



ESS Employee Self Service

“Go Green” - Paperless Pay Stubs

1. For paperless pay stubs (to save paper and suppress your printed copy), click on “My info,” then select “Payroll” from the dropdown menu.
2. Next, select the “Pay History “ option where employees will see the "Go Green 'Change'" button. Employees choosing this option will not receive a printed copy of their pay stub. Employees can download and save their pay stubs anytime online. See instructions on page 3. (**Note:** Employees who do not have direct deposit and receive printed pay checks are not eligible for "Go Green.")



Check/DD#	Type	Date Paid	Net Pay	Image
77777777	M	03/31/2021	1,000.00	Yes
66666666	M	02/26/2021	1,000.00	Yes
55555555	M	01/29/2021	1,000.00	Yes
44444444	M	12/30/2020	1,000.00	Yes
33333333	M	11/30/2020	1,000.00	Yes
22222222	M	10/30/2020	1,000.00	Yes

IMPORTANT:
If you see “Paper checks are selected instead of direct deposit”, DO NOT select the Go-Green option.



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- When ‘Change’ is selected, a popup message will appear to authorize the requested change. This is an additional step to complete the request for pay stub suppression.

Paystub Preference Request ✕

Paystub preference changes requested by this form might not take effect until the next pay period. Please contact the Payroll Department if you would like to know the exact effective date.

Di / Emp #: 31 / 0000
Name: Doe, Jane
Request Status: New
Current Paystub Preference: Paper
Requested Paystub Preference: Online


By submitting this form, I authorize my employer to make the change I selected above for how I receive my paystub. I acknowledge that this change might not take effect until the next pay period.


Create

- Depending on where an email address is stored in the payroll system, you may receive two email notifications. One email will state there has been a change made, and the second email will be a notification of auto-approval. Or, you may receive a popup message (right).
- All employees will receive the same two notification messages within ESS. If there is no personal email address on file, employees will also be able to check for these messages in ESS by selecting the link in the User box in the top right corner of the screen (below).

Paystub Preference Request ✕


Warning: Email notification skipped --
HrswebException: Missing notification email address for user: jdoe
HrswebException: Missing notification email address for user: jdoe
Paystub preference request created successfully.

**Stanislaus County Office of Education**

Employee Self Service 
version: 19.1.4

User: jdoe
Logout
2 Messages

Home » M

Employee Self Service 
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User: jdoe
Logout
2 Messages

Video District: 31



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6. To download a PDF copy of a pay stub, follow these steps:

- Go to the “Pay History” page by using the dropdown menu from the “My Info” tab.
- On the “Pay History” page, navigate to the “Image” column and click on the “Yes” hyperlink. An image of the pay stub will open to enable an employee to view, save or print it.

