Employee Self-Service (ESS) User Guide

Log in to access your personal, pay, tax, and benefits information.*

New York City employees can access ESS using your seven-digit Employee ID number (found on your pay stub, in the box labeled "Reference #"), at work (http://cityshare.nycnet/ess) or at home (www.nyc.gov/ess).

Employees can contact NYCAPS Central at nycapscentral@dcas.nyc.gov or 212-487-0500.

For first-time users:

Your initial password consists of the last two digits of your SSN, an underscore, the first three letters of your birth month in all upper case, your birthday (including the leading zero for single digit months), and your four-digit birth year.

Example:

For an employee whose SSN is XXX-XX-XX99 and birth date is January 01, 1910, their password for would be: 99_JAN011910.

For returning users:

You can reset an expired or forgotten password at ESS with your Employee ID number.

Log into ESS to…

Change personal details
- Add or update your emergency contacts or beneficiaries.
- Change your name, mailing address, or phone number.
- Check your military status, pension and leave statements.
- Update your education credentials, professional licenses and certifications, or languages you read, speak, and write.

Get pay and tax information
- Enroll or update your direct deposit information.
- View and print your electronic pay stubs and W-2, 1127, and 1095-C tax forms.
- Enroll or update your payroll deductions, such as College Savings, IRA and Treasury Direct, NYC Gives, and your commuter benefits.
- Print salary and earnings verification letters or your City employment history.

Manage your health benefits
- Enroll in benefits during the annual transfer period or your new hire process.
- Add or change dependents.
- Change your healthcare waiver status at the time of a life event.

Search and apply to City jobs
- Check the status of job applications you've submitted.
- Set up email alerts for new job openings.
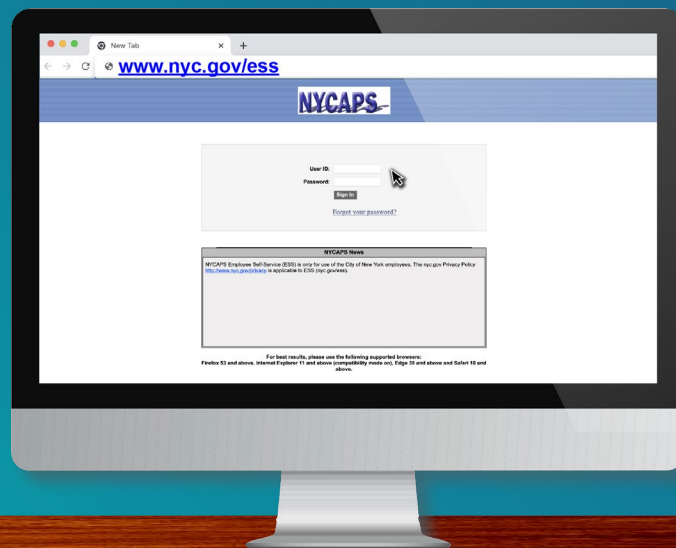
*Occasional and brief maintenance periods occur on weekday evenings and some weekends.