**User instructions**

1. Open your web browser.

2. Go to County web site http://pulaskicounty.org

3. Under the **Employee Resources** tab, click the 'eStub Payroll Login' tab or go directly to link: https://selfservice.pulaskicounty.org

You will see the following Pulaski County Self Service Home Page.

4. Click on the box with arrow at top right of screen.

5. Enter your username - This will be your first initial, middle initial, last name (**ex. jxsmith**) If you do not have a legal middle name, use your first initial and last name.


7. Click on 'Forgot your password'

8. Enter your same username and click **Retrieve hint**.

**You will receive an email that will guide you to create a new password. If you do not receive an email, please contact Information Technology at 994-2409 for assistance.**
9. Open your email. Open the link at the bottom of email to generate a new password.

You will see the screen below.

10. Click 'Submit'.

11. You will receive an email with your temporary password like the one below.
12. After you receive an email with your Temporary Password, go back to your Pulaski County Self Service Home screen by selecting the 'Home' tab in the left column.

13. Click on the box with arrow at top right of screen.

14. Now, you must create your new password to proceed.
   a. Enter Current password - temporary password you received in email
   b. Create a New password
   c. Confirm new password
   d. Give a New password hint and select 'Change'
15. Click 'Continue'.

You have completed steps to change your password and you can sign on using the screen below.

16. Select the 'Employee Self Service' tab in the left column.

Overview of information you will see when you log into Employee Self Service (ESS)

After you select the 'Employee Self Service' tab, you will see a summary of your personal information.
Personal Information provides your name, address and contact information. Click More to display your full profile, including your contact and hire information on the General tab, with the Demographics, Contacts, Dependents, and Tax form delivery tabs providing additional details.
In the future, we may allow updates to personal information through ESS.
**Previous Paychecks** provides the most recent paycheck dates, amount and images of the paycheck or advice. Click on the Camera icon to see image of your paycheck.

Under the **Tools** listings are links to the **Paycheck Simulator**, **View last year's W2** and **Change your W4**

As a discretionary measure, paycheck amounts are initially blurred and hidden when a user logs into ESS.
**Previous Paychecks** provides the most recent paycheck dates, amount and images of the paycheck or advice.
Click on the Camera icon to see image of your paycheck.

Toggle between **Show Paycheck Amounts** and **Hide Paycheck Amounts** as necessary.