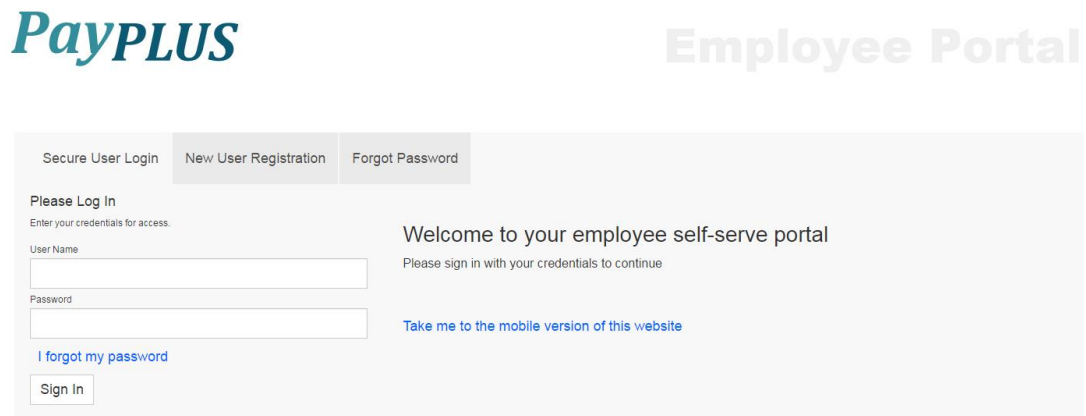# Employee Self Service Payroll Portal

Instructions for employees to access the PayPlus payroll system to view payroll stubs:

1. Log on to: https://payplus.evolutionpayroll.com/ess
2. You should see the **Employee Portal** screen below:

3. Enter your User Name, which is the first initial (in capital letter) of your first name, full last name (in lower case) and last 4 digits of SS#.
4. Enter your Password: (last 4 digits of SS#).
5. Click **Sign In**.
6. You should see the screen below.

From this screen, you can access your pay statements by clicking on each of the listed pay dates. You can also access your W2 information (if applicable) by clicking on the tax year listed.

7. To change your password: Go to **Settings** and access your personal information by clicking **Menu**.

Exit

8. To log out, click on the **Exit** button in the top right-hand corner of the screen.

If you have any questions on your paycheck, or logging into the Self Service Payroll Portal, call the Office at 561.409.5980.