Employee Self Service Instructions

Go to the Employee Self Service link

https://employeesselfservice.omb.delaware.gov/

You will need to acquire your 6 digit EmplID that is on your paystub or payroll can supply you with it.

You should see this page.

Click on Employee Self Service Login
You should see the box below

Enter your 6 digit EmplID as your User ID. (You can acquire this either from your paystub or contact Payroll)

If this is the first time you are signing in click on the New User Registration.
It will ask for your default Password which will be the following:

DE$MMMMYY####

DE=DE  $=$  MM=your 2 digit birth Month  YY= 2 digit birth Year  ####= last 4 of your Social Security #
Use Default Password for Old Password on next page. Set up new password.

Once you have completed the New User process (or signed in) you should see the box below

**Application Links**

Click on this box.

Once you click on it you should see the boxes below.

Click on Payroll and Compensation.
Once clicked you should see the information below

<table>
<thead>
<tr>
<th>View W-2/W-2c Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2/W-2c Consent</td>
</tr>
<tr>
<td>Print Paycheck</td>
</tr>
</tbody>
</table>

You should be able to get your W2 and/or pay stubs from here.

If you have any questions or need help please contact Payroll at 302-857-7425 or email payroll@desu.edu.