ESS Online Pay Statement Insturcutions

Select the ESS option from the Millersville Login Page

Click on the **State System of Higher Education Login** button
If you receive a not authorized error message you will need to change your password.

To change your password

From the ESS Log in screen

Click on **Forgotten/Expired Password button**
Select **Millersville University**

Click on the blue **myAccount@MU Login**
Under the Sign In box:

**Enter your FULL email address**

**Current Password**

**Click Login**

Enter the old password, new password, and confirm the new password ~ Click OK
When the password has been changed you will receive a *Successfully Changed* message

To View Online Paystubs

Log in to ESS

Once you are logged in select *Employee Self Service* from the 3rd tab listed below
Select Payroll

Areas of Employee Self-Service

Personal Information
Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.

Benefits
Display your benefits participation information and access the online benefits enrollment system.

Leave & Time
Within this section of Employee Self-Service you may view your leave balances and a complete record of all absences you have submitted to date. If you have been given access to the Employee Leave Request system, you may access it here as well.

Payroll
Access online copies of your printed pay statements, manage your W-4 withholding, view/change your W-2 election, and view your online W-2 form, if you have elected to receive online.

Select Online Pay Statement

Employee Self-Service >> Payroll

This page will provide you with information about each available Employee Self-Service (ESS) application for your paychecks. A link to this subsection will appear on the left side of the ESS application that you choose.

Available Applications

Online Pay Statement
Display an online version of current and past pay statements.

W-4 Information
Display or update your W-4 tax information stored in the HCM system.

Direct Deposit / Bank Information
Display or maintain your bank account information.

Display W-2 Form
Display your W-2 form.

Update W-2 Election
Update your W-2 election. Choose to receive an electronic or paper W-2 form.

The current pay statement will appear
To View Previous pay statements

Click on the Previous Statement button

To Print pay statements

Place cursor over the top of the pay statement until a gray box will appears with the option to print