

Step 1 - Website Link - <https://www1.nyc.gov/site/opa/my-pay/my-paycheck.page>

Step 2 - Click on **Employee Self-Service (ESS)** on the top of the page.

The screenshot shows the NYC Payroll website. At the top, there are navigation links for COVID-19 information, agency service suspensions, and open restaurant applications. Below this is the NYC Office of Payroll Administration header with a search bar. The main navigation menu includes 'My Pay', 'Commuters', 'Taxes', 'Forms', and 'Other Services'. Under 'My Pay', there are sub-links for 'My Paycheck', 'Pay Calendars', 'My Finances', and 'Ordered Deductions'. The 'My Paycheck' section is active, displaying a sidebar with links for 'Check Replacement', 'Direct Deposit', 'FAQ About Pay', and 'Free Checking Accounts'. The main content area is titled 'My Paycheck' and contains a text box stating: 'Our website provides only general information about paychecks, also called pay statements. To access your personal pay statement please login to the NYCAPS' website **Employee Self-Service (ESS)**.' The 'Employee Self-Service (ESS)' text is circled in red. Below this, there is a list of links: 'Check Replacement' and 'Direct Deposit'.

Step 3 – Enter your User Id and Password

The screenshot shows the NYCAPS login page. At the top, there is a large blue banner with the 'NYCAPS' logo. Below the banner is a login form with two input fields: 'User ID:' and 'Password:'. Below the 'Password:' field is a 'Sign In' button. At the bottom of the form is a link that says 'Forgot your password?'. The entire login form area is outlined with a red border.

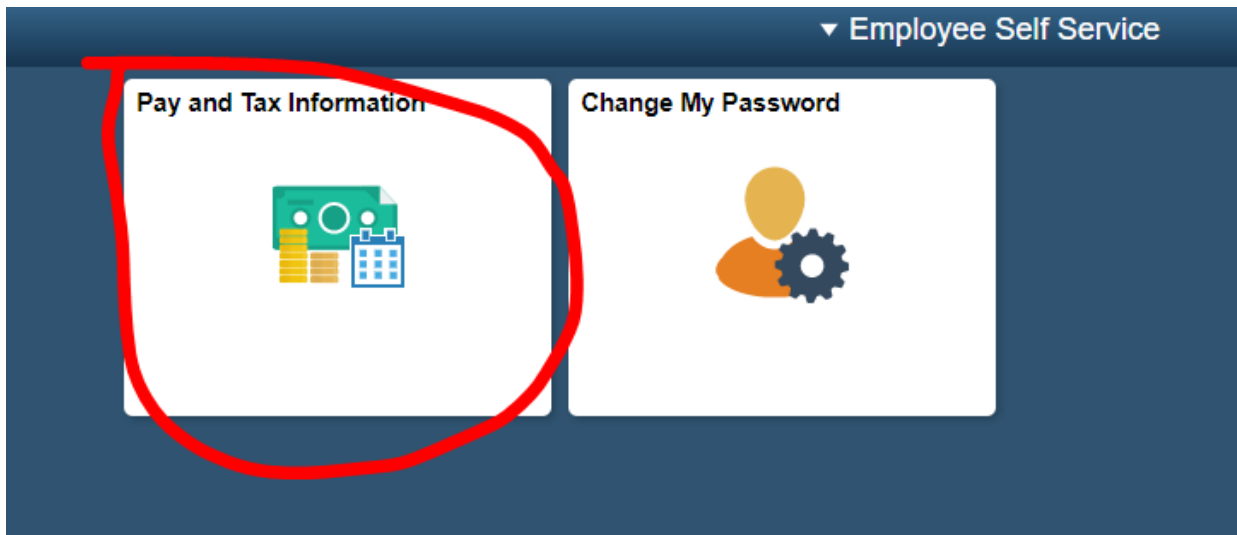
Note: Your used id is your reference#, this number is located on your paystub (under "Reference #"), please see screenshot below.

The City of New York			EMPLOYEE				Payroll Management System						
ITEM #	PAY PERIOD		PAY DATE		DIRECT DEPOSIT PAY STATEMENT				PAYROLL #	WORK UNIT	CHECK NUMBER	DISTRIBUTION #	
	10/18/20	10/31/20	10/30/20						465	0400	Z		
PENSION #	ELECTRONIC FUND TRANSFER INFORMATION				JSN	FEDERAL	STATE	REFERENCE #	CD	EMPLOYEE NAME			
					2	B	00	B	00	9			
TAX INFO	TOTAL EARNINGS	FEDERAL TAX	SOCIAL SECURITY	MEDICARE	STATE TAX	CITY TAX	CITY WAIVER	TOTAL DEDUCTIONS THIS PERIOD					

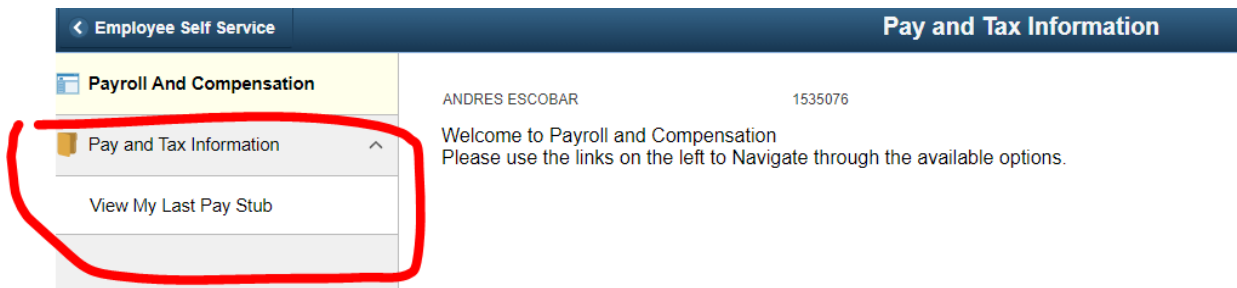
For password, please follow the following instructions (you will be prompted to change your password after the initial login):

Your initial password consists of the last two digits of your SSN, an ( ) underscore, the first three letters of your birth month (must be all upper case), your birth day including the leading zero, and your birth year (i.e., the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99\_JAN011910).

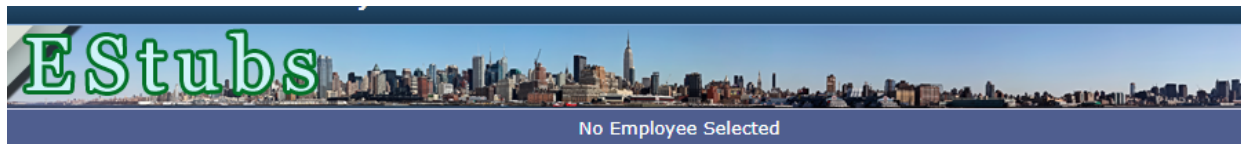
Step 4: Click on "Pay and Tax Information"



Step 5: Click on "Pay and Tax Information" and then "View My Last Pay Stub"



Step 6: If you have multiple positions, please click on the various options to select each position



Search Results

Employee Search Results					
Empl Num	Pyrl Num	Job Code	Last Name	First Name	MI
<u>████████</u>	465 (COM CL KINGS)	1	████████	████████	A
<u>████████</u>	465 (COM CL KINGS)	2	████████	████████	A

Step 7: You will see your most current paystub displayed on the screen. The following options are available from top of the screen to the bottom:

1. Pay Statement Summary – Window that displays stub in the traditional format we are accustomed to.
2. Printer Friendly page – Click on this to print a printer friendly version of your paystub.
3. Previous Pay Stub – View up to a year’s worth of your paystubs

Employee ID: ██████████ Payroll Num: 465 (COM CL KINGS)

[Pay Statement Summary](#) 1      Pay Stub      [Printer friendly page](#) 2  
[Pay Statement Details](#)

Pay Date: 10/30/2020      Pay Period: From 10/18/2020 to 10/31/2020

Net Pay Current	████████
Net Pay YTD	████████

Click on Pay Description link to see Details

Pay	Prior Per Hours	Prior Per Amount	Current Per Hours	Current Per Amount
<a href="#">RECURRING REGULAR GROSS</a>			70:00	████████
Gross Pay Current				████████
Gross Pay YTD				████████

Tax Deductions		Year to Date Amount	Amount
FICA TAX-EMPLOYEE SHARE			████████
MEDICARE-EMPLOYEE SHARE			████████
FEDERAL WITHHOLDING TAX			████████
STATE WITHHOLDING TAX			████████
NEW YORK CITY WITHHOLDING TAX			████████
Deductions	Goal Amount or Total Installments	Balance Due or Installments Left	Amount
████████			████████
████████			████████
████████			████████
████████			████████
████████			████████
<b>Total Deductions Current</b>			████████
<b>Total Deductions YTD</b>			████████

Message  
LIVE EZ W DIRECT DEPOSIT AT NYC.GOV/ESS

[<< Previous Pay Stub](#) 3      [Return to Payment Summary](#)