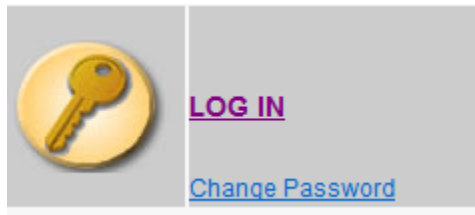


Quick Reference Guide

ESS Payroll

Login

1. Open Internet Explorer (IE) by double clicking on the shortcut.
2. Type the URL (<http://www.wcupa.edu/hr/ess>) into the IE address bar and press the "Enter" key.



3. Click **log in**.
4. Enter your username (full email address) and password in the account information area and press "Enter Portal."

ENTER YOUR ACCOUNT INFORMATION

Username:

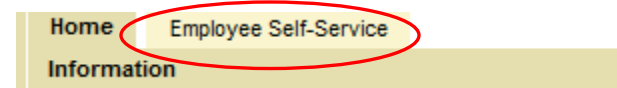
Password:

Lagon Problems?
[Account Self-Service Portal](#)

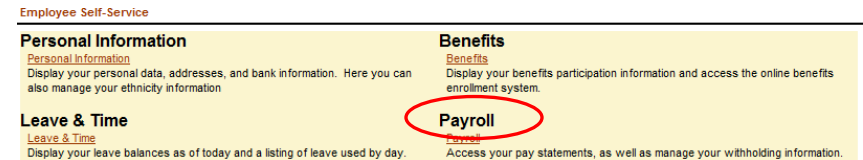
Note: Login to the ESS portal using your full email address (see example at left) and the same password that you use for network login and email. These passwords are synchronized.

Online Pay Statement

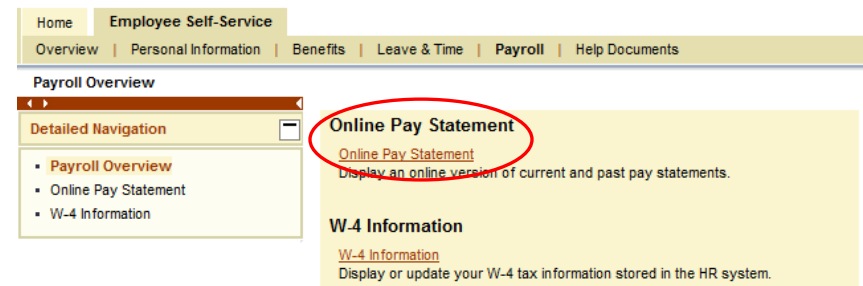
1. Select the Employee Self-Service tab in the upper left corner:



2. Select the Payroll link:



3. Select the Online Pay Statement link:



Quick Reference Guide

ESS Payroll

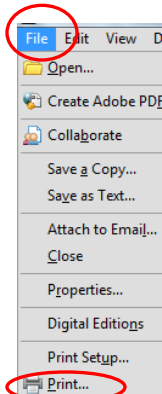
4. Your current online pay statement will appear:

This pay statement was provided from PASSHE's Payroll system on 11/22/2010.

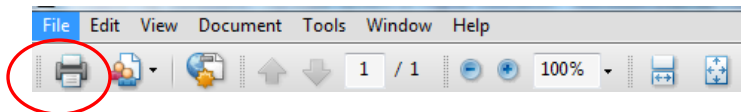
	Earnings -	Pre-Tax -	Taxes -	Post Tax -	Net Pay
Current					
YTD					

EARNINGS				PRE-TAX DEDUCTIONS		
CATEGORY	Hours	Current Amount	YTD Amount	CATEGORY	Current Amount	YTD Amount
REG SALARY 26.09						
ANNUAL LEAVE						
SICK LEAVE						
SICK FAMILY LEAVE						
HOLIDAY LEAVE						
Total Earnings						

5. To print your statement, select File -> Print:



Or click the Printer icon:



Other Options

Previous pay statements are available to view and print:

Home | Employee Self-Service | Overview | Personal Information | Benefits | Leave & Time | Payroll | Help Documents

Online Pay Statement

Detailed Navigation

- Payroll Overview
- Online Pay Statement**
- W-4 Information

Online Pay Statement

You are currently enrolled in the paperless pay statement program.

[Show List of Available Pay Statements](#)

Previous Salary Statement | Next Salary Statement

Online Pay Statement

Detailed Navigation

- Payroll Overview
- Online Pay Statement**
- W-4 Information

Online Pay Statement

You are currently enrolled in the paperless pay statement program.

[Hide List of Available Pay Statements](#)

Pay Date	Gross Pay	Net Pay
11/19/2010		
11/05/2010		
10/22/2010		
10/08/2010		
09/24/2010		

Row 1 of 180

Previous Salary Statement | Next Salary Statement

Be sure to sign out when you are finished. Click the "log off" link in the upper right corner:

