

# NYCAPS Employee Self-Service User Guide

## Employee Self-Service Overview

- Instant access to your HR, payroll, tax, and benefits data.
- Reduced paper waste with electronic pay stubs – in line with PlaNYC “green” initiative.

## Frequently Asked Questions

### What can I do in the Employee Self-Service tool?

- You can make updates to the following types of data:
  - *Personal Information*
  - *Tax and Payroll Information*
  - *Benefits Information*
- The diagram to the right illustrates all actions that can be taken in the tool

### When can I access Employee Self-Service?

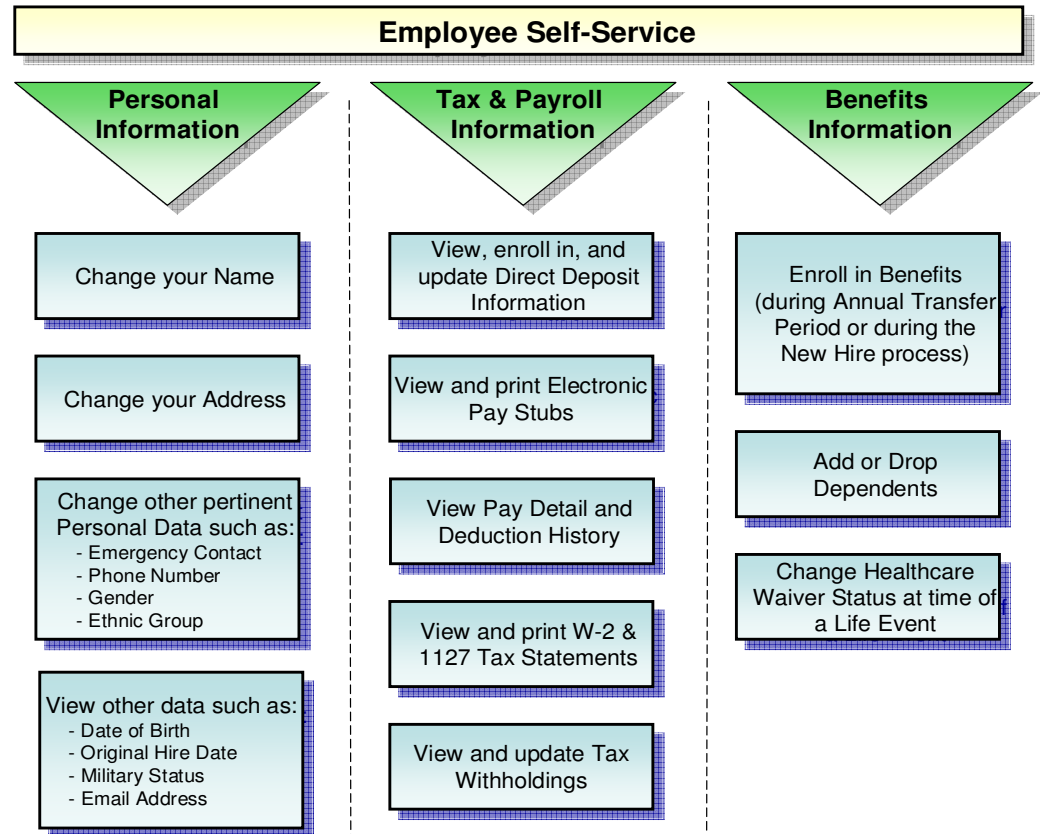
- ESS is now available 24/7. Please note that brief maintenance windows may occur evenings starting at 8:30 pm and on Sundays.

### How do I access Employee Self-Service?

- To access ESS from a City office, please use the Intranet website: <http://cityshare.nycnet/ess>
- To access ESS outside of a City office, please use the Internet website: [www.nyc.gov/ess](http://www.nyc.gov/ess)
- Log-in using your User ID and Password\*

### Will I still get a paper pay stub?

- Employees of CCRB, CCHR, DFTA, DCP, DoHMH, DJJ, DORIS, DOT, DA-NY, HPD, LPC, OCB
  - *If you are enrolled in direct deposit, you will not receive paper pay stubs. ESS will replace your pay stub, giving you the ability to view and print pay stub data online*
  - *You may continue receiving paper pay stubs, however, by changing your Print Status in ESS, or by contacting your Payroll Officer for additional assistance*
- *If you are not enrolled in direct deposit, you will continue to receive a paper pay check*



#### \*NOTE:

-**Your User ID** is your 7 digit Employee ID/PMS Reference # provided by your agency or found on your previous pay stubs. (***New hires receive their Employee ID/PMS Reference # as part of the new hire process.***)

-**Your password** consists of the last 2 digits of your SSN and your 8 digit birth date. (i.e. the password for an employee with an SSN of XXX-XX- XX89 and a birth date of 01/25/1900 would be 8901251900).

-**Trouble Logging in?** Please click the “Need help logging in” link on the ESS log-in page, or contact NYCAPS Central at [employeesupport@dcas.nyc.gov](mailto:employeesupport@dcas.nyc.gov).