



# IOIPay ESS 2.0: Employee Overview

## Accessing Employee Self-Service

1. A valid email address is needed and will act as your User ID.
2. The payroll administrator will prompt the system to email you a registration link.
3. Once email is received, you will have 48 hours to click on the link to create a password.
4. Upon creating your password, you will receive a confirmation message. The system will then prompt you to answer security questions for verification.
5. Once the certification questions are completed, you will receive a message stating the information is validated.
6. You will then have access to the ESS button on the IOIPay® Dashboard. This is the landing screen when you are logged in with your credentials.
7. You will access the login button from [www.ioipay.com](http://www.ioipay.com)
8. If you forget your password, click the “Forgot Password” button and follow the prompts.



## Viewing & Printing Your Pay Information

This section allows you access to pull historic check stubs, accrual balances, and W2 information. Check information will be displayed for the current year with the most current check date on top. Date filters can be set to obtain alternate year data.



### Filtering Date Ranges

- Click on the funnel icon on the right hand side of the screen
- Enter in the date information using the calendar, starting with year, state date, and end date
- Click “Apply.” The screen will refresh and display your date options



### Printing

- To print one of multiple check stubs, click on the print icon on the right hand menu. The check stubs will pull up in a PDF format



### Accrual Balances

- To view accrual balances, click on the calendar icon from the right hand menu. A box will fly out containing your balances.

## W<sub>2</sub> W2 Information

- To access historic W2 information, click on the “W2” icon from the right hand menu. Choose the year you want to view or print. The W2 will pull up in a PDF format.



(888) 697-0021



[www.ioipay.com](http://www.ioipay.com)

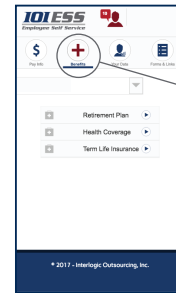
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## Benefits, Employee Data, and Forms & Links

This section covers features located at the top of your screen. Some features may or may not be available depending on how your company is set up.

### Benefits

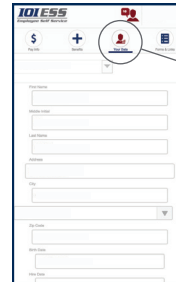
If your company is using benefits, this section will allow you to see the benefits in which you are participating. The information will display the employee and employer contribution amounts. It will also display current or historic benefit information.



### Employee Data

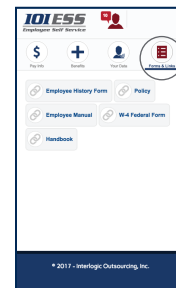
Basic employee data is displayed on this screen. Your payroll administrator will make the setting “read only” information or allow edits.

To make edits, if available, clear or populate the necessary field. At the bottom of the screen, click on the “submit” button. An alert will go to the payroll administrator where they can either accept, defer or deny changes.




### Forms & Links

Download any forms or access web links your payroll administrator has provided.



### Notifications

An icon  next to the settings will display any notices or communication pieces that your employer has posted for employees. The icon will display the number of messages. Once the message is read, it will revert back to zero.

You can display all messages by moving the setting to “Y”.



### Multiple Location Employees

If you are employed under multiple locations, the administrator at each location will send you a registration link. Once you establish an account, you can click on your email address in the upper right corner to view the other locations where you are registered. You will be able to access pay history for all your registered locations.