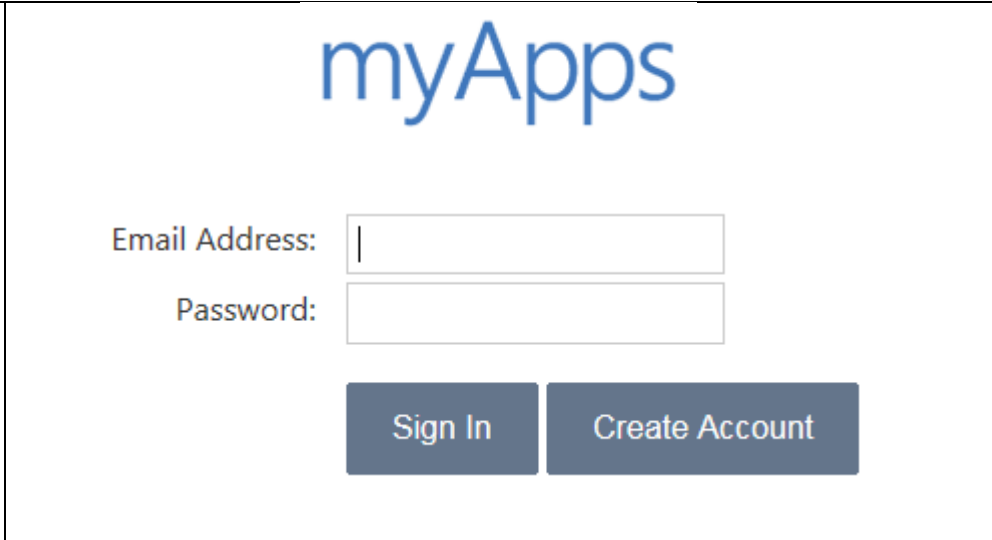


EMPLOYEE SELF SERVICE (ESS)
PAY STUBS – ISSUED CHECKS/ADVICES

1 Sign in to myApps
Go to:
<https://www.wvsao.gov> Click on the myApps logo

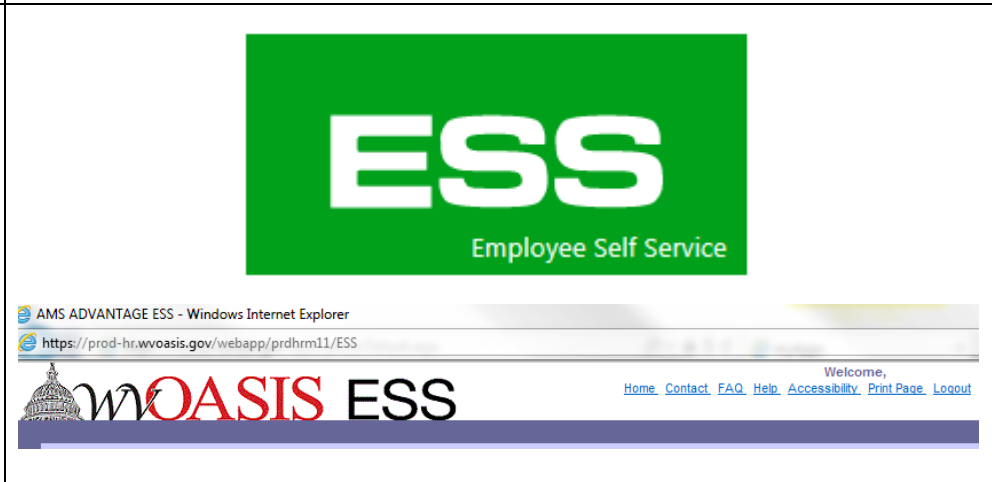
Enter email address and password, click on "Sign In".



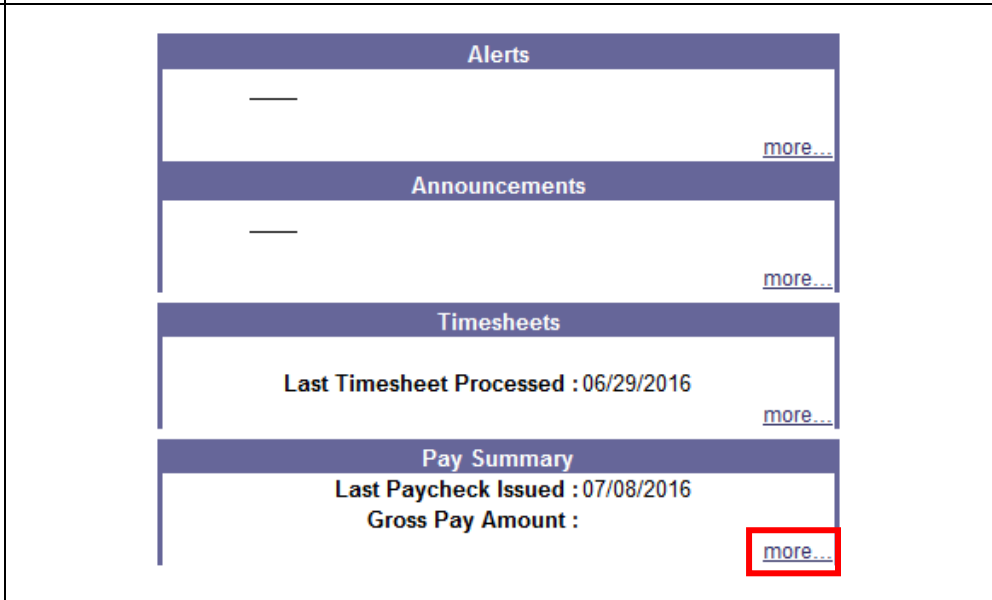
The image shows the myApps login interface. At the top is the 'myApps' logo in blue. Below it are two input fields: 'Email Address:' and 'Password:'. At the bottom are two buttons: 'Sign In' and 'Create Account'.

2 Click on the ESS icon

A new page will open

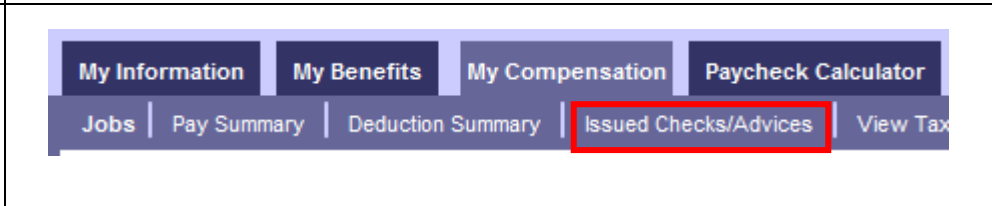


3 From the main page, under Pay Summary, click on more...



The image shows a dashboard with four main sections: Alerts, Announcements, Timesheets, and Pay Summary. Each section has a 'more...' link. The 'Pay Summary' section is highlighted with a red box around its 'more...' link. The 'Pay Summary' section displays: 'Last Paycheck Issued : 07/08/2016' and 'Gross Pay Amount :'. The 'Timesheets' section displays: 'Last Timesheet Processed : 06/29/2016'.

4 Click on the Issued Checks/Advices tab



The image shows a navigation menu with several tabs: 'My Information', 'My Benefits', 'My Compensation', 'Paycheck Calculator', 'Jobs', 'Pay Summary', 'Deduction Summary', 'Issued Checks/Advices', and 'View Tax'. The 'Issued Checks/Advices' tab is highlighted with a red box.

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.

Issued Checks/Advices

Start Direct Deposit Wizard

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank /
✓		07/08/2016			Regular	
		06/24/2016			Regular	
		06/10/2016			Regular	

Attachments

6 A new screen will appear allowing you to select Download.

MYCOMP - Issued Checks / Advices Attachments

File Name	Type	Date	User ID
✓ 57542014_380619.PDF	Standard	7/2/16	batch

First Prev Next Last

Search

Download

File Name : 57542014_380619.PDF Description :

Type : Standard

Date : 7/2/16

User ID : batch

[Return to MYCOMP - Issued Checks / Advices](#)

[View Attachment History](#)

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.

Mozilla Firefox:

Opening 57542014_380619.PDF

You have chosen to open:

57542014_380619.PDF
which is: Adobe Acrobat Document
from: https://prod-hr.wvoasis.gov

What should Firefox do with this file?

Open with Adobe Acrobat Reader DC (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Internet Explorer:

Do you want to open or save 57542014_380619.PDF from prod-hr.wvoasis.gov?

Open Save Cancel

8 Remember to always log out when finished. Select Logout at the top of the wvOasis ESS home page.

[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [Print Page](#) **[Logout](#)**