

# Go Paperless

Do you throw your **Pay Statement** in the top of your desk drawer? Does your pay statement just add to a clutter pile?

Faculty and Staff now have the option of viewing their payroll information on-line, without clutter, and as early as Tuesday of pay week.

To view your payroll information on-line, follow these steps:

- Log onto Employee Self Service (ESS) at <http://www.millersville.edu/services/hr/ess/> using your Username and Password
- Select the Employee Self-Service tab
- Click on the Payroll link
- Click on the Online Pay Statement link
- On the "Online Pay Statement" screen, select the "Current Pay Statement" button
- Select the "Display Results" box.

You will now be able to view your current payroll information on line.

The "new" Online Pay Statements do not include leave balances as the paper Pay Statements do. You can find your leave balances online by following these steps:

- Select the Employee Self-Service tab after logging on
- Click on the Leave & Time link
- Click on the Display Leave Balances link
- On this "Display Leave Balances" screen, you will be able to view your leave balances.

To save paper and stop the Pay Statement clutter, enroll for the Paperless Pay Statement by **completing the attached form and returning it to Payroll.**

Please contact Human Resources if you need help logging onto your Employee Self Service information.

Employee Self Service also allows you to update your emergency contact information, change your W4 and confirm your address, primary contact number and race and ethnicity.



## Decline Paper Pay Statement Authorization

Name: \_\_\_\_\_

Employee Personnel Number: \_\_\_\_\_  
(may be found on pay statement)

I currently receive my total biweekly net pay through direct deposit to my designated financial institution(s). This signed document authorizes the Pennsylvania State System of Higher Education to stop issuing a biweekly paper pay statement on my behalf. I understand that my pay statement is available electronically through Employee Self Service and I will no longer be provided a paper copy. I am aware of the procedures to access and use Employee Self Service and will notify the Human Resource or Payroll Office with any questions that may arise. I also understand that I may revoke this election and in the future receive a paper pay statement.

Effective with pay date of: \_\_\_\_\_

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)