

## 5/29 IS YOUR FINAL PRINTED DIRECT DEPOSIT PAY STUB

### "Paperless" Pay Stubs are finally here!

Due to recent New York City legislation, the Office of Payroll Administration in collaboration with the Department of Citywide Administrative Services launches "Paperless" Pay Stubs for the **6/12/2009** pay date.

You will now be able to access your pay stub and HR information through the online Employee Self-Service (ESS) tool—**log in and go green!**

This only applies to the following agencies: Board of Corrections, Business Integrity Commission, Campaign Finance Board, Civil Service Commission, Conflicts of Interest Board, Equal Employment Practices Commission, Human Resources Administration, Office of Emergency Management, Office of the Actuary, Public Services Corp, Teacher's Retirement System

**ESS provides a much more comprehensive and user-friendly format for viewing pay stubs securely. You will also be able to:**

- View and print duplicate W-2 and 1127 forms from previous tax years
- Update direct deposit and tax withholding information
- Review pay details including hours worked, overtime amounts and more
- Review deductions taken over a given time period

**If you are not currently enrolled in Direct Deposit, you can use ESS to sign-up. Don't forget that City employees receive free checking with Direct Deposit at 9 banks!**

- Visit OPA's website under "Getting Paid" and then "Free Checking" for details.  
[http://www.nyc.gov/html/opa/html/getting\\_paid/free\\_checking.shtml](http://www.nyc.gov/html/opa/html/getting_paid/free_checking.shtml)

**5/29/09 will be your last paper pay stub for Direct Deposit participants.**

- You may continue receiving paper pay stubs by changing your Print Status in ESS, or by contacting your Payroll Officer for additional assistance.

HOW DO I ACCESS MY PAPERLESS PAY STUB?	WHAT IS MY LOG-IN ID? WHAT IS MY PASSWORD?
<ul style="list-style-type: none"><li>▪ On the Internet, go to <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a></li><li>▪ Or on the Intranet, go to <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a><ul style="list-style-type: none"><li>- Click the Employee Self-Service link on the left navigation panel</li><li>- ESS is available 24/7 with brief maintenance windows after 8:30pm and on Sundays</li></ul></li><li>▪ <b>Trouble logging in?</b> Contact NYCAPS Central at <a href="mailto:employeesupport@dcas.nyc.gov">employeesupport@dcas.nyc.gov</a></li></ul>	<ul style="list-style-type: none"><li>▪ Your Log-in ID is your seven-digit Employee ID, which is the PMS Reference Number printed on your pay stub. Take note of this number!</li><li>▪ For first time users, your initial Password is the last 2 digits of your Social Security Number and then your 8 digit birth date (MMDDYYYY).</li><li>▪ For returning users, please use the "Forgotten Password" feature if you are unable to remember your password.</li></ul>

# NYCAPS Employee Self-Service User Guide

## Employee Self-Service Overview

- Instant access to your HR, payroll, tax, and benefits data.
- Reduced paper waste with electronic pay stubs – in line with PlanNYC “green” initiative.

## Frequently Asked Questions

### What can I do in the Employee Self-Service tool?

- You can make updates to the following types of data:

- Personal Information
- Tax and Payroll Information
- Benefits Information

- The diagram to the right illustrates all actions that can be taken in the tool

### When can I access Employee Self-Service?

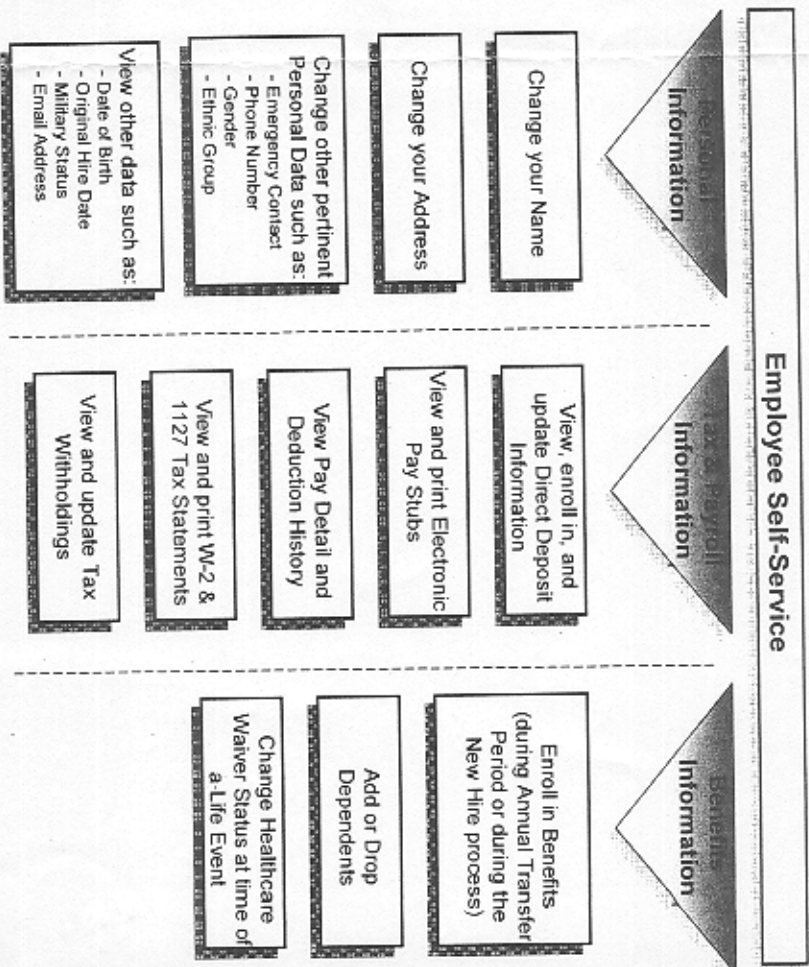
- ESS is now available 24/7. Please note that brief maintenance windows may occur evenings starting at 8:30 pm and on Sundays.

### How do I access Employee Self-Service?

- To access ESS from a City office, please use the Intranet website: <http://cityshare.nycnet/ess>
- To access ESS outside of a City office, please use the Internet website: [www.nyc.gov/ess](http://www.nyc.gov/ess)
- Log-in using your User ID and Password\*

### Will I still get a paper pay stub?

- Employees of BOC, BIC, CFB, CSC, COIB, EEPCC, HRA, OA, PSC, TRS
  - If you are enrolled in direct deposit, you will not receive paper pay stubs. ESS will replace your pay stub, giving you the ability to view and print pay stub data online
  - You may continue receiving paper pay stubs, however, by changing your Print Status in ESS, or by contacting your Payroll Officer for additional assistance
- If you are not enrolled in direct deposit, you will continue to receive a paper pay check



#### \*NOTE:

- Your User ID is your 7 digit Employee ID/PMS Reference # provided by your agency or found on your previous pay stubs. (New hires receive their Employee ID/PMS Reference # as part of the new hire process).
- Your password consists of the last 2 digits of your SSN and your 8 digit birth date. (i.e. the password for an employee with an SSN of XXX-XX-XX89 and a birth date of 01/25/1900 would be 8901251900).
- Trouble Logging in? Please click the "Need help logging in" link on the ESS log-in page, or contact NYCAPS Central at [employeesupport@dcas.nyc.gov](mailto:employeesupport@dcas.nyc.gov).