

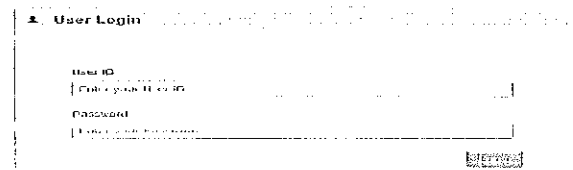
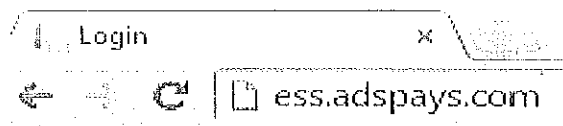
ESS Announcement- Pay Stub Update

Dear Caregiver;

The payroll dept is pleased to announce an enhancement to those receiving their payroll via Direct Deposit. That effective _____ vouchers will no longer be sent via US mail, each caregiver will be able to view and print their paystub 24/7 through our new ESS online system.

Login instructions:

- **OPEN THE BROWSER**
- **GO TO:** ess.adspays.com
- **ENTER USERNAME:** Your first name, first initial of your last name followed by the last for digits of your social security number (Ex for John Due – johnd1234)
- **ENTER TEMPORARY PASSWORD:** Your entire social security number (without dashes ex, 123456789) upon your first login attempt the system will prompt you to change the password, enter your new password twice and be sure to save it for your records.



NAVIGATION

- click on "Pay History" on the top left of the page
- scroll down the page to view payroll history summary information
- click on the red icon on the left to view/print or download your paystub.



Y	M	D	Net Pay	Gross Pay	Net Pay	Gross Pay	Net Pay	Gross Pay
2014	12	31	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	30	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	29	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	28	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	27	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	26	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	25	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	24	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	23	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	22	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	21	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	20	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	19	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	18	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	17	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	16	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	15	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	14	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	13	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	12	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	11	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	10	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	09	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	08	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	07	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	06	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	05	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	04	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	03	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	02	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89
2014	12	01	1,234.56	1,567.89	1,234.56	1,567.89	1,234.56	1,567.89

AVAILABLE FILTER OPTIONS

Filter Options:

Stub Number	[Search Stub Number]	Period From	[Period From: mm/dd/yyyy]
Work Date	[Work Date: mm/dd/yyyy]	Period To	[Period To: mm/dd/yyyy]
Gross Pay	[Gross Pay Min]	Net Pay	[Net Pay Min]
	[Gross Pay Max]		[Net Pay Max]

- Search for specific Voucher Number
- Looking for a specific visit? enter the date in question to search
- Search for range of Gross Pay \$ amounts
- Search Paystubs within Pay Period Begin and End dates
- Search for range of Net \$ amounts

- 1) In order to view or download paystubs, popups on your browser will need to be unblocked
- 2) Paystubs will be available to view for 12 months
- 3) If you forget your password please contact your payroll dept. to reset.

SPANISH

Anuncio de ESS - Cambio en comprobante/ planilla de Pago

Querido/a HHA,

El departamento de pago acaba de anunciar que para beneficio y rapidez de los que utilizan deposito directo, desde el 17 de Abril los comprobantes/ planillas de pago no seran enviadas por correo, cada empleado podra ver e imprimir su propio comprobante/ planilla las 24 horas del dia y los 7 dias de la semana con el Nuevo programa.

Para usar el sistema:

*Abra su servicio de internet

*vaya a la pagina de internet: ess.adspays.com

*entre su nombre de usuario - su primer nombre la primera inicial de su apellido y los ultimos 4 numeros de su seguro social (ejemplo: Maria Rodriguez mariar1234)

*entre su clave temporaria - su numero de seguro social completo (sin gion 123456789) una vez trate de entrar esta informacion el sistema le pidera que cambie la clave, entre su nueva clave 2 veces y archivela.

Para Navegar el Sistema:

*Precione "pay history"

*baje en la pagina para ver un resumen de sus pagos

*precione el boton rojo en la izquierda para ver/ imprimir o descargar su planilla de pago.

KREYOL

Pou w navigate klike sou <PAY HISTORY > anlè a goch sou pay la. Desan sou pay la pouw wé tout enfomasyon detaye pewol la. Klike (Teke) sou ikonn rouj la ki sou bô goch la pouw ka ni wè ni enprime oubyen pouw Fè chek ou soti.

Men lot chwà ki disponib :

Nimewo chek ou.

Dat ou travay, salè en gwo

Peryod ki soti de dat sa a A dat sa a.(de tel dat a tel dat)

Salè kew touche anvan e apre taks (TAX).

Chèche egzaktman nimewo < Souch Chek ou > (Voucher Number)

Chèche yon vizit espesifik ? mete dat ki gen rapô ak sawap di ya.

Chèche barem (ki limit, kantite) kew touche anvan taks (Tax) an dola.

Chèche chek ou an rapô ak peryòd ou komanse travay la e dat li fini ya .

Chèche barem kew touche apre taks (Tax) an dola.

- 1) Pouw ka wè e download souch chek la fok ou debloke tout . < Popup > yo
- 2) Souch chek yo ap disponib pandan douz (12) mwa.
- 3) Si tou fwa ou ta bliye mo de pass ou, kontakte : DEPATMAN PEWOL nan biwo wa pou ka jwen li oubyen Fè yon lot.