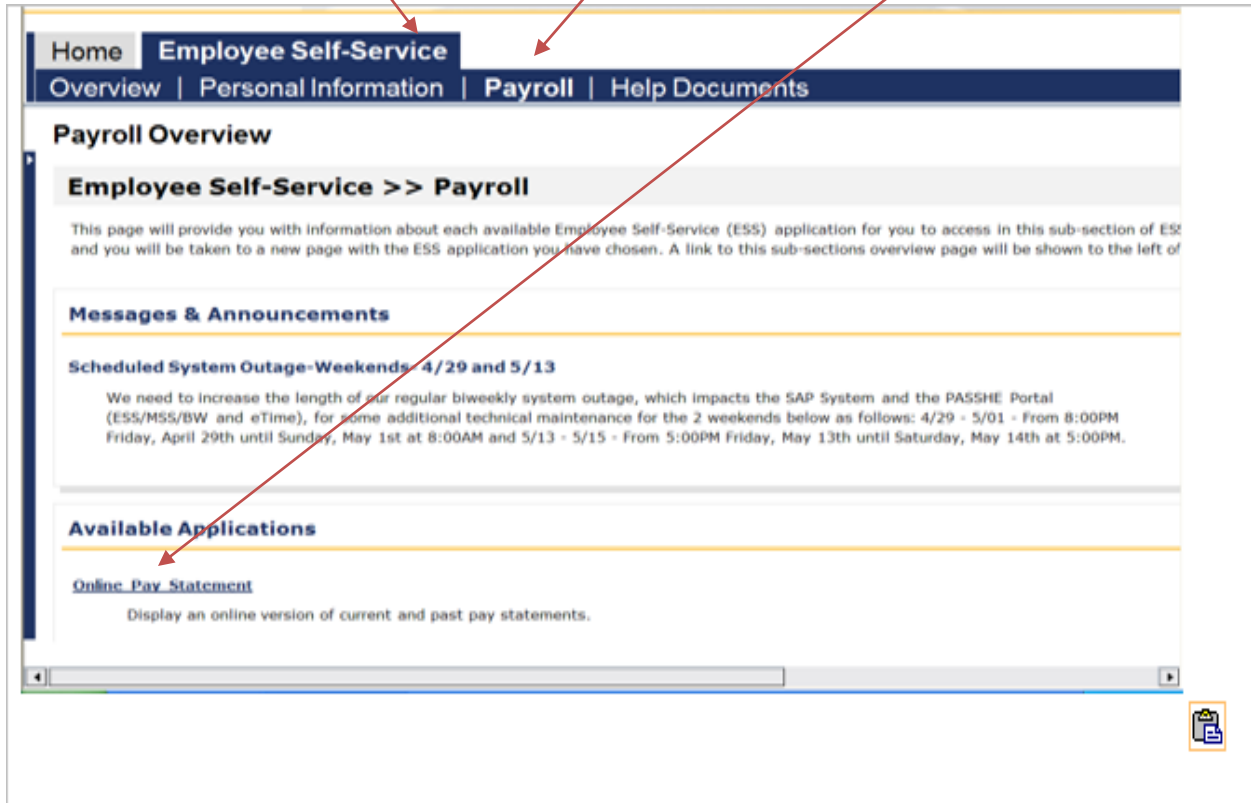


To log in and use ESS, go to www.iup.edu/humanresources and click on “Employee Self-Service (ESS) Portal.” You can also access the ESS portal at <https://portal.passhe.edu>. If you encounter any difficulties accessing ESS, please contact Payroll Services at (724)357-2510. If you need your PASSHE Active 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.