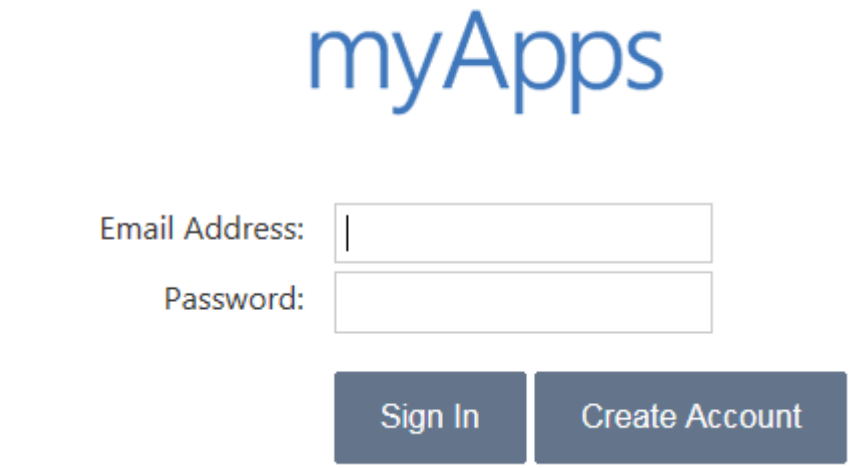
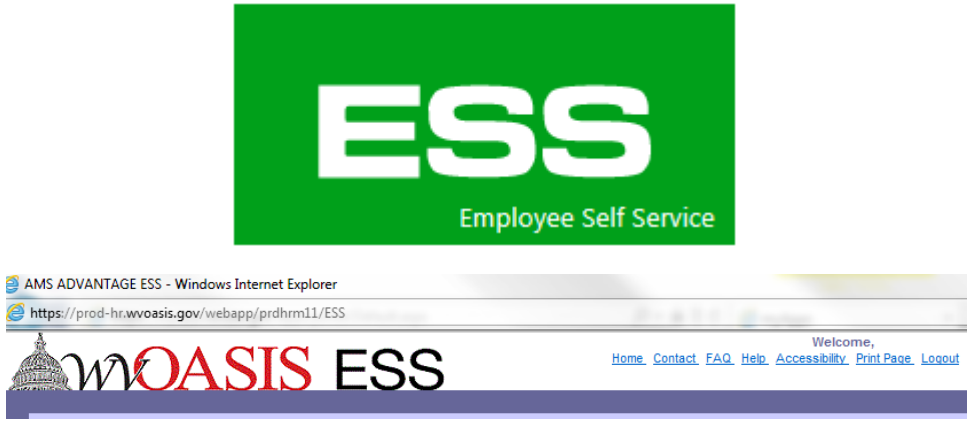
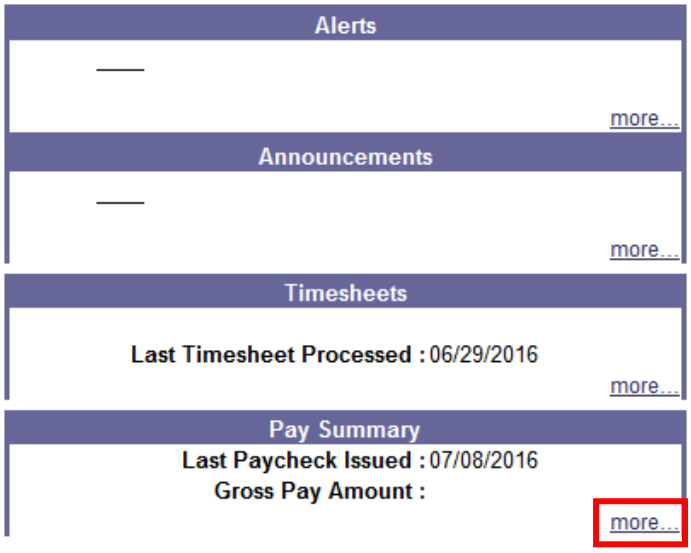
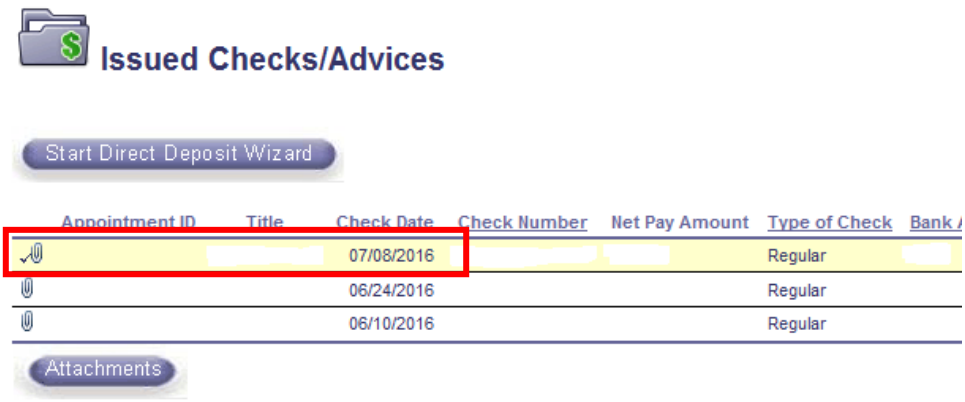
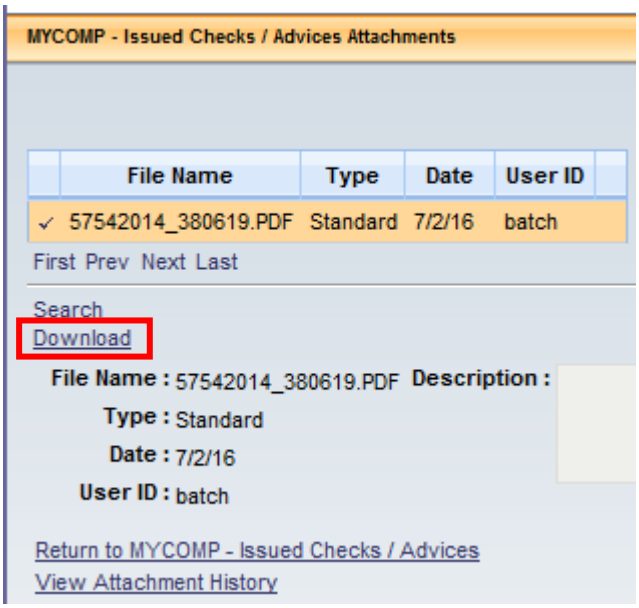
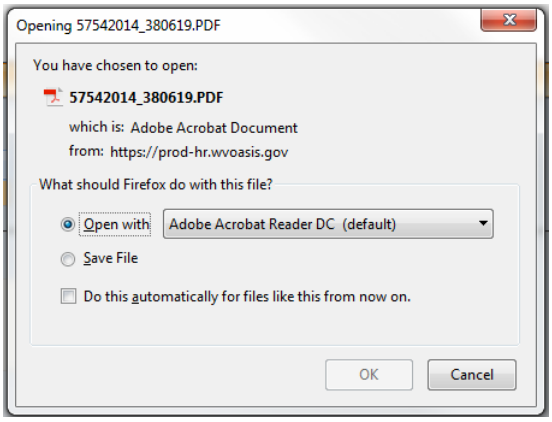
EMPLOYEE SELF SERVICE (ESS) PAY STUBS – ISSUED CHECKS/ADVICES		
1	Sign in to myApps Go to: https://www.wvsao.gov Click on the myApps logo Enter email address and password, click on “Sign In”.	
2	Click on the ESS icon A new page will open	
3	From the main page, under Pay Summary, click on more…	
4	Click on the Issued Checks/Advices tab	

5	Under the Issued Checks/Advices icon you will see a listing of check dates and pay amounts. Click on the paper clip (row will highlight) next to the check you would like to obtain a paystub for and click on attachments.	
6	A new screen will appear allowing you to select Download.	
7	Once you select Download, your pay stub will open or a prompt box will appear with options to open or save the file. Once open, you may print or save the pay stub.	Mozzila Firefox:  Internet Explorer:
8	Remember to always log out when finished. Select Logout at the top of the wvOasis ESS home page.	