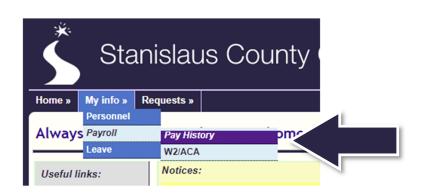
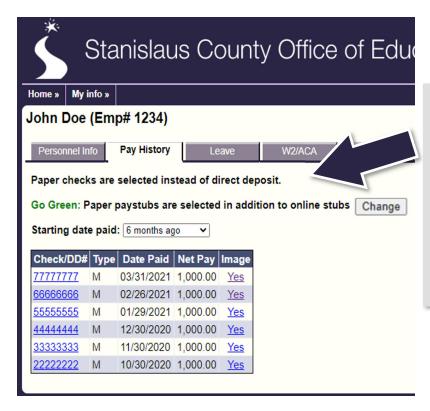


ESS Employee Self Service

"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.")





IMPORTANT:

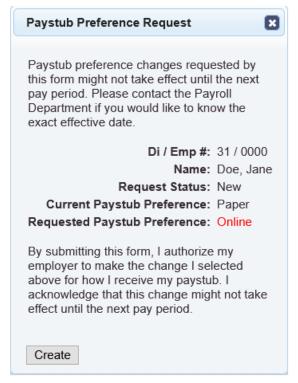
If you see "Paper checks are selected instead of direct deposit", DO NOT select the Go-Green option.



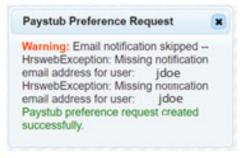
ESS Employee Self Service

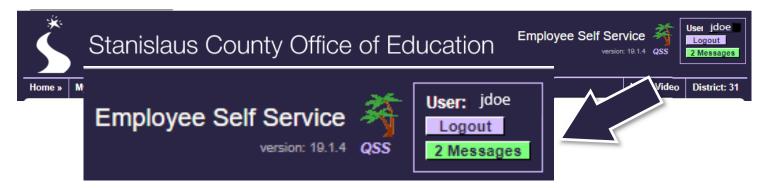
"Go Green" - Paperless Pay Stubs

3. 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.



- 4. 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).
- 5. 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).







ESS Employee Self Service

"Go Green" - Paperless Pay Stubs

- 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.



