

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

Welcome to Employee Self Service

Announcements [Contact](#)

Please go to the "Personal Information" section, from the menu on the left, in order to verify and/or update the following personal information:

- Address
- Home Phone
- Cell Phone
- Emergency Contacts

Personal information [View profile](#)

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.

Pay/Tax Information

COTE, SEBRINA L Year

Check Date	Pay Period	Status	Gross Pay	Net Pay
12/5/2014	11/23/2014 - 12/6/2014	Cleared		Details
11/21/2014	11/9/2014 - 11/22/2014	Cleared		Details
11/7/2014	10/26/2014 - 11/8/2014	Cleared		Details
10/24/2014	10/12/2014 - 10/25/2014	Cleared		Details
10/10/2014	9/28/2014 - 10/11/2014	Cleared		Details
9/26/2014	9/14/2014 - 9/27/2014	Cleared		Details
9/12/2014	8/31/2014 - 9/13/2014	Cleared		Details
8/29/2014	8/17/2014 - 8/30/2014	Cleared		Details
8/15/2014	8/3/2014 - 8/16/2014	Cleared		Details
8/1/2014	7/20/2014 - 8/2/2014	Cleared		Details
7/18/2014	7/6/2014 - 7/19/2014	Cleared		Details
7/3/2014	6/22/2014 - 7/5/2014	Cleared		Details

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

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Check Detail

[Return to pay/tax information](#)

COTE, SEBRINA L

[View paycheck image](#)

Check Date	12/5/2014
Pay Period	11/23/2014 - 12/6/2014
Check Number	451696
Check Status	Cleared
Gross Pay	
Net Pay	

Pay Breakdown

Pay Type	Hours	Rate	Amount
REG PAY	72.00		
VACATION	8.00		
Total			

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.

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W-2 Information

Year: 2013-0

[View W-2 image](#)

SEBRINA COTE

YEAR: 2013

RETIREMENT	<input checked="" type="checkbox"/>
3RD PARTY SICK	<input type="checkbox"/>
STATUTORY EMPLOYEE	<input type="checkbox"/>

Wages and Tax

	GROSS	TAX
FIT		
FICA		
MEDICARE		
SIT - ME		