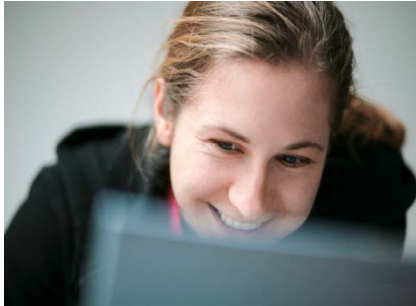


## Announcement - Employee Self Service Website Launch To View Your Pay Stub



We are pleased to announce the launching of our Employee Self Service Website. This will enable and empower you to access your payroll information online, using your personal computer, at your convenience.

The website address is: [ess.utilitieservicesinc.com](http://ess.utilitieservicesinc.com)

Visit the website to get your personal login and to learn more about employee self service. Have a pay stub with you when you login

## Services that are currently available online are:

### **Personal Information**

View or make changes to your address, e-mail address, phone number, or emergency contact

### **Payroll Information**

View pay check and W-2 (upon your consent)  
Make W-4 changes (federal withholding)  
Setup and maintain direct deposit account information

### **Go Green**

Provide consent to receive your pay advice online

Click on the ESS website site link to try your login and take advantage of the self service training material tool kit to learn and explore cool features of the new website.

Click on the Stop Paper Pay statement link in Self Service to stop receiving your Paper Pay Stub