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.