

## 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)

John Doe

Sandbox Client

Address  
Cty, ST 00000

Company  
MW0000

Period Begin  
1/25/2019

Division  
1

Number  
12

Period End  
2/7/2019

Branch  
1

Social Security #  
XXX-XX-8914

Check Date  
2/8/2019

Department  
1

Hire Date  
1/1/2018

Check Number  
-9999440

Team  
1

IN OR addl \$10.00  
Vacation 150.000-50.000=100.000 HOURS


Earnings

Deductions

Description	Location / Job	Rate	Hours	Current	Year To Date	Description	Current	Year To Date
Salary		11.50		0.00	500.00	Fed (M/1) (500.00)	0.00	0.00
						OASDI (500.00)	31.00	31.00
						Medicare (500.00)	7.25	7.25
						IN (M/2) (500.00)	22.42	22.42
						Allen County Tax(500.00)	5.12	5.12
						Direct Deposit 0011XXX	434.21	434.21
Total Earnings				0.00	500.00	Total Deductions	500.00	500.00
NET PAY			434.21	Total Direct Deposits	434.21	Check Amount	0.00	0.00

- Click on **Register Me**

## Settings

- 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 