

CALIFORNIA STATE UNIVERSITY LONG BEACH RESEARCH FOUNDATION PAYROLL DEPARTMENT

EMPLOYEE SELF SERVE SYSTEM (ESS)

Your decision to go on direct deposit means you will no longer receive paper check stubs. You will need go online and set up a username and password which will allow you to view and / or print your paystubs anytime you choose. Please follow the instructions provided below:

LOGIN INSTRUCTIONS

- OPEN THE BROWSER
- GO TO: ess.adspays.com
- ENTER USERNAME: Your first name (as it appears on your check stub), first initial of your last name followed by the last four digits of your social security number (Example for John Due – enter johnd1234).
- ENTER TEMPORARY PASSWORD: Your entire social security number (without dashes – example, 123456789). This is your first login attempt so the system will prompt you to change the password. Enter your new password twice and be sure to save it for your records.

NAVIGATION

- Click on “Pay History” on the top left of the page
- Scroll down the page to view payroll history summary information
- Click on the red icon on the left to view / print or download your paystub.

NOTE

- In order to view or download paystubs, popups on your browser will need to be unblocked
- Paystubs will be available to view for 36 months
- If you forget your password please contact the Research Foundation Payroll Department at ext. 58487 or 58486 to reset
- Password must be a minimum of 5 characters and can be any combination of symbols, number and letters.
- Please make sure to enter your first name exactly as it appears on the check stub. If your first name is Gregory, the system will not allow you to use “Greg”.
- Your username will always remain the same, changes can only be made to the password
- The check stubs will be loaded into the ESS no later than the day prior to pay day. Your funds will be deposited into your account on pay day as usual.