ESS View Pay Statement

Use this procedure to view current and past pay statement information.

Helpful Hints

- Always use the navigation buttons in the UC Flex window to move between screens

- On certain screens you may have to scroll to view some data entry fields

1. Use Internet Explorer to log on to UC Flex at www.ucflex.uc.edu
   a. Use your central login username and password

2. Select ESS in the navigation bar and then select Overview Employee Self Service

3. Select Your Pay Statement, W-4 Tax Withholding, and Online W2 Services and then select Your Pay Statement
ESS View Pay Statement (cont.)

4. Select the **Previous Statement** button to view past statements and **Next Statement** buttons to view your next salary statement (up to the current statement).

5. Select **Overview and Selection** to open a listing of all pay statements and then select an individual statement to view the chosen statement.