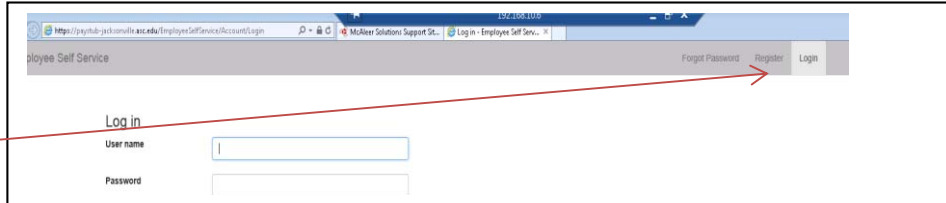


# Instructions for Registering for Employee Self Service

- Copy and Paste the following Link into Internet Browser of your choice:  
<https://paystub-jacksonville.asc.edu/employeeselfservice>
- If prompted with an “Authentication Required” box, you must enter  
Username: jacksonvillecity  
Password: paystub
- **\*First\*** click on the “**Register**” button on the top Right Hand corner of the screen.



- Complete your New Account information

**Create a New Account**  
Use the form below to create a new account.  
Passwords are required to be a minimum of 6 characters in length.

User name

Email

First Name

Last Name

Social Security Number

Employee Number

Password

Confirm password

*Your Employee Number will be assigned and given to you at Orientation*

“Password” is a new password that you create (6 characters). You will be able to change this if you forget!

- Complete information and click “**Register**”
- You will now receive an email at the email address you just provided. Open your email and click on the [CONFIRMATION LINK](#).
- Click on [Go to Log in](#). This link will take you to the Log In screen of the Employee Self Service page.
- Enter your User name and Password and click [Log in](#)
- Hover over Home-Employee then Personal then Payroll Inquiry.
- Click:
  - Earnings Summary (for W-2 data) Select Year then click [View W2](#)
  - View Pay Check (for Paystub) then select month needed

**BOOKMARK LINK!**