

Earning Statements

Purpose Use this procedure to view and print your current or past earning statements online.

Helpful Hints	 You can go directly to the portal from any supported internet browser by entering this web address: https://wahrms.wa.gov . Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 7, 8 or 9 and Mozilla Firefox 10.0 . Other browsers may work, but they are not supported.
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Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.

The screenshot shows the 'Welcome to Washington State's Human Resource Management Systems' page. On the left, under the heading 'HRMS PORTAL', there are two input fields: 'Logon ID' and 'Password'. Below these fields is a yellow 'Log on' button. Underneath the button are three links: 'Reset Password or First Time User', 'Having Trouble Logging In?', and 'More ESS Information'. At the bottom of the login section, it states: 'This is a secure application and available only to Washington State employees.' On the right side of the page, there is a large photograph of a snow-capped mountain peak, likely Mount Rainier, under a clear blue sky.



For help logging in see the "Logging In" procedure.

2. Start the action by clicking on the **Earning Statements** tab.

The screenshot shows the 'Employee Self-Service' navigation bar. The bar has a dark blue background with white text. The tabs are: 'Welcome', 'ESS Applications', 'Personal Information', 'Earning Statements', and 'ESS Help'. The 'Earning Statements' tab is highlighted with a red box, and a red arrow points to it from the left. Below the navigation bar, the main content area has a light green background with the heading 'Welcome' and the sub-heading 'Employee Self Service'. Below this, there is a link for 'My Personal Information' with a brief description: 'Click on this link above to update your personal information, including address, emergency contact and email.'



Tip: You may also click on the **ESS Applications** tab for an overview of all services available in ESS. You can access **Personal Information**, **Earning Statements** and **ESS Help** from this tab.

- Click on the **Earning Statements** link to select.



- Click on the box to the left of the **Pay Date** you would like to view. Wait for the record to become highlighted and then click the **Display Earnings Statement** button.

Tips:

- Only one statement may be selected at a time.
- The current statement is listed first.
- The earning statement for the last pay period of the year (12/24/xxxx) will display here for 5 months into the following year so it is available to print for tax reporting purposes.
- Click the **Display Extended Earnings Statement** button to see more detail on your earning statement.

Display Earnings Statement

State of Washington Employee Earnings Statement



Make a selection

Masen, Elizabeth

Pay Date	Period	Year	Start of Period	End of Period
<input checked="" type="checkbox"/> 04/09/2010	07	2010	03/16/2010	03/31/2010
<input type="checkbox"/> 03/25/2010	06	2010	03/01/2010	03/15/2010
<input type="checkbox"/> 03/10/2010	05	2010	02/16/2010	02/28/2010
<input type="checkbox"/> 02/25/2010	04	2010	02/01/2010	02/15/2010
<input type="checkbox"/> 02/10/2010	03	2010	01/16/2010	01/31/2010
<input type="checkbox"/> 01/25/2010	02	2010	01/01/2010	01/15/2010
<input type="checkbox"/> 01/11/2010	01	2010	12/16/2009	12/31/2009
<input type="checkbox"/> 12/24/2009	24	2009	12/01/2009	12/15/2009

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Click here to display

Display Earnings Statement Display Extended Earnings Statement

- Your earning statement will open in a **new window**. Click the printer icon in the Adobe window and make the appropriate selections for printing.

STATE OF WASHINGTON
Earnings and Deductions Statement

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Payroll Date	
02/10/2010	

Employer	
1110 Dept of Personnel	

MASEN, ELIZABETH
459 NORTH AVENUE
OLYMPIA WA 98516

Location	
2000	

Personnel #	Payroll Area
20039807	11 Semi-Monthly

Exemptions #	W/H Stat
01	Single

Pay Period	Anniversary Date
2010-03	01/19/1989

Pay Period Begin	Pay Period End
01/16/2010	01/31/2010

Earnings	+	Allowances	-	Mandatory Deductions	-	Deductions	+	Adjustments	=	NET PAY
2,979.00		0.00		664.55		337.45		0.00		1,977.00

Payment Type	Payment Number	Account	Payment Bank	Amount
Direct Deposit	F219999	Checking	WSECU	1,977.00
Total Net Payment				1,977.00



If you have problems printing, contact your agency's help desk for support.

- Close the window to return to ESS.



Closing this window does not log you off of ESS.

- You have completed the action. Remember to Log-off of ESS.