

Payroll Employee Self Service

Quick Reference Guide to Registering

Employees have access to their payroll information including paystubs, W2s and employee information through Employee Self Service. Once you have received your first paystub you will need to register to view future paystubs.

To Register – Go to the web site <https://ess.bangorpayroll.com>

1. Company Code
For UCP use: UCP2#
For ELC use: UCP3#
For WCCP use: UCP5#
2. SSN without dashes
3. Enter your most recent check number include the preceding - sign for all direct deposits (i.e. - 99949995) and the Total Earnings on the Paystub
4. Choose your User Name
Password (requires 8 characters, one letter, one number, one symbol)

5. Select and answer the Setup Security Questions, which will be used during to change or reset your password (The answers are **Case Sensitive**).
6. Enter email address in the E-Mail field
7. Select and answer the Setup Extended Login Questions, which will be used during the login process (The answers are **Case Sensitive**)

- With Employee Self Service you can:**
- a) View the past 5 years of paystubs, print or save them as needed
 - b) View W2s
 - c) View Employee Information (Dates of Hire, Current Rate of Pay, Address on file and tax withholdings)
 - d) Change your ESS Password