



Employee Self Service Instructions

In Employee Self Service, fill in your username and password on the red **Infor** screen and click Login.

You will get a Group Calendar screen. Click the gray globe near the top next to the blue house. When the next screen appears, click the **Bookmarks** button on the upper left side to see the start of the Employee Self-Service cascading menu.

Let your mouse hover over the wording Employee Self-Service so the next menus will start appearing to the right (Benefits and/or Pay), continue hovering over Pay and click on Pay Checks (or Benefits and then Benefits Open Enrollment).

Click on one of the listed dates to see the details. If you need a confirmation print, click on the Printable Pay Stub link to get a pop-up window displaying your name on the pay stub that you can print.

When you are finished, look to the upper right corner to find your UserName: (example) SS654321. Click on it and get a drop-down containing the word Sign Out.

Click Sign Out to break your connection to the system.

For questions and/or problems with Employee Self-Service, please call the Office of Human Resources at 314.792.7546 or email benefits@archstl.org.