

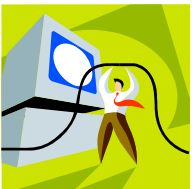


State of Wyoming Employee Self Service *ESS*



State of Wyoming employees may now access various payroll information via a secure connection to the Internet. Employees will have the ability to view benefits information, deduction information, pay information, leave information, Advice/Check stubs, as well as updating addresses, phone numbers, and emergency contact information.

Access ESS



- From work, home, public library, coffee shop, hotel, or airport, go to <https://wyess.hostams.com/webapp/PRDESS2X1/ESS>
- Remember the “s” after http. The “s” signifies a secure site.

Log-In to ESS



- User Name will be your 10-digit Employee ID (includes leading zeros; **example:** 0000012345). Your Employee ID is located on the top right corner of your Advice/Check stub. The user name will never change.
- Please email the WOLFS & Payroll Help Desk to obtain a new temporary password or to request a password reset. In the email, please write “ESS Password Request” in the subject line, and specify in the email 1) your Employee ID Number, and 2) that you need a new ESS password.
- You will be prompted to change your password the first time you access the ESS system. ESS passwords are case sensitive. The ESS password must contain an upper case letter, a lower case letter, a number, and a special character of @, #, or \$. Your password will expire every 6 months.



Get Help with ESS



- ESS User Guide: <http://sao.state.wy.us/essuserguide.htm>
- WOLFS and Payroll Help Desk email: WOLFS&PayrollHelpDesk@state.wy.us
- WOLFS and Payroll Help Desk phone: 307-777-5258
- WOLFS and Payroll Help Desk hours: Monday thru Friday 8am to 5pm.
- If you have questions regarding the information within ESS, please contact your Agency Human Resource Specialist.