How to view your Pay Check and Sick/Vacation Balances in MyHR Employee Self Service from a Desktop computer or your Mobile Device
This training document will help you learn how to access your pay check and Sick/Vacation balances in the new MyHR Employee Self Service (ESS) from a desktop computer or your mobile device.

At this time your HR personal data is read-only. If you need to make any changes to your phone number, address, emergency contacts, etc., please fill out the appropriate paperwork with Human Resources.

If you are on a desktop computer, it is highly recommended that you clear the browser cache prior to accessing MyHR Self Service. If you need assistance with clearing your browser cache, please see the last 3 slides.
Let’s get started on a Desktop Computer

From On–Campus or Off–Campus

› Navigate to www.icc.edu/faculty-staff/ and then click on the “MyHR ESS” tile as seen here.

From ICCNET (On–Campus Only)

› Scroll to the PeopleSoft Section and click on MyHR–Employee Self Services
Enter User ID (All CAPS) and Password and click “Sign In” to access MyHR Self Service Home Page

If you forgot your User ID or password, please contact the ICC Help Desk
Hours: Sunday 4pm to 8:30pm, M-Th, 7am to 8:30pm, Friday 7am to 4pm, and Saturday closed
Phone: 309-694-5457
Email: helpdesk@icc.edu
To view your pay check

Click Main Menu > Self Service > Payroll and Compensation > Pay
To view your pay check, click the pay check that you would like to see in the list and it will open as a PDF.

To go back to the Home page click on the “Home” button or the house button.
To view your Sick/Vacation Balances

Click Main Menu > Self Service > Payroll and Compensation > Sick/Vacation Balances

Click on Sick/Vacation Balances
<table>
<thead>
<tr>
<th>Empl ID:</th>
<th>Job Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anniv.</td>
<td>Accrual Basis Yrs: 0</td>
</tr>
<tr>
<td>Empl Code:</td>
<td>Last Accrual Date:</td>
</tr>
</tbody>
</table>

### Balances

#### Sick Hours

| Begin: 49.167 | Earn: 40.000 | Used: 46.000 | Remain: 43.167 | Personal Remain: 16.000 | Personal Avail: 16.000 |

#### Vacation Hours

| Begin: 73.812 | Earn: 58.560 | Used: 20.000 | Remain: 112.372 |

| Absence Reason: | Date Taken: | Hours Used: | Comments: |
Let’s get started on a Mobile device (smartphone or tablet)

- Navigate to https://staffss.icc.edu through the browser of your mobile device. Then enter User ID (All CAPS) and Password and click “Sign In” to access MyHR ESS Mobile Home Page.
Understanding your Mobile Home page

- Click on the Pay tile to select the pay check you would like to view in PDF.
- Click on Personal Details for a read-only view of your personal details like address, phone numbers, and emergency contacts.
- Click on Benefits to review your current benefit plans.

- Click the “Home” button or the House to go back to your Mobile Home page.
- Click the “Flag” to retrieve any notifications.
- Click on the 3 lines to configure your mobile settings for this site.
- Click on the compass (NavBar) to get to the Navigation menu.
Click on the compass to access the navigation menu.

Next, click on the Navigator icon.

Click on Self Service.
Click on Payroll and Compensation

Click on Sick/Vacation Balances to see your balances

Need additional help? Contact TLC:
Teaching and Learning Center (TLC), 240A, East Peoria Campus; tlc@icc.edu
Phone: 309-694-8908
How to view W–2 /W–2C forms

Click Personal Details

select the green arrow next to your name
select payroll tab

You may have to scroll but in this tab you will find link to view W-2 / W-2c forms
How to Clear Browser Cache

Google Chrome, Mozilla Firefox, & Internet Explorer
Open browser and click three line icon. Select "More Tools" and "Clear browsing Data."

- Make sure clearing data from beginning of time then select clear browsing data below.
**Firefox**

1. Open browser and click the three lines to open settings.

2. When options page appears select Privacy on the left hand menu, you will then see link below to clear your recent history. Click that link to clear cache.

3. Time range should be everything then select Clear Now.
Internet Explorer

Select Internet Options

Open Browser and select the little gear top right of screen

Select Delete button below