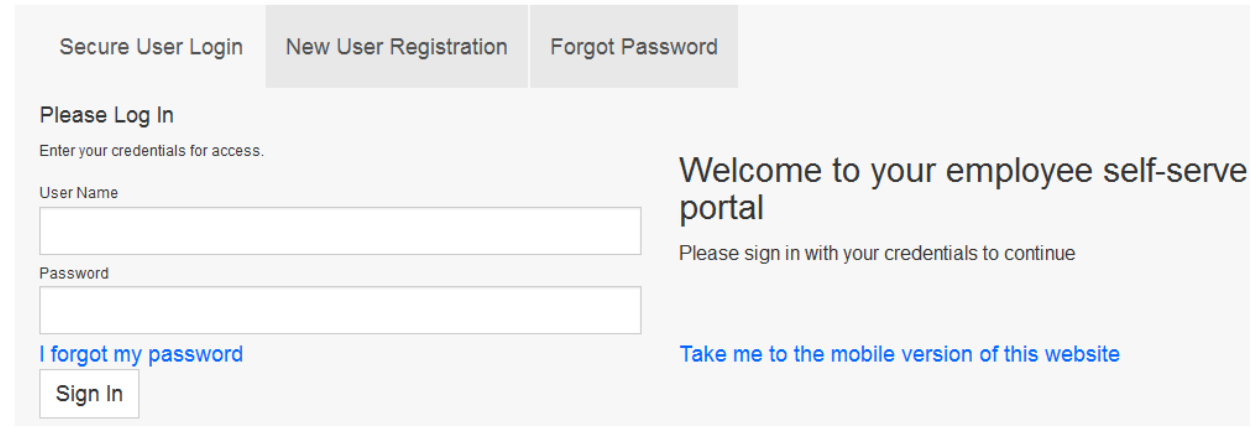
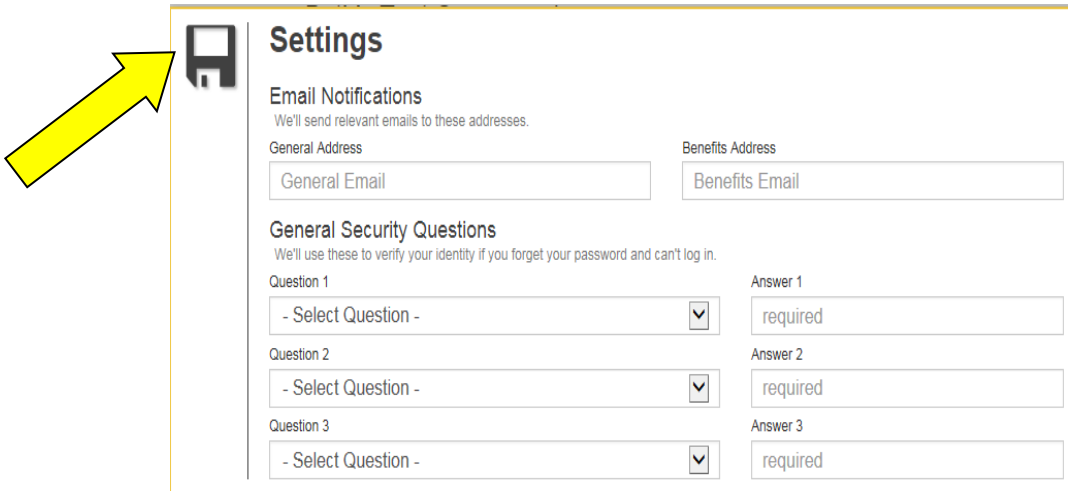
Employee Self Service User Guide

The Employee Portal is a web-based application and is compatible with Google Chrome and Internet Explorer 10 and above. This can also be accessed on mobile devices, but the device must have a web browser and use a compatible operating system – iOS 4.x or higher, Android-all except Galaxy S series.

1. Use the link below to connect to the Employee Self Service login screen:
   https://abg.evolutionpayroll.com/ess#/login
2. A screen to the Secure User Login will appear:
   Enter User Name and Password assigned by administrator
   *Your user name will be in the following format: The Company ID (SMILES1) + first initial + last name. **John Doe =SMILES1JDoe** **your initial password will be company id, *, and the last 4 digits of your SSN*. For example if your social security number is 999-99-999, your initial password would be SMILES1*9999

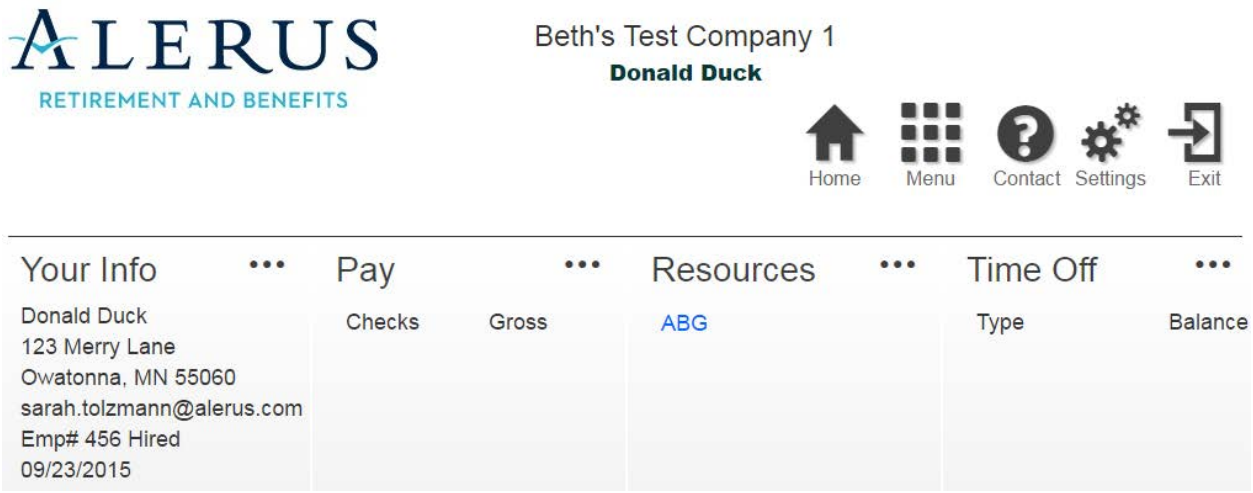


3. Click **Sign In**
4. For New Employees select three General Security Questions and answers on the right. Currently employees do not need to do this step again.



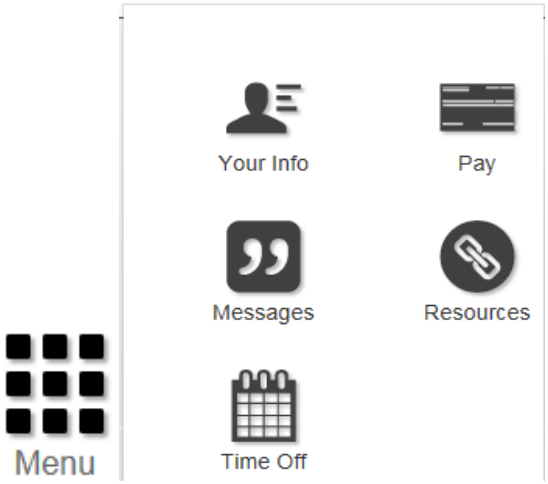
5.
6. The dashboard will then open.

DASHBOARD



Click on the highlighted Check Date to view your paystub. Select Menu – Pay - to view a longer list of check stubs or your W-2.

7. There are several buttons in the upper right corner of the Dashboard used to navigate the application.



a. Home- This button will take you to the dashboard from any screen that you are currently located on.
b. Menu- This button will allow you to access additional menu buttons to place on your dashboard.
c. Your info- This button will all you to move to a screen to view your information.
d. Pay- This will take you to view your pay section. It will also allow you to look at W-2's and previous year pay stubs.
e. Resources- This is not currently utilized by your company.
f. Time Off- this will allow you to view your time off balances.
g. Messages- This is not currently used by your company.