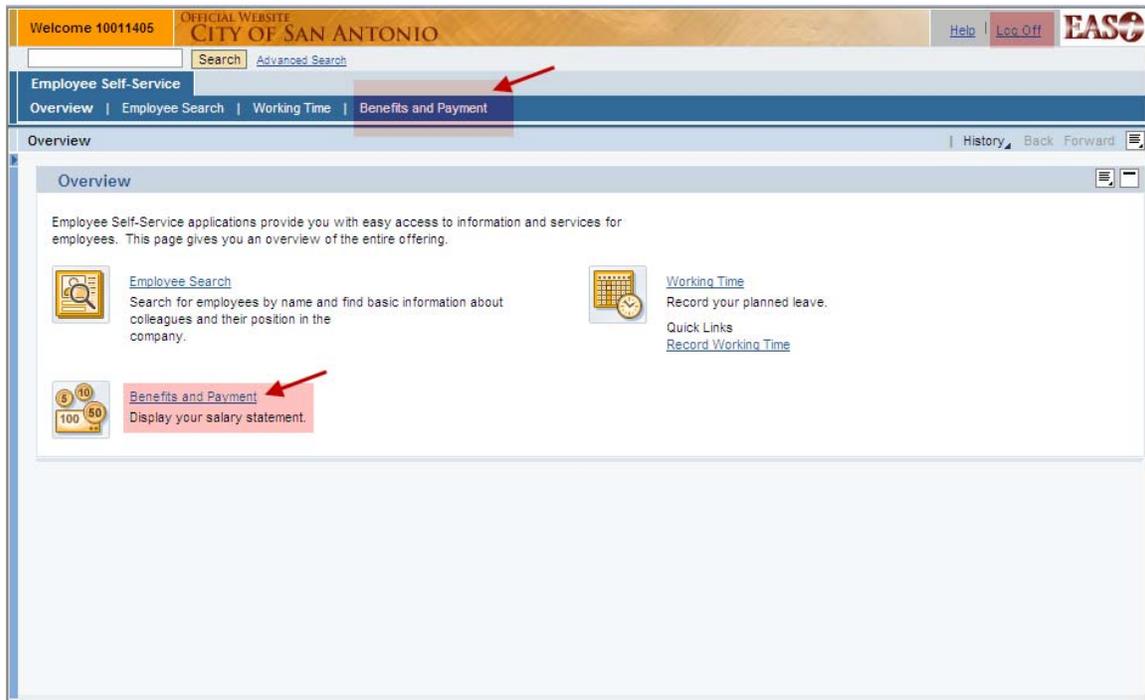
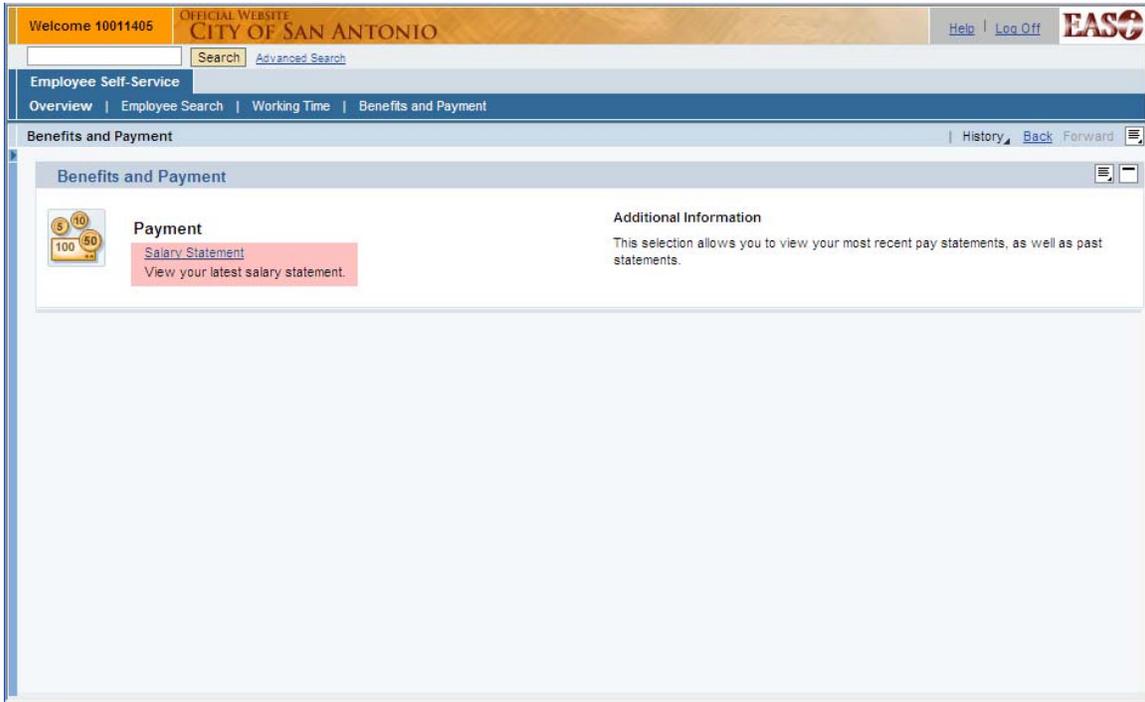


Employee Self Service (ESS) Portal

Reviewing Pay Stubs



1. Click [Benefits and Payment]
 - Can be accessed from Overview page
 - Can be accessed from Toolbar on any ESS page



2. Click [Salary Statement]

Welcome 10011405 OFFICIAL WEBSITE CITY OF SAN ANTONIO Help | Log Off EASO
 Search Advanced Search
 Employee Self-Service
 Overview | Employee Search | Working Time | Benefits and Payment
 Paycheck Inquiry Service History Back Forward


 CITY OF SAN ANTONIO
 Name: DEREK JETER

Cost Center	PsnlArea	Employee Number	Withholding	M	Ex 02	Date
0903010001	0900	00127074				10/02/2009

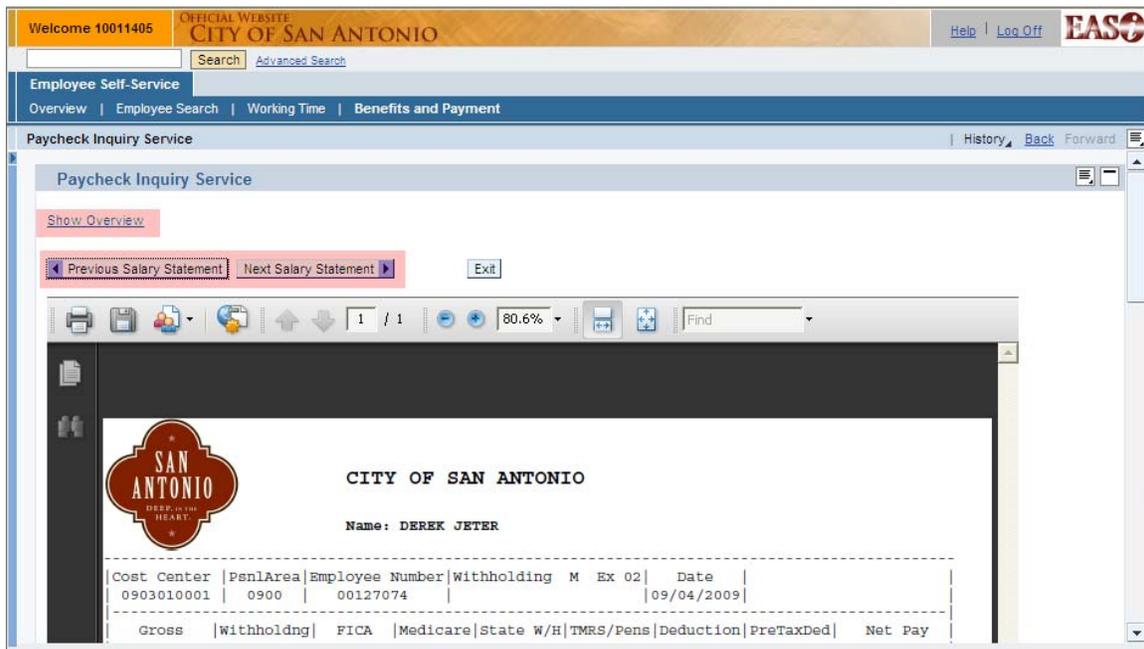
Gross	Withholdng	FICA	Medicare	State W/H	TMRS/Pens	Deduction	PreTaxDed	Net Pay
2,423.08	191.94	150.23	35.14	0.00	145.38	0.00	0.00	1,900.39
32,038.49	2,561.39	1921.39	449.36	0.00	1,922.32	18.00	1,063.48	

Deduction	Current	Year to Date	Earnings	Hours	Current	Description	Leave Bank
CitiDent		112.00	BiWeekly	0.00	2,423.08		
Vision		64.98					
Prem PPO		886.50					
Dep Life		18.00					

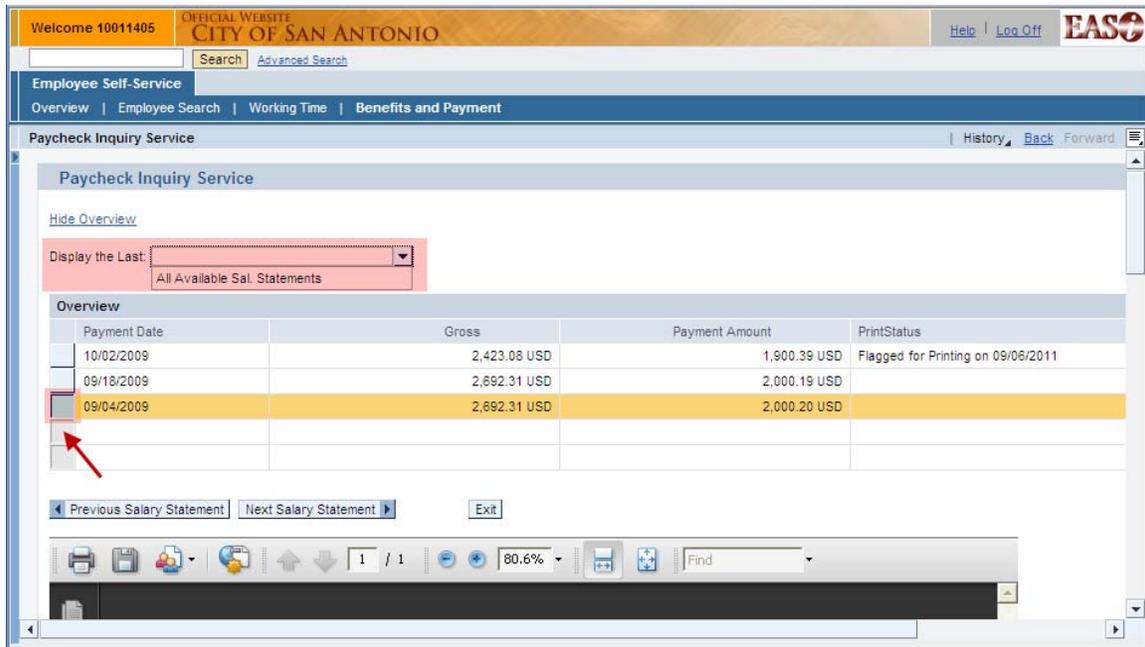
3. Current pay stub appears
 - COSA logo now displayed on check
 - Employee name now displayed on check
 - Employee number still appears on check

4. Move right side Scroll Bar to view more of the pay stub

Viewing Previous Pay Stubs

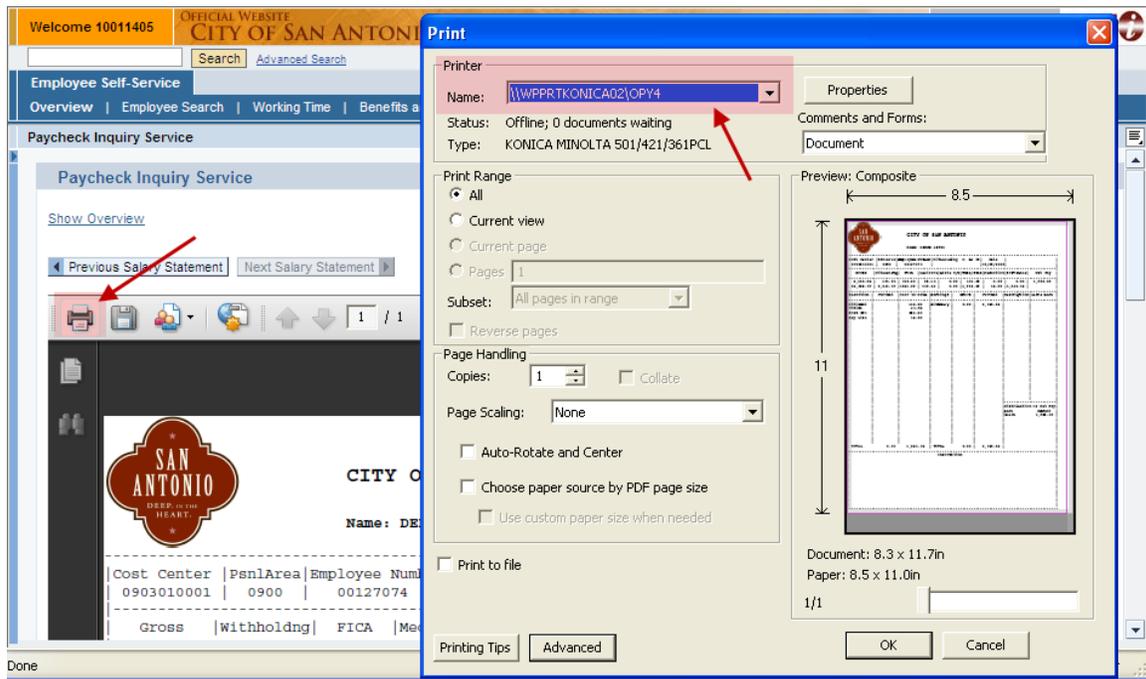


1. Access pay stubs inquiry page
2. Click [Previous Salary Statement] to go back one pay stub at a time
 - Pay stub history is kept as far back as October 2004
3. Click [Next Salary Statement] to go forward one pay stub at a time
4. Click [Show Overview] to see a list of all pay stubs available for viewing



5. Open [Display the Last:] drop down list to access all available pay stubs
6. Highlighted box and line designate the pay stub that is displayed for review

Printing Pay Stubs



1. Access desired pay stub to print
2. Click [Printer Icon] on the PDF tool bar
3. Print confirmation window appears
 - Verify desired printer location
 - If needed, change printer location through drop down list
4. Click [OK]