

Employee Self-Service Overview:

- Instant access to your HR, Payroll, Tax, and Benefits data.
- Request an employment verification letter or apply for 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. Brief maintenance windows may occur evenings starting at 8:30 PM and on Sundays.

How do I access ESS?

- From a City office, please use the Intranet website: <http://cityshare.nycnet/ess>
- From outside of a City office, 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, the first 3 letters of your birth month (must be upper case), your birth day including the leading zero, and your birth year (i.e. the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99JAN011910).

Trouble Logging in? Please click the “Get Help Using Self-Service” link on the ESS log-in page, or contact NYCAPS Central at employeesupport@dcas.nyc.gov

Personal Information	<ul style="list-style-type: none"> • Add/Update Emergency Contacts • Change your Name • Change your Address • Change other Personal Information such as: Phone Number, Gender, and Ethnic Group • View other data such as: Date of Birth, Original Hire Date, Military Status, and Email Address • View your Pension Information • View your Leave Statements
Tax and Payroll	<ul style="list-style-type: none"> • View, enroll in and update Direct Deposit Information • View and print W-2 and 1127 Tax Statements • View and print Electronic Pay Stubs • View Pay Detail and Deduction History • View, enroll in and update your College Savings, IRA and Treasury Direct Payroll Deductions • View, enroll in and update your Commuter Benefits Payroll Deductions
Benefits Information	<ul style="list-style-type: none"> • Enroll in Benefits (during Annual Transfer period or during the New Hire process) • Add or Drop Dependents • Change Healthcare Waiver Status at time of a Life Event
Employment Verification	<ul style="list-style-type: none"> • View and print Verification Letters and NYCERS Buyback Statement
Recruiting Activities	<ul style="list-style-type: none"> • View and apply for jobs within the City

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.