# **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 **<u>FULL</u>** email address

## **Current Password**



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For Faculty and Staff:	Login	
Enter your myVILLE user name, password and select 'Faculty-Staff-		
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For NEW Students:		
<ul> <li>You must first enroll your myVILLE ecount. Perform first time account setup that the myAccount Maintenance Page (be sure to register your cell phone number to that you can react your password online in the future : if not you will need to call the Help Desk at (17) PT-2721)</li> </ul>		
Other Information:		
For more help please select More Information or contact the Help Desk at (717) 071-2371 or x2371.		
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Enter the old password, new password, and confirm the new password ~ Click OK

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Domain Password Policy Requirements:		
Must be at least 8 characters long.		
<ul> <li>Must contain at least 3 of the 4 character types: uppercase letter, lowercase letter, number, or special character.</li> </ul>		
Cannot contain a significant portion of your username (3 or more consecutive characters).		
Cannot be changed more than once per day.		
<ul> <li>Will expire after 180 days.</li> </ul>		
Old Password		
New Password		
Confirm New Password		
OK		
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When the password has been changed you will receive a *Successfully Changed* message

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# To View Online Paystubs

Log in to ESS

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Once you are logged in select *Employee Self Service* from the 3<sup>rd</sup> tab listed below

Last Logon: Fri, 02/10/2017 16:45:53
nome Account Alerts Employee Self-Service Business Intelligence
formation
Welcome Welcome to the Self-Service Portal!
My Portal Applications
This page will provide you with information about each of the applications available for you to access in the Self-Service Portal. For each application, you will see a corresponding "tab" across the top navigation bar. To access an application, simply click on the tab in the navigation bar. Any related announcements, information, or help can be found within each specific area of the portal.
Account Alerts
The Account Alerts page provides options for receiving notifications when designated portal applications are accessed. Employees may receive alerts via Text Message, Personal Email, and Employee Work Email (State System). Please be aware that if you elect to receive Text Messages standard wireless carrier charges may apply.
Employee Self-Service
Employee Self-Service is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The ability to directly view your human resource and payroll data in the PASSHE Human Resource/Payroll System provides an excellent opportunity for you to ensure that the information is correct and kept up to date. One of the major advantages of the ESS system is having real-time data at your fingertips 24/7.
Business Intelligence

The **Business Intelligence** area of the portal has been provided for employees as a central location for all reports created by the Business Intelligence team at PASSHE. The BI area will continue to grow as the BI team adds more reports in areas such as Accounting, Finance, Budgeting, Human Capital Management, and Purchasing.

## 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 have chosen. A link to this sub-sections overview page will be shown to the left of the ESS application that yo

#### **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/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