

User instructions

1. Open your web browser.
2. Go to County web site <http://pulaskicounty.org>
3. Under the 'Employee Resources' tab, click the 'eStub Payroll Login' tab or go directly to link: <https://selfservice.pulaskicounty.org>

You will see the following Pulaski County Self Service Home Page.



4. Click on the box with arrow at top right of screen.



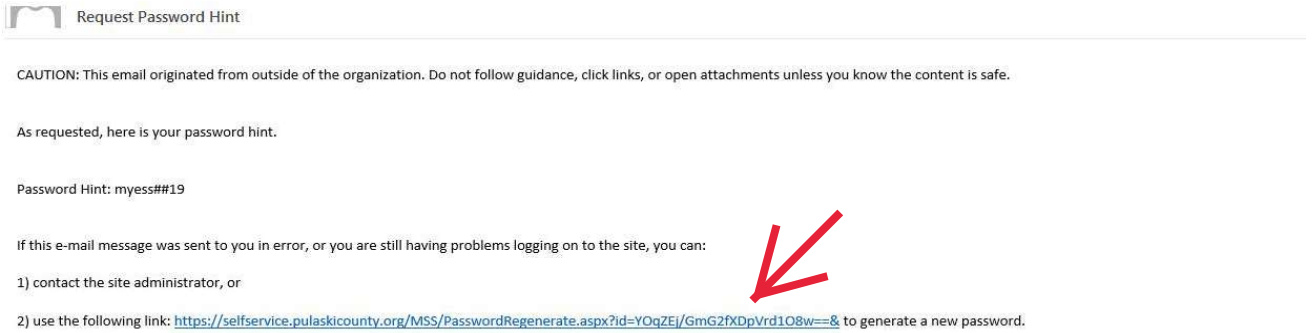
5. Enter your username - This will be your first initial, middle initial, last name (**ex. jxsmith**)
If you do not have a legal middle name, use your first initial and last name.
6. Leave password blank.
7. Click on '**Forgot your password**'



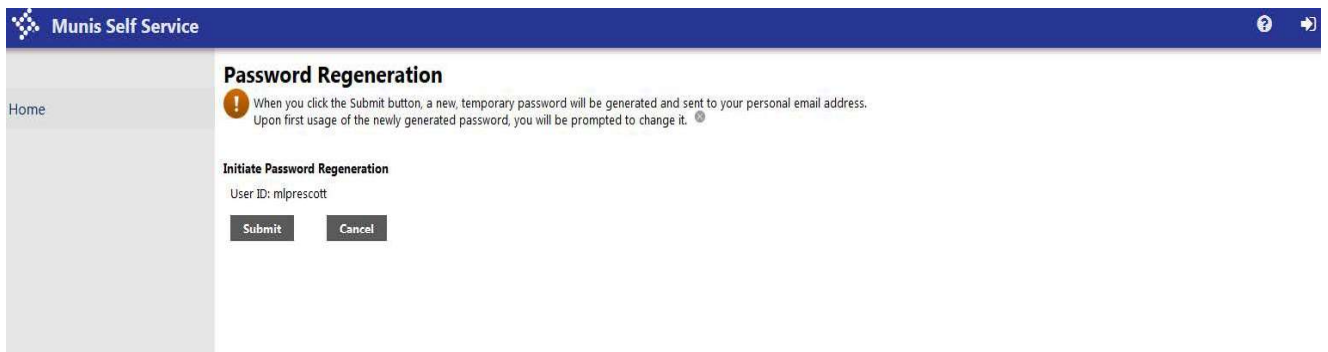
8. Enter your same username and click '**Retrieve hint**'.

You will receive an email that will guide you to create a new password.

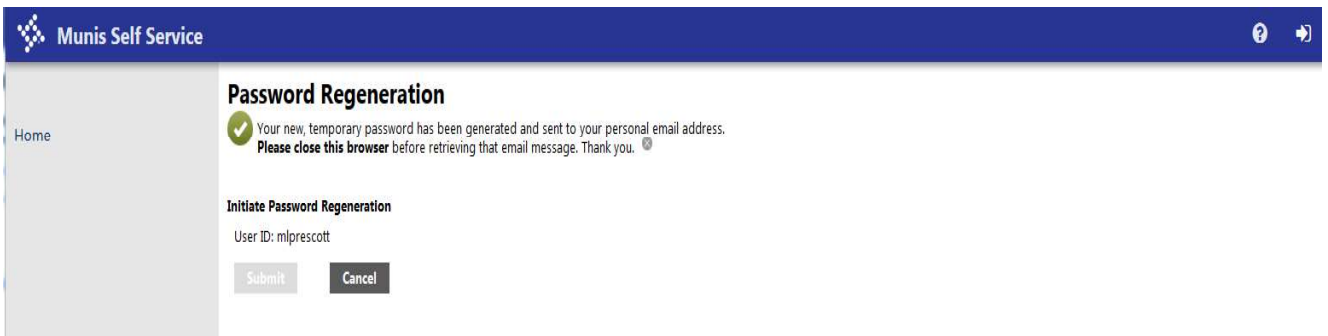
9. Open your email. Open the link at the bottom of email to generate a new password.



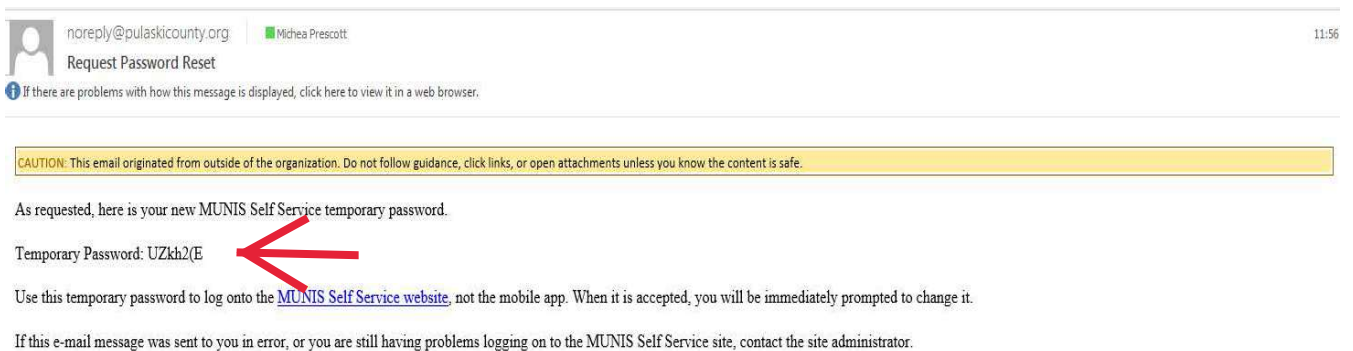
You will see the screen below.



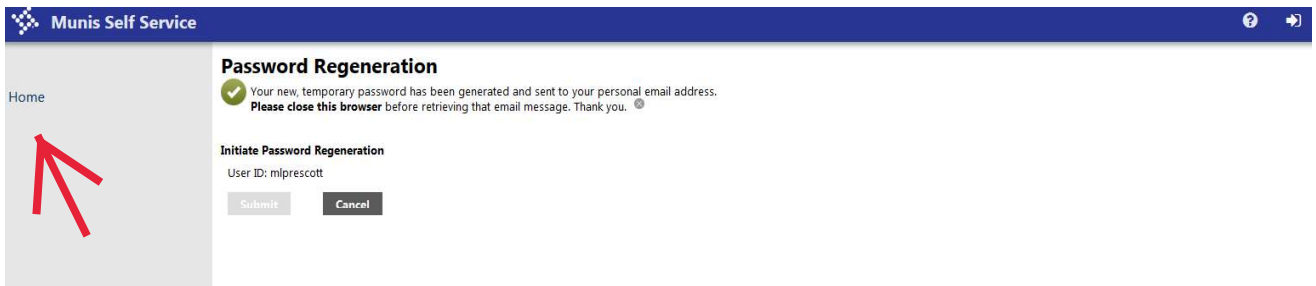
10. Click 'Submit'.



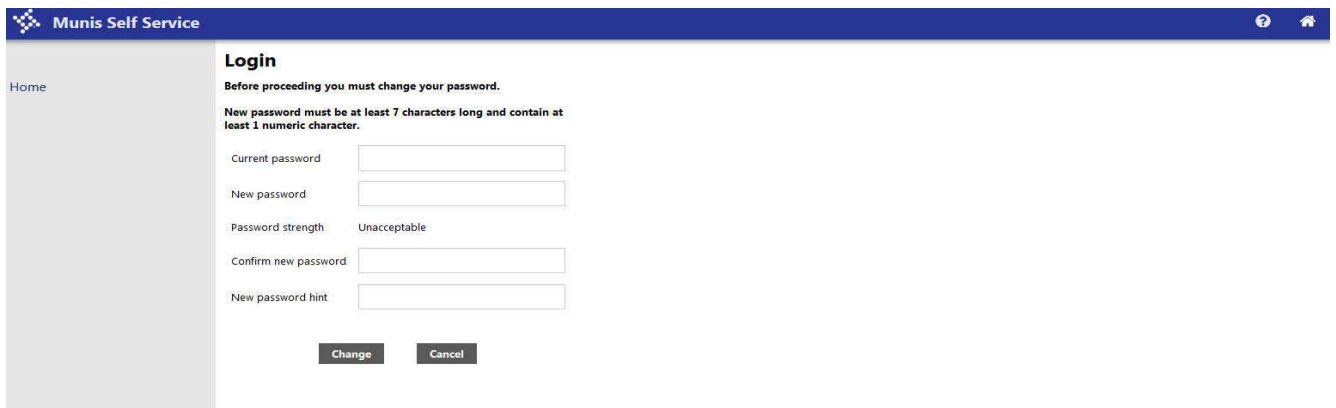
11. You will receive an email with your temporary password like the one below.



12. After you receive an email with your **Temporary Password**, go back to your Pulaski County Self Service Home screen by selecting the 'Home' tab in the left column.



13. Click on the box with arrow at top right of screen.



14. Now, you must create your new password to proceed.

- a. Enter **Current password** - temporary password you received in email
- b. Create a **New password**
- c. **Confirm new password**
- d. Give a **New password hint** and select '**Change**'



15. Click 'Continue'.

You have completed steps to change your password and you can sign on using the screen below.



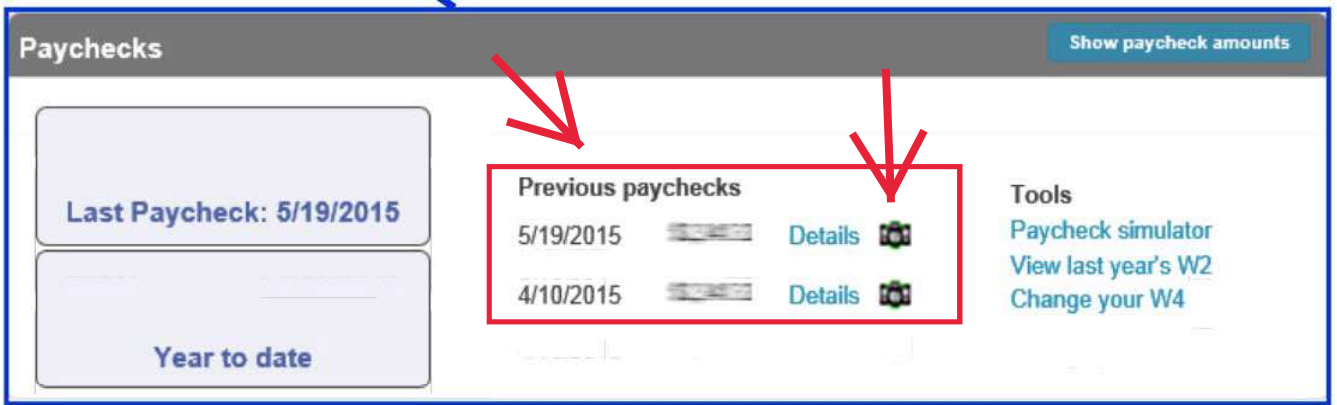
16. Select the 'Employee Self Service' tab in the left column.

Overview of information you will see when you log into Employee Self Service(ESS)

After you select the '**Employee Self Service**' tab, you will see a summary of your personal information.

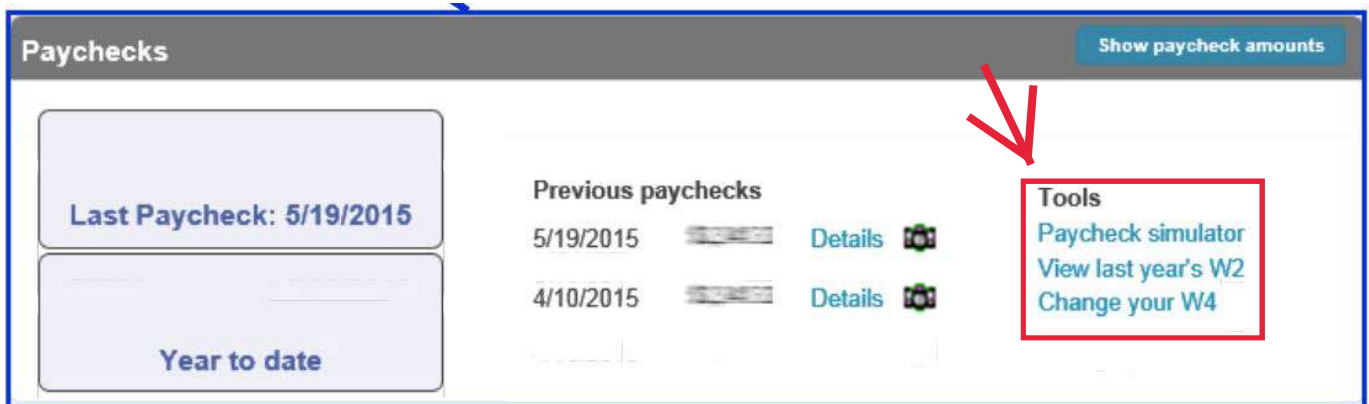
Personal Information provides your name, address and contact information. Click **More** to display your full profile, including your contact and hire information on the **General** tab, with the **Demographics**, **Contacts**, **Dependents**, and **Tax form delivery** tabs providing additional details.

In the future, we may allow updates to personal information through ESS.

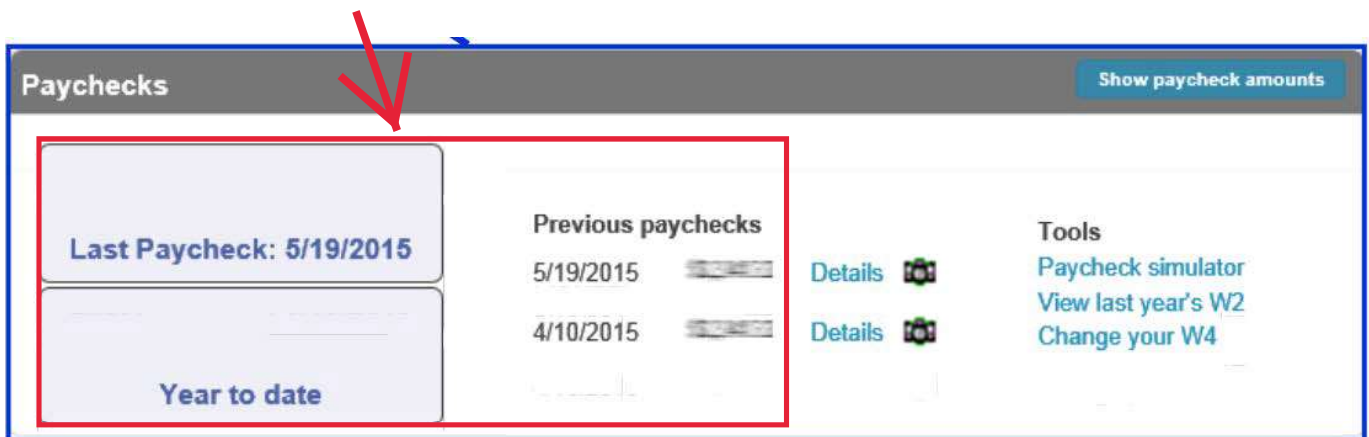


Previous Paychecks provides the most recent paycheck dates, amount and images of the paycheck or advice.

Click on the **Camera** icon to see image of your paycheck.



Under the **Tools** listings are links to the **Paycheck Simulator**, **View last year's W2** and **Change your W4**



As a discretionary measure, paycheck amounts are initially blurred and hidden when a user logs into ESS.

The screenshot shows the 'Paychecks' page header with a 'Show paycheck amounts' button in the top right corner. A red arrow points to the 'Previous paychecks' section, which lists two entries: 5/19/2015 and 4/10/2015, each with a 'Details' link and a camera icon. On the left, there are two summary boxes: 'Last Paycheck: 5/19/2015' and 'Year to date'.

Previous Paychecks provides the most recent paycheck dates, amount and images of the paycheck or advice.
Click on the Camera icon to see image of your paycheck.

This screenshot is identical to the first one, showing the 'Paychecks' page with the 'Show paycheck amounts' button highlighted in a red box. A red arrow points to this button. The 'Previous paychecks' table and summary boxes are visible.

Toggle between **Show Paycheck Amounts** and **Hide Paycheck Amounts** as necessary

This screenshot shows the 'Paychecks' page with the 'Hide paycheck amounts' button highlighted in a red box. A red arrow points to this button. The summary boxes on the left now display the amounts: '\$1,630.69' for the last paycheck and '\$3,761.38' for the year to date. The 'Previous paychecks' table now includes the amounts for each entry: 5/19/2015 for \$1,630.69 and 4/10/2015 for \$2,130.69.