Viewing/Printing Copies of Paystubs and W-2 Forms in Employee Self Service

Every employee has the ability to view and print copies of their bi-weekly pay checks and annual W-2 forms from ESS. This is helpful to employees when they need to provide copies of these documents when applying for loans, or if they need a copy of their W-2 in order to file their personal income tax return.

ESS can be accessed from any computer by using the following URL link: https://selfservice.tylertech.com/login.aspx

After logging in to ESS, click on the **Pay/Tax Information** tab on the left side of the screen

Viewing/Printing Pay check:

In the Pay/Tax information screen, a list of all check dates will appear for the selected year. If you need to view/print a payroll check from a previous year, just use the drop-down box to select a different year.

Click on the **Details** link to view/print a single pay check. The details screen will show a complete breakdown of the selected check.

Click on the **View paycheck image** link to open a new window with an exact image of the selected pay check.

Viewing/Printing W-2:

Click on the **W-2** link under the **Pay/Tax Information** tab on the left side of the screen. The most recent W-2 data will automatically appear in the ESS screen.

Use the drop-down box to select a previous year's W-2. Click on the **View W-2 Image** link to open a new window with an exact image of the selected W-2.