

VIEWING ISSUED CHECK/ADVICE INFORMATION

Checks and Advices are issued once a month by the State of Wyoming and can be viewed online. Once you have logged into the ESS system, use the following steps to view pay information:

1. From the Home Page, select the **My Info** Workspace Tab. The **My Info** business functions will appear at the top of the page.
2. Select the **My Compensation** business function. The Jobs information page will appear. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear.
3. Select the **Issued Checks/Advices** activity folder. The grid at the top of the page displays a list of issued checks. The scalar at the bottom of the page displays detail information about a specified check.
4. Select a check from the grid, detailed information about that specific check appears at the bottom of the page.

VIEW ACTUAL CHECK/ADVICE STUB

Images of Check/Advice stubs can be viewed in ESS as a PDF (Adobe Acrobat file). Once you have logged into the ESS system, use the following steps to view pay stub:

1. From the Home Page, select the **My Info** Workspace Tab. The **My Info** business functions will appear at the top of the page.
2. Select the **My Compensation** business function. The Jobs information page will appear. If an employee holds more than one position with the State of Wyoming, multiple appointments will appear.
3. Select the **Issued Checks/Advices** activity folder. The grid at the top of the page displays a list of issued checks. The scalar at the bottom of the page displays detail information about a specified check.
4. Select a check from the grid.
5. Select the **Attachments** link located under the grid, a Reference Table Attachments page will appear.
6. Select the **Download** link, a File Download box will appear.
7. Select the **Open** button, a File Download box will appear.
8. Select the **Open** button, a PDF file will open in Adobe Acrobat with an image of the Check/Advice stub.
9. Select the 'X' in the upper right corner of the window to close Adobe Acrobat.

10. Select the **Return to My Compensation – Issued Checks/Advices** link.