NYCAPS

Employee Self-Service User Guide

Employee Self-Service Overview:

- **Instant access to your HR, Payroll, Tax, and Benefits data.**
- **Request an employment or salary verification letter**
- **View and apply to jobs.**

Frequently Asked Questions

What can I do in Employee Self-Service (ESS)?

- The table to the right identifies all actions that can be taken in ESS.

When can I access ESS?

- ESS is available 24/7. However, brief maintenance windows may occur evenings starting at 8:30 PM and on Sundays.

How do I access ESS?

- From work, please use the Intranet website: http://cityshare.nycnet/ess
- From home or a public location, please use the Internet website: www.nyc.gov/ess

Your User ID is your 7-digit Employee ID/PMS Reference # provided by your agency or found on your pay stub.

Your Initial Password consists of the last 2 digits of your SSN, an underscore ("_"), the first 3 letters of your birth month (must be upper case), your birth day including the leading zero, and your birth year (e.g., the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99_JAN011910).

Trouble Logging in? Please click the "ESS User Guide" link on the ESS log in page, or contact NYCAPS Central at employeesupport@dcas.nyc.gov

Category	Actions
Personal Details	• Add/Update Emergency Contacts • Change Personal Information such as: Name, Address, Phone Number, Gender, and Ethnic Group • View, designate, and update your beneficiary(ies) for Lump Sum Cash Payment for Accrued Leave and the Accidental Death Benefit • View other data such as: Date of Birth, Original Hire Date, Military Status, and Email Address • View your Pension Information • View your Leave Statements
Pay and Tax Information	• View, enroll in and update Direct Deposit Information • View and print W-2, 1127 and 1095-C forms from prior tax years • View and print Electronic Pay Stubs • View Pay Detail and Deduction History • View, designate, and update your beneficiary(ies) for Lump Sum Cash Payment for Accrued Leave and the Accidental Death Benefit • View, enroll in and update your College Savings, IRA and Treasury Direct Payroll Deductions • View, enroll in and update your Commuter Benefits Payroll Deductions • View, enroll in and update your NYC Gives Payroll Deductions
Health Benefits	• Enroll in Benefits (during the Annual Transfer period or during the New Hire process) • Add or Drop Dependents • Change Healthcare Waiver Status at the time of a Life Event
Verification Letters	• View and print salary and earnings verification letters and employment history
Careers	• View and apply to jobs within the City
Performance Evaluation*	• Create, update or view Performance Documents
Professional Skills Profile	• Add/Update the languages you read, speak and write • Add/Update your Professional Licenses and Certifications • Add/Update your education credentials

* Available at certain agencies.

Enroll in Electronic Pay Stubs.

NYCAPS encourages employees to "**go green**" with paperless pay stub. To enroll, visit ESS or contact your Payroll Officer for assistance.