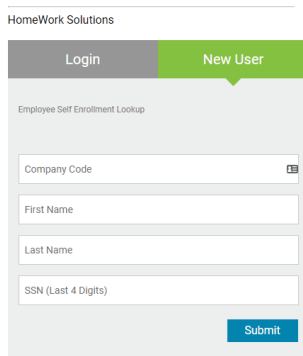


Employee Self Service (ESS) Set Up and Instructions

Provide Employee with the following link: <https://ess.cyberpayonline.com/hwspayroll>

Employee goes to “New User”

- Enter 4 digits Company code (CPID) provided by HWS
- Enter First Name
- Enter Last Name
- Enter Last 4 of Social Security #



HomeWork Solutions

Login New User

Employee Self Enrollment Lookup

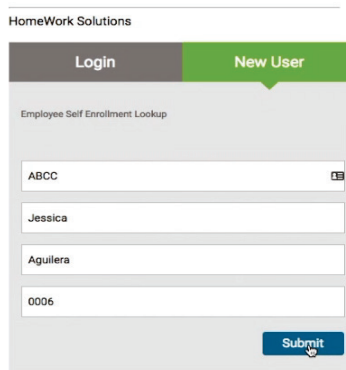
Company Code

First Name

Last Name

SSN (Last 4 Digits)

Submit



HomeWork Solutions

Login New User

Employee Self Enrollment Lookup

ABCC

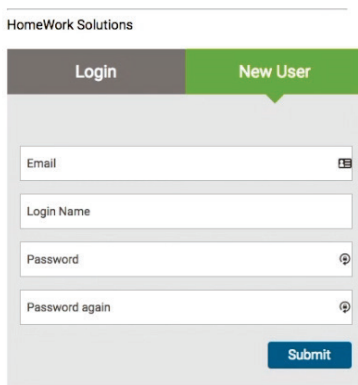
Jessica

Aguilera

0006

Submit

- Enter email
- Enter login name (recommend use email address)
- Create password
- Re-type password
- Submit



HomeWork Solutions

Login New User

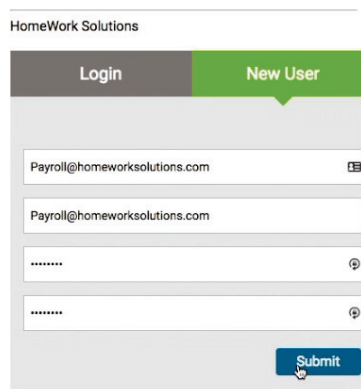
Email

Login Name

Password

Password again

Submit



HomeWork Solutions

Login New User

Payroll@homeworksolutions.com

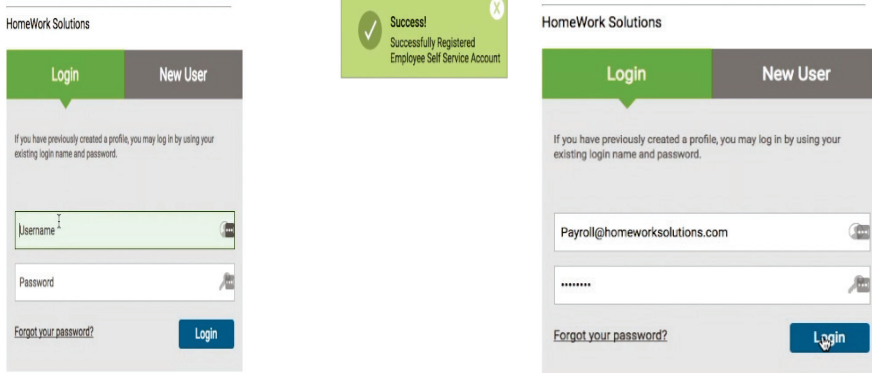
Payroll@homeworksolutions.com

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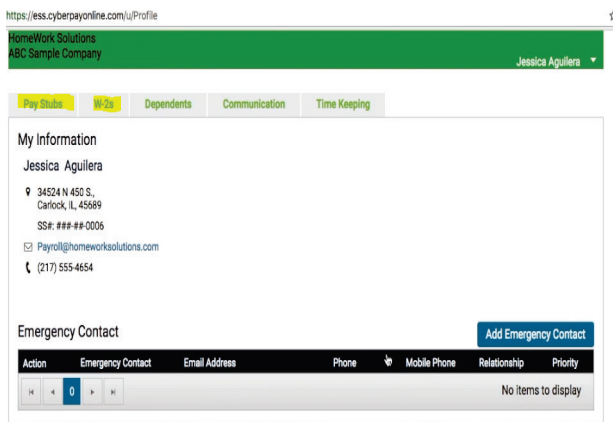
Submit

You will be return to the login in page, enter your user name and password created.



Employees can locate their pay stubs on the pay stub tab.

Employees W-2 will be loaded no later than January 31, and will be accessible on the W-2 tab.



Below is a link to a short video of these same instructions:

[https://cdn2.hubspot.net/hubfs/54123/Employee%20Self%20Service%20Walk%20Through.mp](https://cdn2.hubspot.net/hubfs/54123/Employee%20Self%20Service%20Walk%20Through.mp4)

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