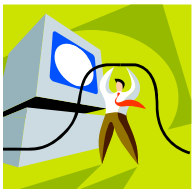




State of Wyoming Employee Self Service *ESS*



State of Wyoming employees may now access payroll information via a secure connection to the Internet. Employees will have the ability to view benefits information, deduction information, pay information, leave information, Advice/Check stubs, as well as updating addresses, phone numbers, and emergency contact information.



Access ESS

- From work, home, public library, coffee shop, hotel, or airport, go to <https://wyess.hostams.com/webapp/PRDESS2X1/ESS>
- Remember the “s” after http. The “s” signifies a secure site.



Log-In to ESS

- User Name will be your 10-digit Employee ID (includes leading zeros; **example:** 0000012345). Your Employee ID is located on the top right corner of your Advice/Check stub. The user name will never change.
- Please email the SAO Payroll Help Desk to obtain a new temporary password or to request a password reset. In the email, please write “ESS Password Request” in the subject line, and specify in the email 1) your Employee ID Number, 2) your date of birth, and 3) that you need a new ESS password.
- You will be prompted to change your password the first time you access the ESS system. ESS passwords are case sensitive. The ESS password must contain an upper case letter, a lower case letter, a number, and a special character of @, #, or \$. Your password will expire every 6 months.



Get Help with ESS

- ESS User Guide: <http://sao.state.wy.us/ESS/essuserguide.htm>
- SAO Payroll Help Desk email: SAOPayrollHelpDesk@state.wy.us
- SAO Payroll Help Desk phone: 307-777-7835
- SAO Payroll Help Desk hours: Monday thru Friday 8am to 5pm.
- If you have questions regarding the information within ESS, please contact your Agency Human Resource Specialist.

