Effective with the pay date of June 3, 2011 the Pennsylvania State System of Higher Education will cease printing pay statements for all student employees who have elected to receive their pay through direct deposit. Student employees that currently receive a paper check will continue to receive their check in the usual manner.

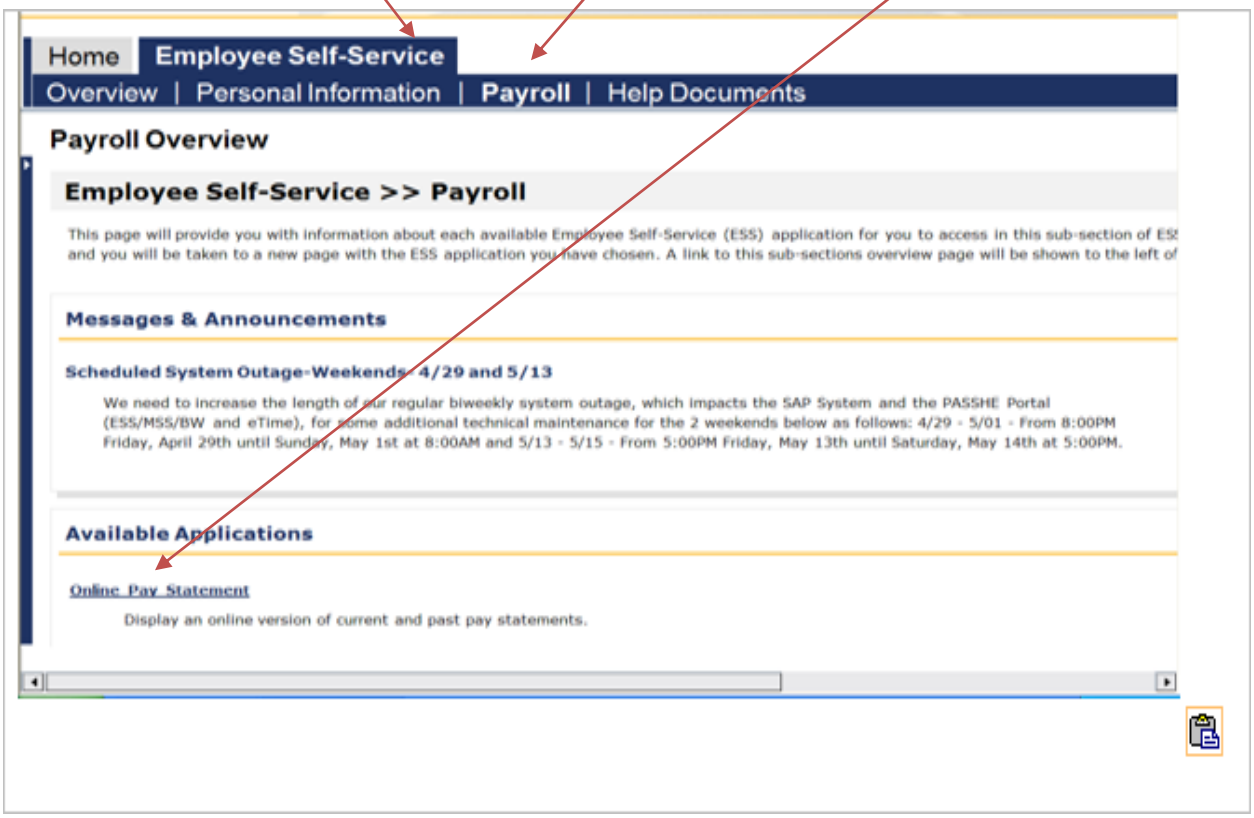
To ensure a smooth transition we encourage you to begin using Employee Self Service (ESS) at your earliest convenience. By accessing ESS now, you can take care of any user name or password issues that you might encounter when logging into the system. NOTE: You will not be able to view your Payroll information until you have been entered on the Payroll system.

Pay statements are normally accessible through ESS as early as four days prior to the pay date. (Keep in mind the direct deposit will not be in your account until the actual pay date) You can print your statement from ESS at any time. In addition, prior pay statements are available through ESS beginning with the pay date January 4, 2008.

Step-by-step instructions are available at www.iup.edu/humanresources under ESS, "Full User Guide" You are encouraged to set up the self-service feature which is explained in the user guide enabling you to reset your own password as needed in the future.

To log in and use ESS, go to www.iup.edu/humanresources and click on "Employee Self-Service (ESS) Portal." You can also access the ESS portal at https://portal.passhe.edu. If you encounter any difficulties accessing ESS, please contact Payroll Services at (724)357-2510. If you need your PASSHE Active Directory password reset, you may use the Password Reset Option on URSA Personal Information menu.

Once you log on to the portal you can access your pay statement by following the path:
Click on the Employee Self-Service tab- click on the word payroll – click on the Online Pay Statement Link. Your current pay statement should pop up immediately.



Questions concerning your pay statement should continue to be directed to Payroll Services at (724) 357-2510.