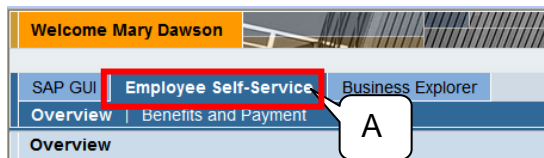


ESS – View Pay Statement

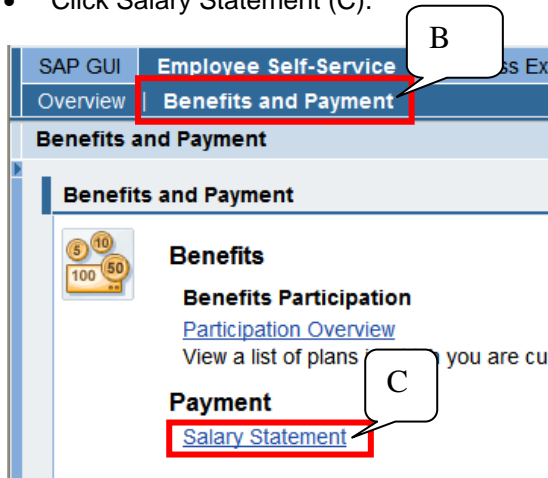
Employee Self Service (ESS) is available to all faculty, staff, and student employees. Tasks available in ESS include view pay statement.

Virtual Private Network (VPN) is not necessary to access ESS.

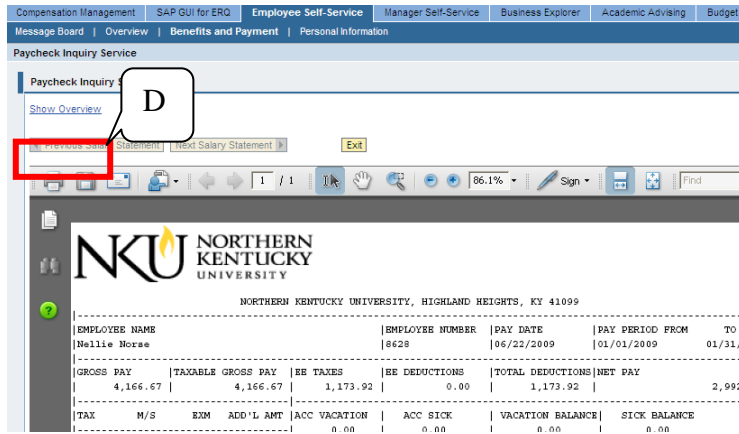
- Once logged into <https://mynku.nku.edu/irj/portal>, click the Employee Self Service tab (A).



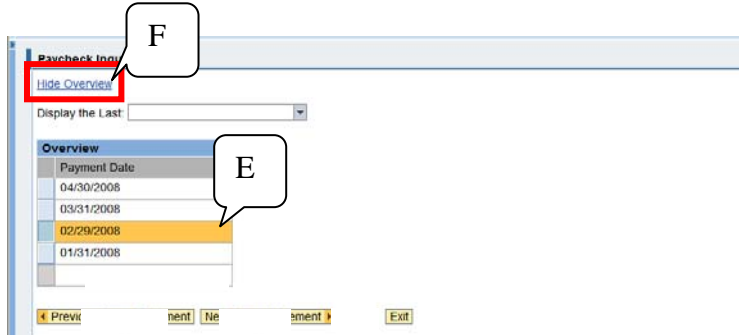
- Click Benefits and Payment tab (B).
- Click Salary Statement (C).



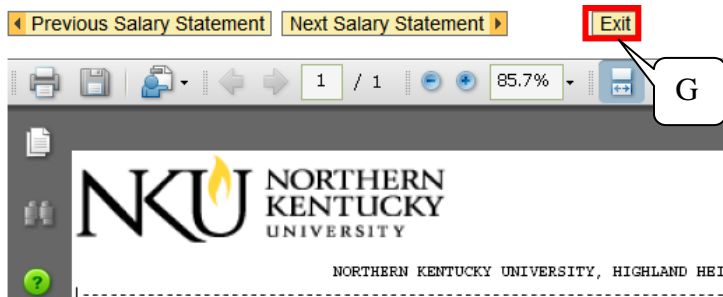
- The most recent pay statement will load in Adobe reader format.
- Click Previous Salary Statement to view prior pay statements.
- Click Show Overview link to view the list of pay statements displayed (D).



- Choose a pay statement to display (E).
- Click Hide Overview to close the Overview area (F).



- Click Exit to return to the Benefits and Payment area (G).



The latest copy of **Adobe Reader** will need to be installed on your computer to view pay statements. Pay statements may be saved or printed from the Adobe Reader toolbar.