

Welcome to the Employee Self Service!



Your company has enrolled in Payroll Maxx's Employee Self Service. This is an Internet based application that will allow you to view your payroll and benefit information from a secure (128 bit encrypted) web portal.

Employee Self Service offers the following information:

Pay Statements – This screen will show all pay checks issued to you through Payroll Maxx. You also have the ability to print your pay statement.

W2 \ 1099 Forms – This screen will show W2s and 1099s that have been issued to you. The previous year's W2 information will become available once the final data has been transmitted to the Social Security Administration. This is typically completed by January 31 each year.

Employee Info – This screen will show you what Payroll Maxx has setup in the system for your name, address, rate of pay, date of hire and tax withholding. If changes need to be made to any of these items, please utilize the 'email' button on the top right hand side of the screen to communicate these changes or questions to the payroll/HR Department.

Paid Time Off – This screen will show you what you currently have available for time off, if your company tracks Paid Time Off in the payroll software.

Services – To change your password, please enter your new password in the New Password line, and again in the Confirm line and click submit. Passwords must be a minimum of 9 characters in length and contain letters, numbers and at least one symbol.

Please be aware that it is your responsibility to keep your password secure!

To access Employee Self Serve, go to <http://payrollmaxx.evolutionpayroll.com/ess#/login>.

Your screen will change and the following screen should appear.



Employee Portal

Secure User Login New User Registration Forgot Password

Identify Yourself
Enter your credentials for access.

User Name

Password

[I forgot my password](#)

Welcome to your employee self-serve portal
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

You have already been registered; your user id and password are as follows:

User Name = **cmc** + the first initial of your first name + your full last name + last 4 digits of SSN.

Password = **cmc** + @ + Last 5 digits of your Social Security Number.

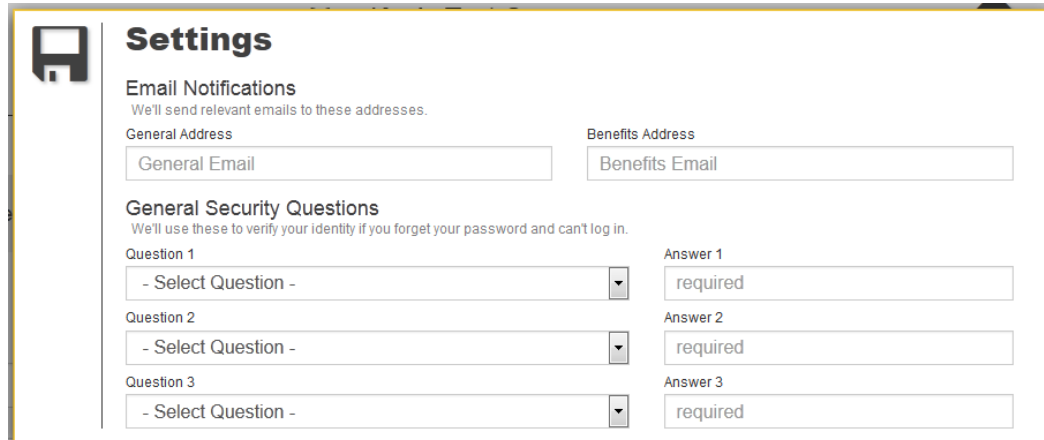
Example: User Name= **cmc**jsmith2345 – please note that the user name is not case sensitive

Password = **cmc**@12345 – passwords are case sensitive


Enter your User Name and Password in the boxes as shown above. After entering your User Name and Password, click on the button.

Upon your initial login, the Setup Security Questions dialog box will be presented. Once this page has been successfully completed, you will be logged directly into the Home screen.

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The screenshot shows a 'Settings' dialog box with a floppy disk icon in the top left corner. The dialog is divided into two main sections: 'Email Notifications' and 'General Security Questions'. Under 'Email Notifications', there are two text input fields: 'General Email' and 'Benefits Email'. Under 'General Security Questions', there are three rows, each with a dropdown menu for a question and a text input field for the answer. The dropdown menus are currently set to '- Select Question -' and the answer fields contain the word 'required'. A floppy disk icon is also present in the top left corner of the dialog box.

- You will be required to select three security questions and provide answers for the selected questions. They will be used to restore a forgotten password in the event you should forget your password.
- Enter an email address if the field is not already populated. This will provide you with email notifications of any changes that are made on your ESS account.
- Click on the  button.

MaryKay's Test Company
Baby Bear

Home Menu Contact Settings Exit

Your Info	Pay	Gross	Resources	Time Off	Balance
Baby T Bear 4567 Growl Way Apt #304 Gretna, NE 68137 402-111-1111 mbritten@payrollmaxx.com Emp# 111 Hired 07/16/2007	Checks 01/02/2015 05/01/2014 04/25/2014 2009	W2	Payroll Maxx IRS Website NEW EMPLOYEE PORTAL	Type Personal Jan 1 Personal PTO	0.00 88.00 120.00

Messages

IMPORTANT: SEE OUR NEW AND IMPROVED ESS SITE! OUR NEW SITE NOW OFFERS A MOBILE FRIENDLY OPTION. PLEASE FOLLOW THE LINK ABOVE "NEW EMPLOYEE PORTAL"

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evolution

After successfully logging into ESS, the initial Employee Self Service screen appears. The Home Screen provides functionality for the employee to the following areas based on the employer's selected access options:

- View messages setup by the ESS Manager
- Provides links provided by your employer
- Access Pay Statements
- Access W2 and 1099 forms
- Access Employee Information
- View Paid Time Off Information
- Services – change password

Navigation to ESS functionality is accomplished by clicking on anything in [blue](#) or clicking on the



button next to each menu item to open up a more detailed list of information.



Contact

Note: The *Contact* button allows you to contact your company's ESS Administrator with any questions you may have. This button is located in the upper right hand corner from any window within ESS.

ESS FAQs

Will I still receive a pay stub?

Depending on the selection of your employer you may still receive a pay stub. Please contact your manager to see if your company has opted to continue to receive stubs.

When is my pay stub available online?

Your pay stub will be available no later than 9:00am on your pay day.

What if I forget my password?

Click on Forgot Password on the ESS Secure Login screen. You will be prompted to enter your User Name. You must then answer the Security Questions you set up upon initial login and if answered correctly, you will be able to reset your password.

When will my W-2 be available online?

W-2's will be uploaded once they have been approved by your Payroll Department. They will be uploaded no later than January 31st each year.

What if my demographic information is incorrect or needs to be updated?

You can click on the Email button located in ESS and send your change request directly to your payroll person.

PLEASE NOTE: Due to the confidential nature of payroll information, our payroll service client contract prohibits us from speaking directly to individual employees. This extra level of security is in place to ensure the security of your highly confidential payroll information. We ask that you contact the Payroll Department at your place of employment. Thank you for your understanding.