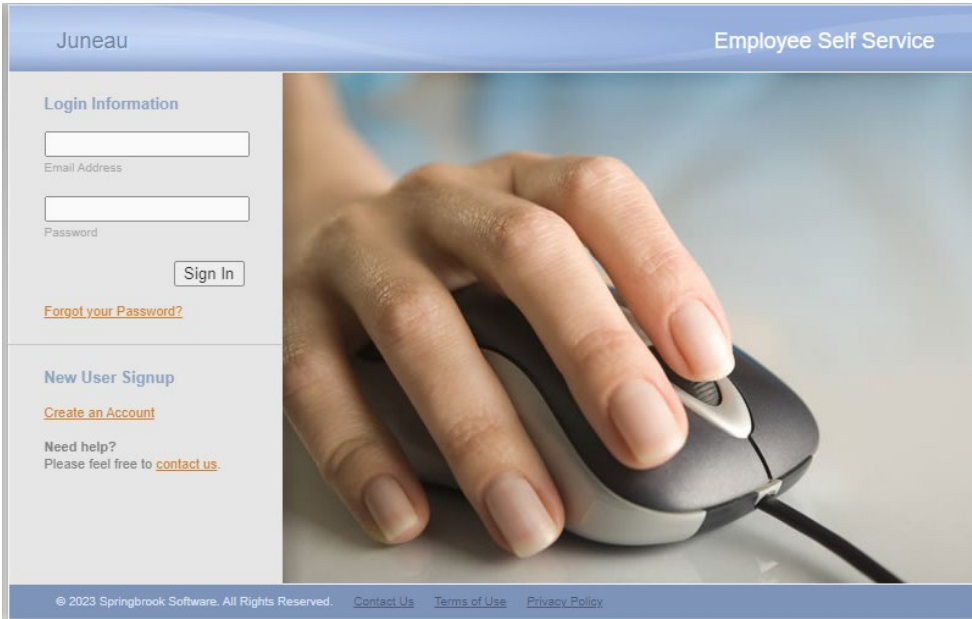


1. Go to the link below and save in your favorites for future use:

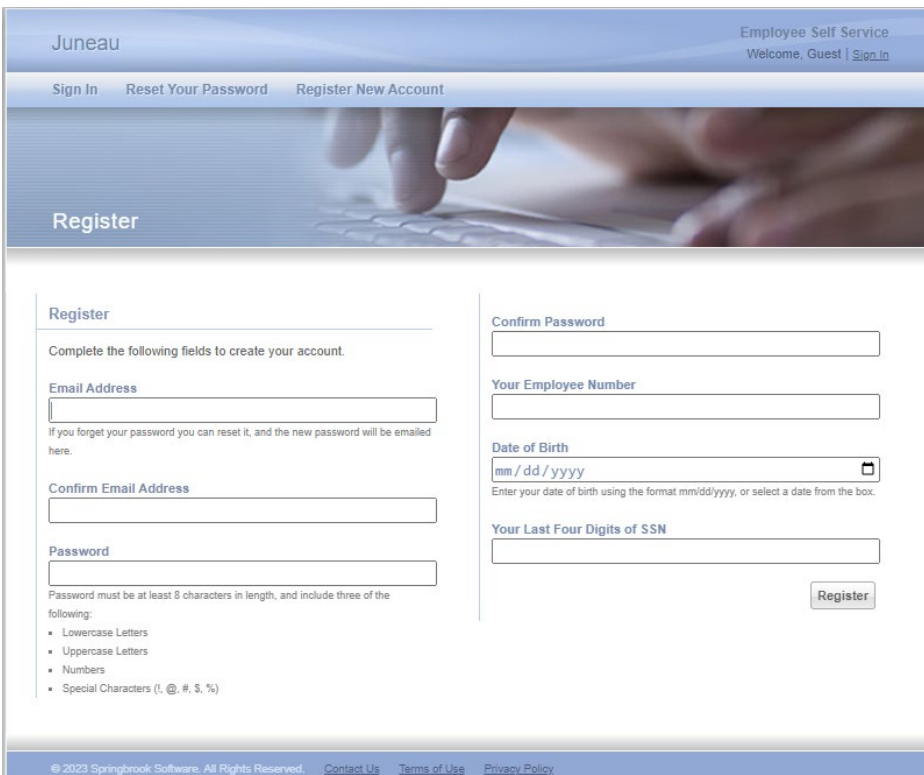
<https://juneau.accessgovernment.net/EmployeeSelfService>

2. Click on the link "Create an Account"

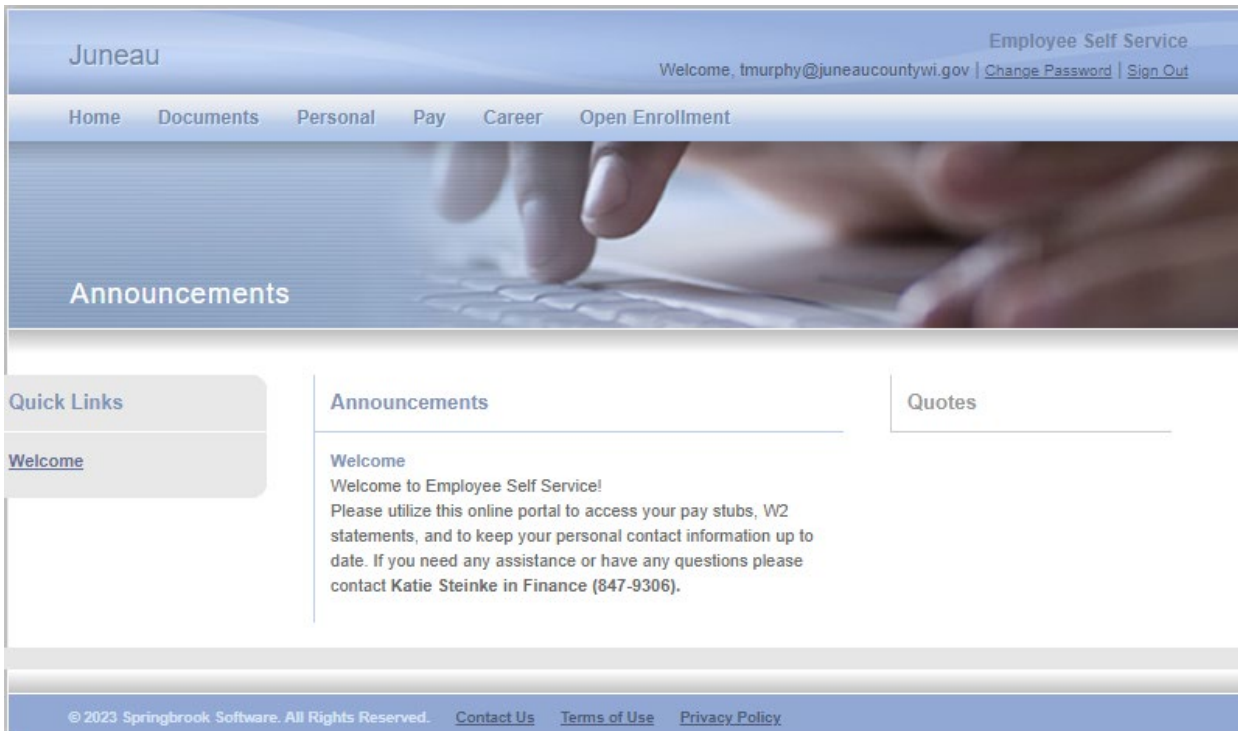


3. Fill out the required information to create your account. For security purposes, please enter your employee number, date of birth, and last four digits of your SSN.

*****YOUR EMAIL DOES NOT HAVE TO BE YOUR WORK EMAIL. IT CAN BE ANY VALID EMAIL ADDRESS*****



Getting to know the Employee Self Service (ESS) system



- The “Home” tab is where you will find announcements and messages.
- The “document” tab is where you will access your pay stubs and W2’s. You can download a copy of your pay stub or W2 by clicking the link in the check number or year column. This will then open a PDF version of the document that can be printed or saved locally.
- Under the “Personal” tab you will see:
 - Profile – this will allow you to update your address and contact information. If you update any of the information in this feature, it will automatically update in our system so there is no need to use add/change forms going forward to update your address. Please try and keep this up to date.
 - Dependents – This is not mandatory.
 - Contact HR – This feature will allow you to message the Finance Department with a question, concern, etc. The software calls it “HR” but it will not contact the HR Department. It is for payroll questions and will only contact the Finance Department.
- The Pay, Career, and Open Enrollment tabs are not enabled at this time.

Please remember that this system is eliminating paper pay stubs and W2’s being delivered to you! You can access this from any computer using the link provided above and are able to print or save it to your computer.

If you have any questions or get locked out of your account, please contact Katie Steinke at Extension 306 or 608-847-9306.