.

The screenshot shows the 'Employee Benefits' webpage. At the top, there is a blue header with the text 'Employee Benefits' and a breadcrumb trail: 'Home / Departments / Human Resources / Employee Benefits'. Below the header is a navigation menu on the left with the following items: 'EMPLOYEE BENEFITS', 'Department & Staff', 'ALEX PWCS Benefits Counselor Website', 'BeWell Well-Being', 'Insurance', 'Employee Self Service (ESS)', and 'Forms/Publications'. The 'Employee Self Service (ESS)' link is highlighted with a dark blue background and a red arrow points to it. To the right of the navigation menu, there is a section titled 'Visit Alex to learn about your benefits.' with the 'alex' logo below it. At the bottom of this section, there is a dark blue button with the text 'Log in to PWCS Employee Self Service when you are ready to enroll in Benefits!'. At the very bottom of the page, there is a link for 'Lincoln Financial Assistance'.

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.

Log In To ESS

For security reasons, there are two ways to access the ESS system.

Using A Personal Device From A Non-PWCS Location

[Log in to ESS from a non-PWCS location](#)

Click the above link to initiate the two-step authentication login and use your current PWCS network username and password (also known as LDAP). You may want to create a bookmark in your web browser easy access in the future.

Using A PWCS Network-Enabled Device Either At A PWCS Location Or Utilizing VPN Client (Cisco AnyConnect)

[Log in to ESS from a PWCS work location](#)

Click the above link to go directly to the ESS login and use your current PWCS network username and password (also known as LDAP)

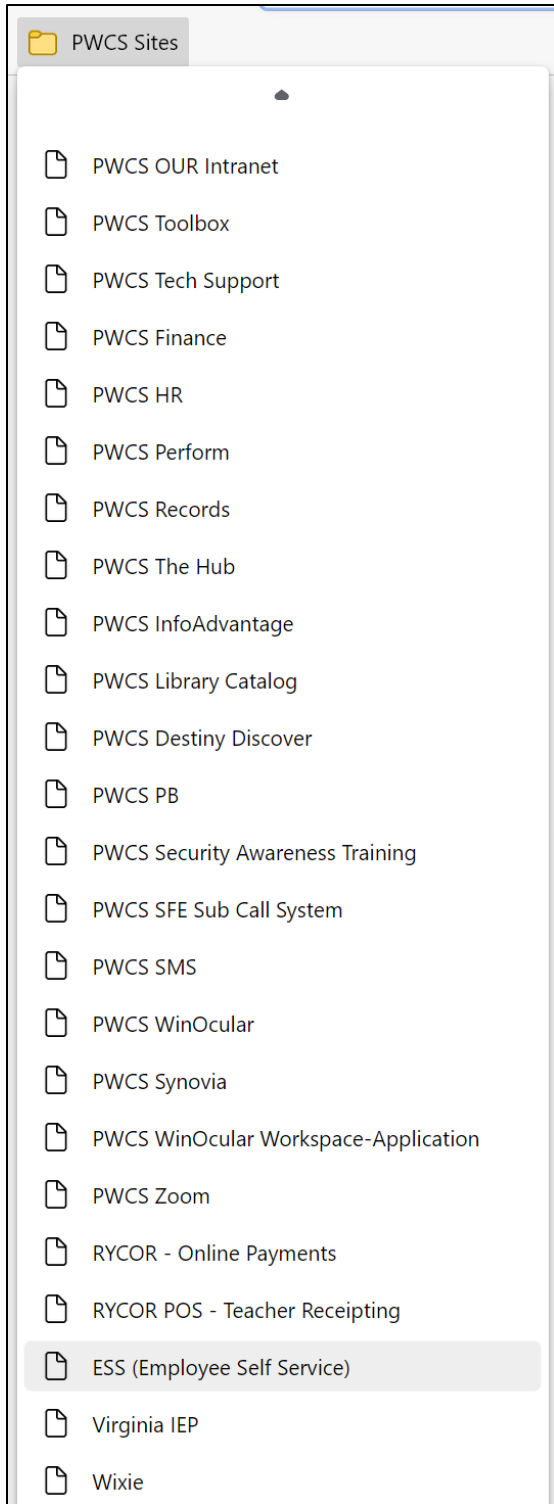
Option 2: From the Web Browser Bookmarks on Your PWCS Device

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.

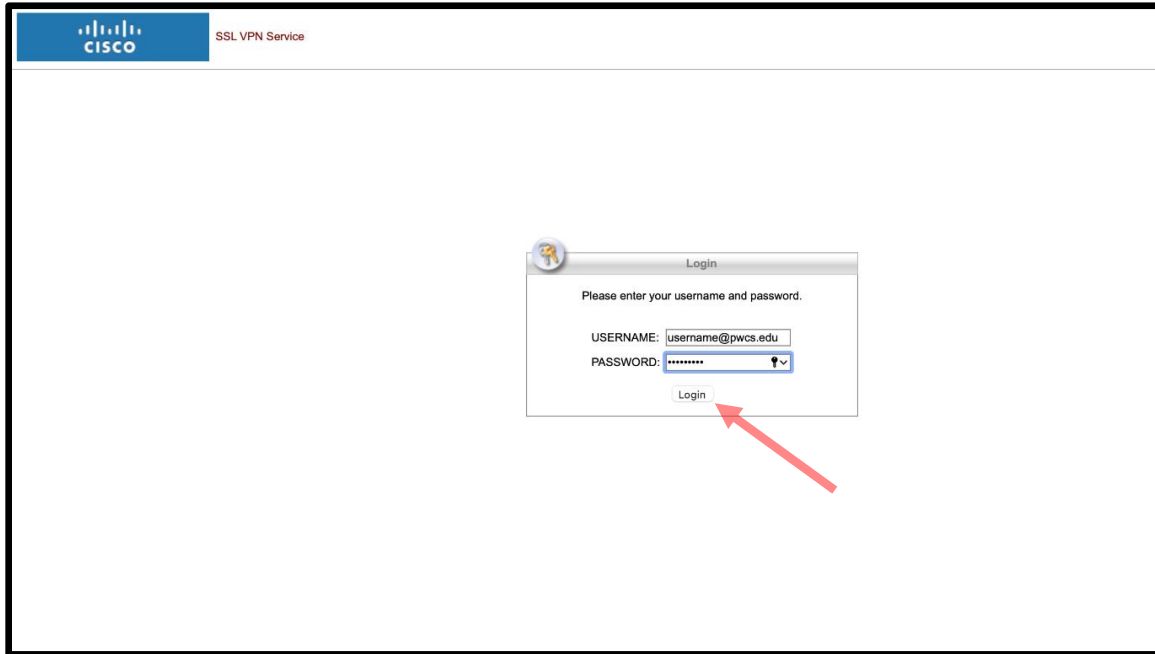


Note: If the bookmarks bar is not visible in your web browser, click the **Ctrl, Shift** and **“B”** keys at the same time.

How to Log in to the SecureVPN

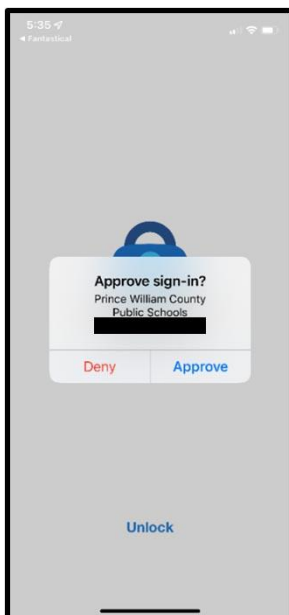
Step 1: Enter your PWCS email address (for example: username@pwcs.edu) and password.

Click “login”



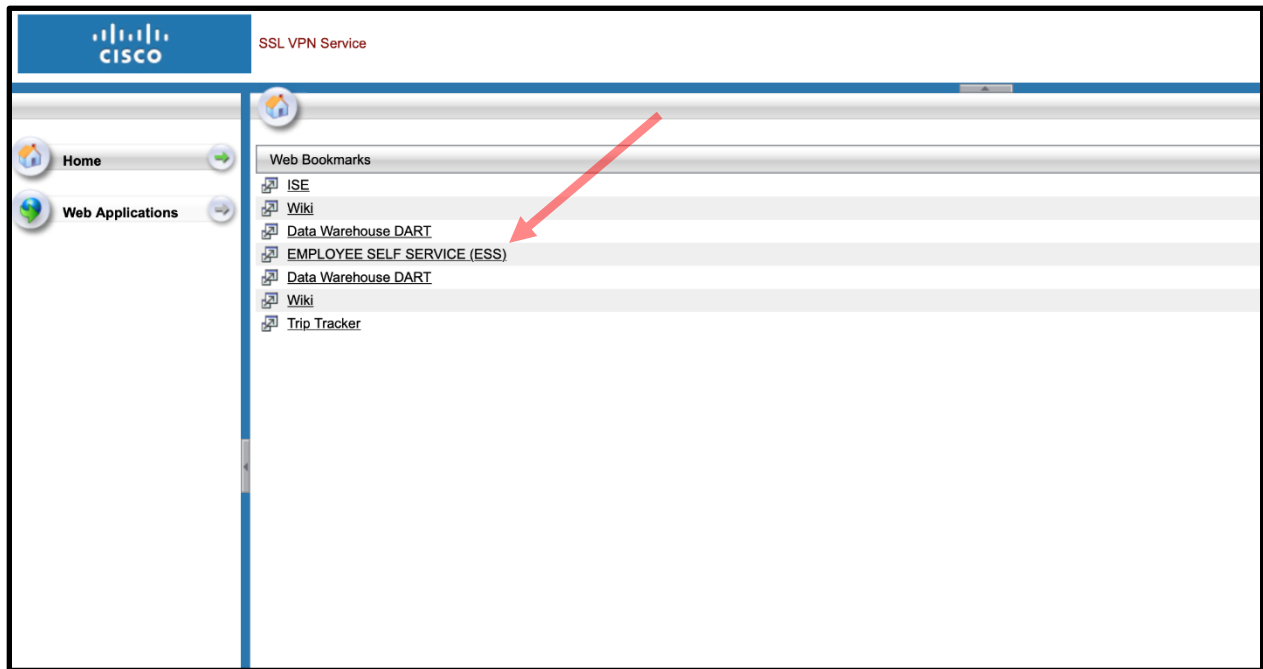
Step 2: After clicking “login” you will be prompted to authenticate on your mobile device, or using the verification method you previously set up. The example below uses the Microsoft authenticator app. Your school TSSPEC or the PWCS Help desk can assist with any authentication methods or questions.

Click “Approve.”



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

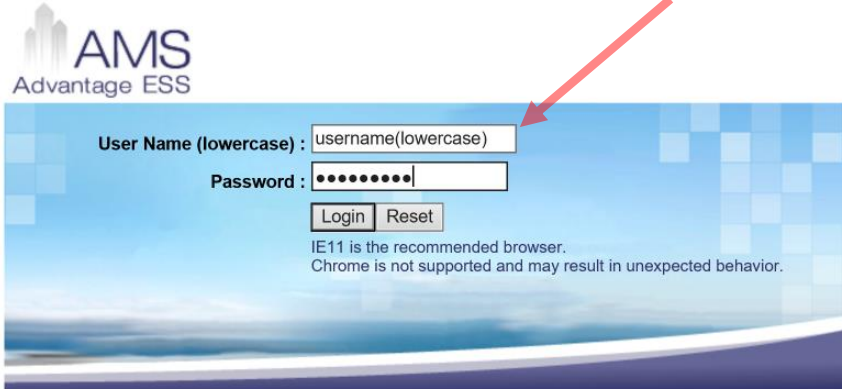
Click on “EMPLOYEE SELF SERVICE (ESS).”



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.



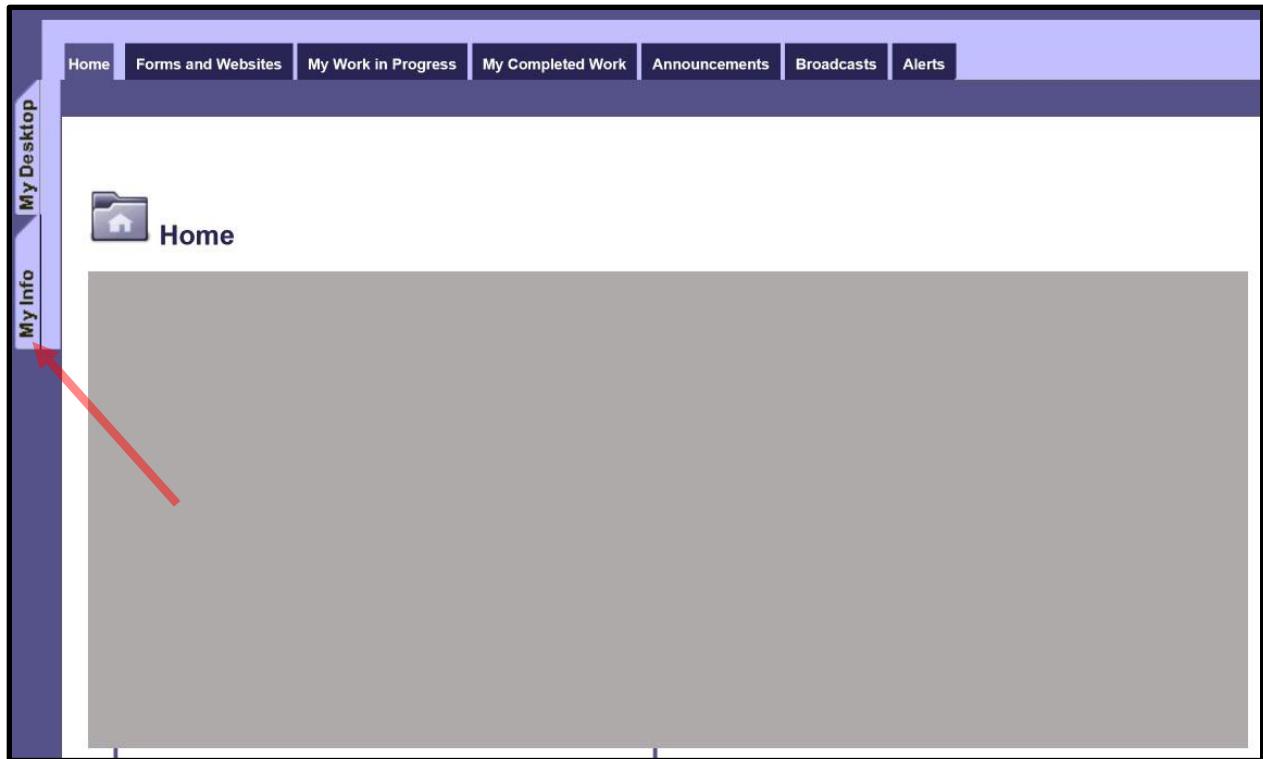
AMS
Advantage ESS

User Name (lowercase) :

Password :

IE11 is the recommended browser.
Chrome is not supported and may result in unexpected behavior.

Step 2: Select "My Info".



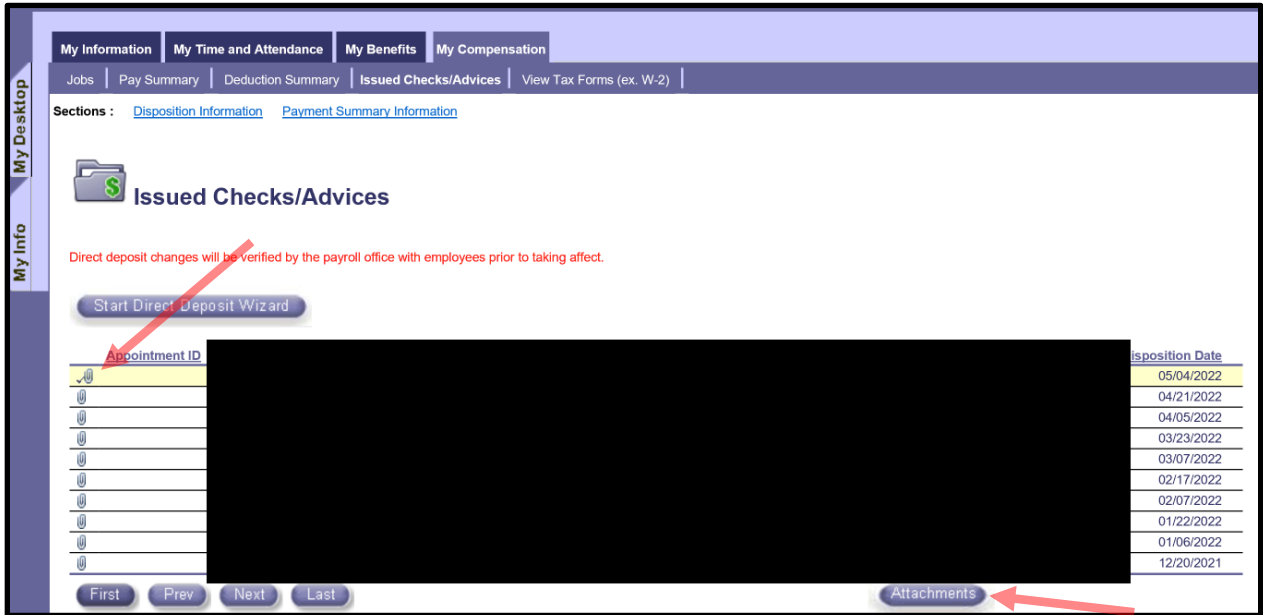
Step 3: Click on "My Compensation"



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.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for "My Information", "My Time and Attendance", "My Benefits", and "My Compensation". Below this is a section titled "MYCOMP - Issued Checks / Advices Attachments".

File Name	Type	Date	User ID
99022000_14896935.pdf	Standard	5/5/22	batchuser

Below the table are navigation links: "First", "Prev", "Next", "Last".

There is a "Search" field and a "Download" link. A red arrow points to the "Download" link.

Below the search field, the following details are displayed:

File Name : 99022000_14896935.pdf Description :
Type : 1
Date : 5/5/22
User ID : batchuser

There are two links: "Return to MYCOMP - Issued Checks / Advices" and "View Attachment History".

At the bottom of the page, there is a yellow progress bar with the text "Please wait while the request is processed...". A red arrow points to this bar.

At the very bottom, there is a copyright notice: "© Copyright 2001, 2011 CGI Technologies and Solution" and a dialog box asking "Do you want to open or save 99022000_14896935.pdf from pwcs-pd.hostams.com?". The dialog box has buttons for "Open", "Save", "Cancel", and a close button (X).