

**HOW TO SAVE/PRINT YOUR HOURS WORKED FROM ESS**  
**(Employee Self Service)**

1. Copy and paste this into the address bar on your browser <https://a127-ess.nyc.gov/psp/prdess/?cmd=login>
2. Enter user ID and password (user ID is Citytime ID with a zero at the beginning).
3. Click ok to proceed to ESS homepage.
4. Select the tile “pay and tax information” and click on it.
5. On the left side of the screen, select the “pay and tax information” dropdown and click on it.
6. From that dropdown, select “pay type inquiry” and click on it.
7. You will see a box where you can enter your dates you want to search, enter your date range (Ex. 1-1-19 to 12-31-20).
8. Click on search and it will show you your hours worked.
9. To print or save:

At the top of this page with your hours, next to the words “Pay type inquiry”, click “printer friendly page”, this will bring you to the “E Stubs” page, Select the box “print page”. From here, you can print or save.

A. To print, select your printer from “destination” and click “print”

B. To save, select “print to pdf” from “destination” and click “save”. This will bring up the “save as” window. Select the location you want to save to (downloads or desired file) and click save.