

ESS Viewing Pay History

Purpose: Use this document as a reference for viewing pay history in ctcLink; specifically for Employee Self Service.

Audience: Employees

Navigation: HCM Employee Self Service > Payroll (tile) > Paychecks (tile)

1. On the **Paychecks** page, select the **filter icon** (upper, left-hand corner of page-directly above the Check Date).
2. Enter desired **From** and **To** dates, then select the **Done** button to complete process. (Optional).
3. Select the arrow on the right side of screen to view "pay stub"/details of paycheck.

[Payroll](#) Pay

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
05/10/2023	State Board for Comm. and Tech	04/16/2023 04/30/2023		
04/25/2023	State Board for Comm. and Tech	04/01/2023 04/15/2023		
04/10/2023	State Board for Comm. and Tech	03/16/2023 03/31/2023		
03/24/2023	State Board for Comm. and Tech	03/01/2023 03/15/2023		
03/10/2023	State Board for Comm. and Tech	02/16/2023 02/28/2023		
02/24/2023	State Board for Comm. and Tech	02/01/2023 02/15/2023		
02/10/2023	State Board for Comm. and Tech	01/16/2023 01/31/2023		

Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external [link to ESS Viewing Pay History](#). This link will open in a new tab/window.