ESS – View Pay Statement

Location(s):

Employee Self-Service

Purpose: 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.

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select the Employee Self Service tab.
3. Select the Benefits and Payment tab.
4. Click Salary Statement.

5. The most recent pay statement will load in Adobe reader format.
6. Click Previous Salary Statement to view prior pay statements.
7. Click Show Overview link to view the list of pay statements displayed.

8. Choose a pay statement to display.

9. Click Hide Overview to close the Overview area.

10. Click Exit to return to the Benefits and Payment area.

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.

In the new version of Adobe Acrobat (Version X) there is a "floating" toolbar. Click toward the bottom of the pay statement to view the floating toolbar. If you click on the Adobe symbol at the far right of that floater, the toolbar will temporarily appear at the top like in version 9.

The toolbar now appears at the top of the pay statement as in Adobe Reader 9.
To permanently move the toolbar to the top of the document:

1. Launch Adobe Reader X.
2. Click Edit.
3. Click Preferences.
4. Click the Internet category.
5. Uncheck Display in read only by default.
6. Click OK.