Employee Self Service

Use GOOGLE chrome or FIREFOX

• Go to https://ministryworks.evolutionpayroll.com/ess#/login and click on New User Registration

Setup Your Credentials

Complete the following fields:
Login Name – enter username – do not use @
Password – enter password
Confirm Password – enter password again

Provide Pay Information

Using your pay stub, complete the following fields: (see screenshot below)
Company Code – enter the MinistryWorks number (MW####)
SSN – enter your social security number
Check number – enter the check number (make sure you put – in front of check number if applicable)

Current Total Earnings – enter the gross amount – (not year to date gross amount)

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• Click on Register Me

<u>Settings</u>

- Complete the following fields: New Password – re-enter password
 Confirm Password – re-enter password
 General Address – enter email address
 Benefits Address – enter same email address as above
 General Security Questions – answer three security questions
- Click on Save icon
- Click on Home icon
- To view pay stub, click on check date in Pay section

Payroll Contact Instructions for Setting Up Employee Self Service Account

- Click on Employees Tile
- Double click on Employees Name
- Click on Employee Portal tile
- Enter a username and password
- Click on Save icon