IMPORTANT INFORMATION REGARDING YOUR PAY STUBS

All City of Cloquet employees receive their pay through direct deposit. The City will not issue a hard copy of pay stubs. Pay stubs are available electronically.

All pay stubs can be viewed and printed via a secure and password protected "Employee Services Portal" through Harris Computer Systems. You may access their website from any computer with Internet access at https://mypaydocs.harriscomputer.com/espemployee/. This website will maintain a history of pay stubs for up to 3 years so if you need a previous pay stub, you can access it through this site.

Before you can use the Employee Services Portal, you will need to "Enroll." ***You should do this at your earliest opportunity.***

In an effort to enhance the City's communication efforts with employees, the City has added a Human Resources section to the City's website. Through this section, an employee can access the Employee Services Portal. The City's website can be found at www.ci.cloquet.mn.us. Once on the City's website, the following instructions should help you access your pay stubs.

Under the **City Departments** pull down tab, click on **Human Resources**.

On the Human Resources main page, you will find a box in the right column titled "Employee Services Portal "ESP" Click on **Enroll** in ESP.

This will take you to the instructions page. You will need to follow these instructions in order to enroll the first time.   *(The instructions are also printed on the back of this page)*

Once you have enrolled, you can enter the site the same way except you will click on **Login** also shown on the right side of the page.

Once logged into the Employee Services Portal area, you will have access to the following:

- Pay Stub
- Accrued Leave Balances
- W-2

Most employees have access to the Internet at home and will view their pay stubs there. If you don't have Internet access, this website can be accessed from any public computer with Internet access (library, coffee shops, etc.) You can also access the site from any City computer. Accessing the site is password protected and always secure. Take care to protect your privacy if you print your pay stub in a public setting or at work.

If you have any questions on enrollment, you may contact Nancy Klassen at 879-3347.

Enrolling in the ESP

1. Complete the fields as described below:

    *   **Name:** ==**Enter your name using _ALL CAPS_ and _do not use any punctuation_: FIRST NAME, MIDDLE INITIAL, LAST NAME Example: JOHN A SMITH**==
        If your name isn't entered correctly, you will get a message that payroll information is not on file and you won't be able to enroll.
    *   **SSN:** Enter your Social Security Number. Do not include dashes.
    *   **Phone Number:** Enter your phone number, including the area code. Do not use dashes.
    *   **Email:** Enter a VALID email address. The system will send information regarding your account to this address.
    *   **Confirm Email:** Re-enter your email address for validation purposes.

2. Click the **Next** button to proceed to the *Login Information page.*

Enter Login Information

> Access will be denied after 5 unsuccessful attempts to login. If you have been denied access, call Nancy Klassen at 879-3347.

1. Complete the fields as described below:

    *   **Login:** You will use this name to sign into the Employee Services Portal. Enter a login name containing 6 - 12 characters. This field is case sensitive. The name must be unique and should not contain any spaces or special characters, such as &,>,+,$,@. You will receive an error message if the login name already exists.
    *   **Password:** Enter a password containing 6 - 12 characters. **At least one character must be numeric** *(example: penny1).* This field is case sensitive. Your password should be different from your login name. It should not contain any spaces or special characters such as &,>,+,$,@.
    *   **Confirm Password:** Re-enter your password exactly as you did in the above field.
    *   **Help Question:** Select a help question from the list box. The system uses this for verification purposes if you forget your login name and/or password.
    *   **Help Question Answer:** Enter the answer to the help question you selected in the above field.

2. Click the **Next** button to proceed to the *Email Options page.*

Select Email Options

1. The **Personal Information Receipt** box is checked by default which means the portal will send you a notice via email when you make changes to your personal information in the Edit Personal Information window. If you do not want to receive such notices, uncheck this box.

2. Click the **Finish** button to complete the enrollment process. The system returns you to the Login window. Use your newly created login name and password to enter the *Employee Services Portal.*

Using ESP

Once you have completed the enrollment process, the system automatically displays the Login window.

1. Enter your login name and password in the appropriate fields.
2. Click the **Enter** button to display the main menu.
3. Navigate through the site by selecting items from the menu in the left sidebar.

    *   **View Paycheck**
    *   **View W2**
    *   **View Leave**
    *   **Edit Personal Information**
    *   **Edit My Profile**
    *   **Contact Us**

4. When you are finished using the ESP, look for the **Sign Out** button in the upper right corner of any window.
5. Click the **Sign Out** button. A popup window opens.
6. Click the **Yes** button.