



Employee Self-Service (ESS)

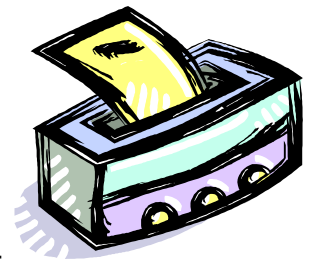
College employees have convenient access to their earnings statements on the internet. Employees can view and print their earnings statements. Additionally employees can view their current W-4 status.

Instructions for Logging On to the Employee Self-Service (ESS) Website

1. Open your system's internet browser.
2. Enter <http://ess.daytonastate.edu> in the address bar. (If you experience difficulties accessing this site, use the following web address https://asp2.humanic.com/pls/dayt/hess_login.ess)
3. Click the Go button or enter key
4. Enter your User Id. This is your 6 digit Cars Id number or the Employee Number found on a prior earnings statement.
5. Enter your password. This is the 4 digit year that you were born, i.e. 1960.
6. Click on the Login box.

Instructions for Viewing and Printing your Earnings Statements

1. Log on to the ESS website (see above).
2. Click on **Paycheck** from the menu selections listed under the DBCC logo.
3. Click on the **Paycheck** tab.
4. Click on the **Review Pay Stub** box.
5. Select a pay date from the Select a Check Date drop-down menu.
6. Click on the **Review Selected Pay Stub** box.
7. To print your earnings statements, open a printer friendly version, click on **PRINTER FRIENDLY**.
8. Click on **File** located on the menu bar at the top of the screen, then click on **Print** and click on the **Print** box.
9. To return to the Review the Selected Pay Stub screen, click on the exit button.
10. To exit the application, click on **[logout]**.



Instructions for Changing Your Password

1. Log on to the ESS website (see above).
2. Click on **Settings** from the menu selections listed under the DBCC logo.
3. Click on the **Password** tab.
4. Type your current password in the **Existing Password** box.
5. Enter your new password in the **New Password** box.
Reminder! Passwords:
 - **must be at least six (6) characters long.**
 - **must be different from the User Id.**
 - **must not be null.**
 - **should be complex, i.e. no simple dictionary words.**
6. Enter your new password in the **Confirm Password** box.
7. Click on the **Submit** box.

Instructions for Accessing Your 2008 WEBW2

Your W-2 information is now available online!

To View Your W-2:

If you **enrolled** during the WEBw2 special enrollment:

1. Log on to www.WEBW2.com
2. Click on **Web W2 Users** and enter:

Company Code	Daytona (not case sensitive)
Employee Id	6 Digit CARS Id
PIN	Unique password
3. Click on Online W2

If you **did not enroll** during the WEBW2 special enrollment period and still wish to view your W-2 online, it is not too late! By following the steps below you will be able to view, print and file your W-2 electronically. IRS regulations require us to receive your authorization in order to provide you with your W-2 information electronically.

1. Log on to www.WEBW2.com
2. Click on **Enrollment Services**

Company Code	Daytona
Employee ID	6 Digit CARS Id
PIN	Birth Year (e.g. 1967)
3. Click on **Enroll Now** located at the bottom of the page, then click on **ACCEPT**.
*Please make sure you read the **Terms and Agreements** before accepting.*

When accessing this site for the first time, use the above information. The system will now prompt you to create your own unique password. Going forward you will need this password to access WEBW2.

Printing W-2's: To print your W-2's, go to **Print Options** on the right hand side of your W-2 and click on the copy you want printed. Click the print button. To protect your privacy, we suggest you minimize the browser displaying the W-2 and immediately remove the W-2 from the printer.

TurboTax®: If you purchased TurboTax® online through WEBW2, you will receive a 15% discount from TurboTax®.

If you enrolled after the special enrollment period or did not enroll in WEBW2, your W-2 will be mailed to your home location by January 31.

