

## Employee Self Service (Pay Statement and T4) - <https://ess.eips.ca/essHR>

If you are not at an Elk Island school or site, you will be prompted with 'Sign in with your organizational account'.

Elk Island Public Schools

Sign in with your organizational account

### Important Notice

The username will be one of the following:

educ\firstname lastname (without the period)

OR

firstname.lastname@eips.ca OR educ\firstname.lastname (with a period)

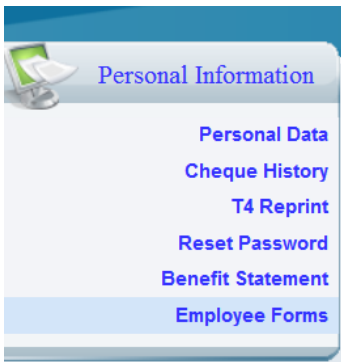
The second login is employee number and ESS password. On your first time entering this site, you will not have a password and will have to click on [Forgot Your Password](#) to reset it yourself.

The screenshot shows a web browser window with the URL <https://cen-ess.eips.ca/essHR/ISP/employee/login.jsp>. The page title is "Elk Island Public Schools Employee Self Service". On the left, there is a navigation menu with "Employee Self Service" and sub-links for "Login", "Forgot Your Password", "Employee Forms", and "Contact Us". The main content area is titled "Employee Self Service Login" and contains a message: "If this is your first time logging into this site, please click on [Forgot Your Password](#), otherwise use your employee number and password to logon." Below this is a form with two input fields: "Employee Number:" and "Password:", followed by a "Login" button.

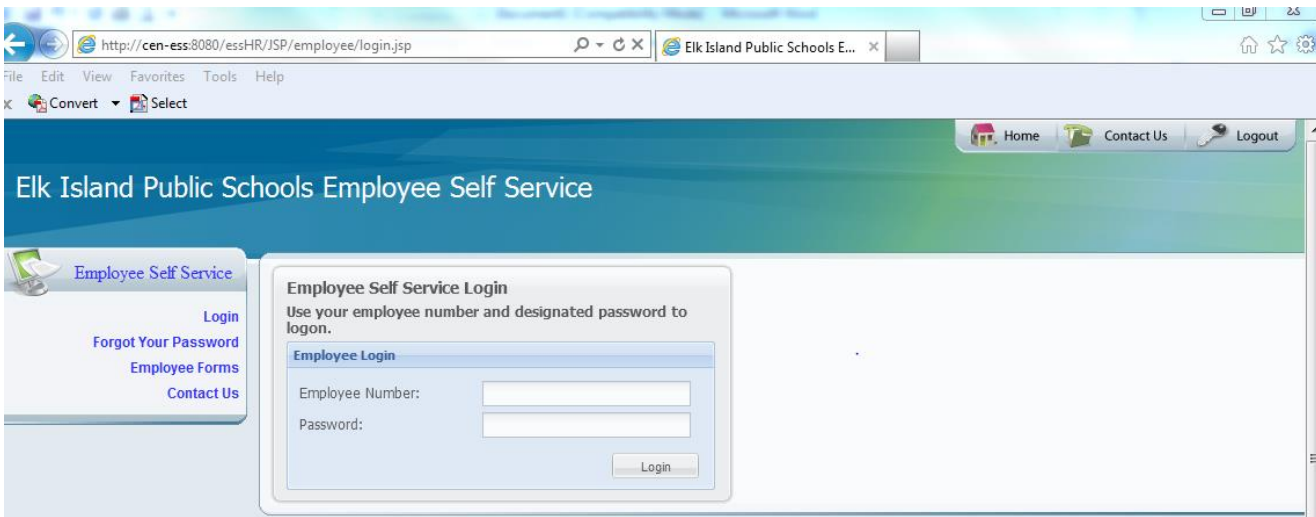
If you don't have a password, you can click on [Forgot Your Password](#) and reset it yourself.

The screenshot shows the "Employee Self Service Password Reset" page. The navigation menu on the left is the same as in the previous screenshot, but "Forgot Your Password" is highlighted. The main content area is titled "Employee Self Service Password Reset" and contains the instruction: "Please provide the following information to reset your password." Below this is a form titled "Password Reset" with three input fields: "Employee Number:", "Last 4 Digits of your SIN:", and "Year you were Born:", followed by a "Submit" button.

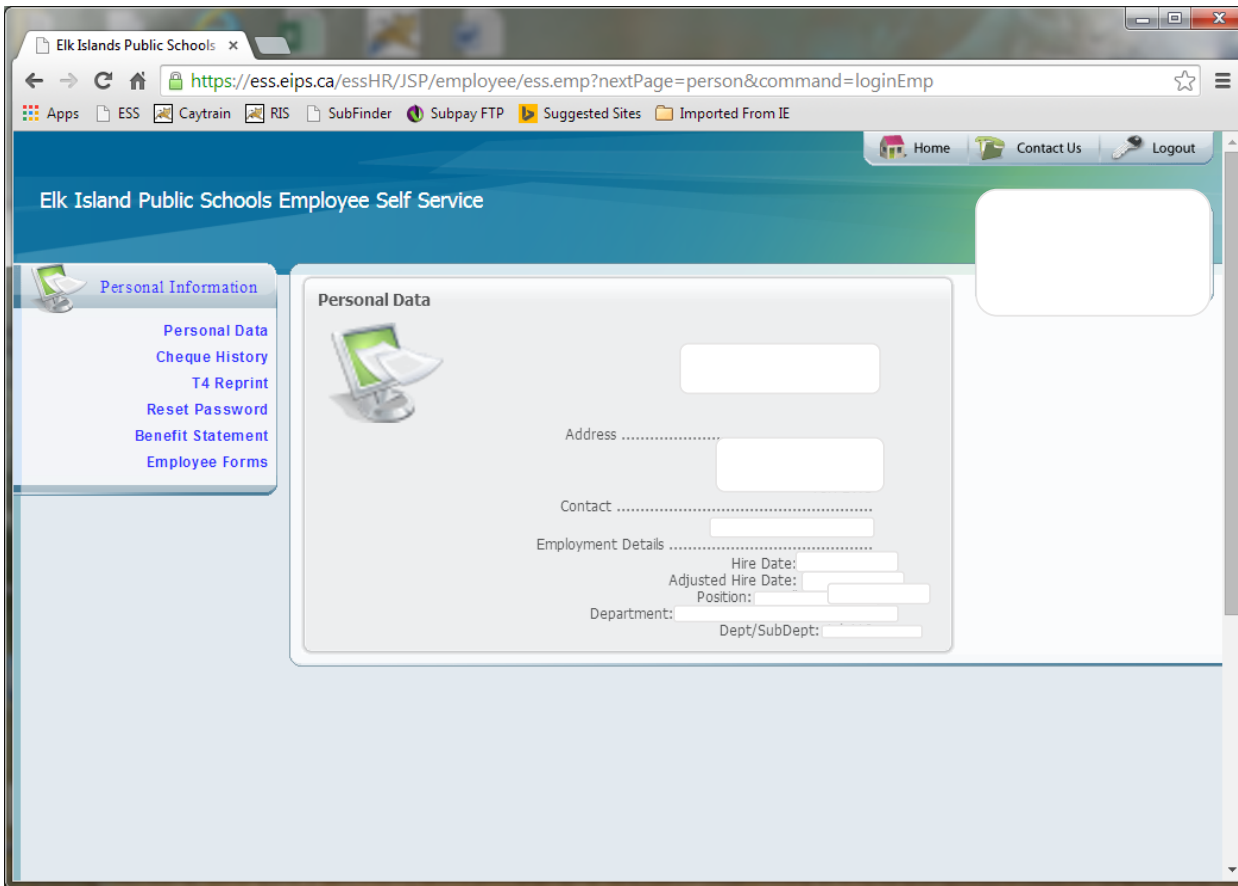
Once in, you can access cheque history to get your pay stub.



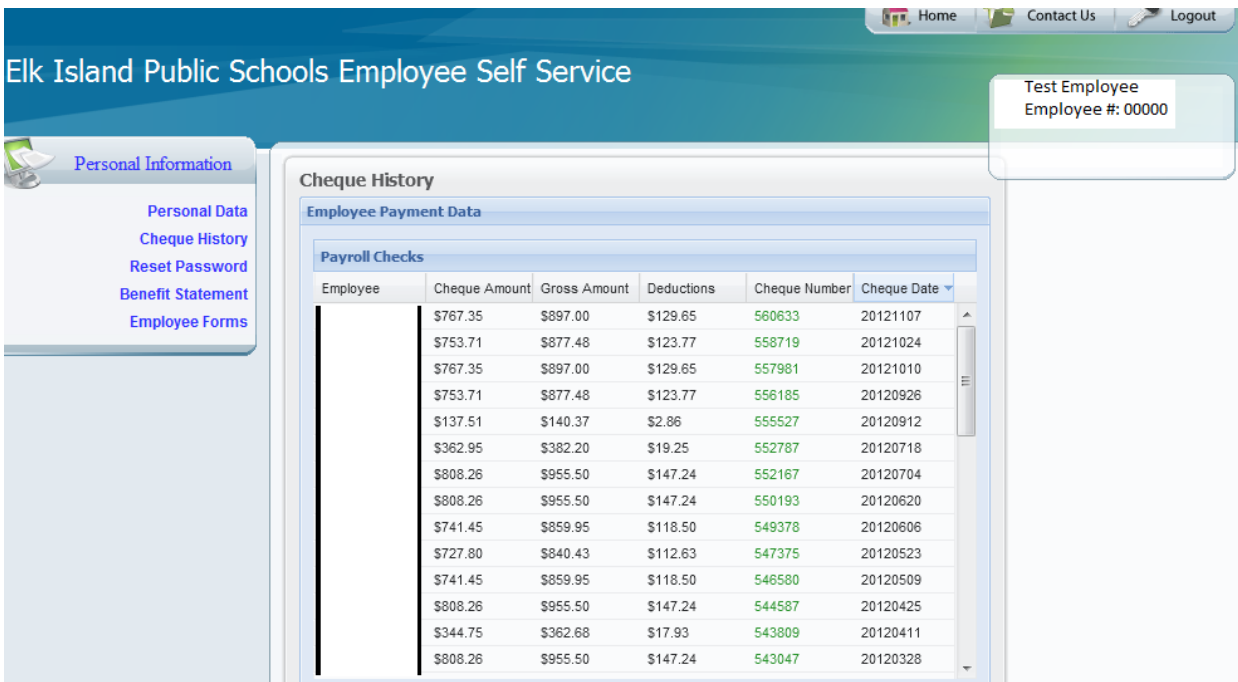
Once your password is reset, you will be able to login using your **employee number** and new **password**



The only available options at this time are Personal Data, Cheque History, T4 Reprint and Reset Password



When you select Cheque history, you will see the following:



You can click on any of the cheque lines to access the details of that cheque.

Please click on Logout when you are done.