

Electronic Pay Stub System (ePASS)

GET STARTED TODAY

- It's Secure!
- It's Convenient!
- It's Easy to Use!

A SECURE SOLUTION

ePASS utilizes SSL (Secure Socket Layer) encryption and password management to ensure the protection and integrity of sensitive pay stub information. Your Social Security number is stored in an unreadable format (*encrypted*) on the database. Only the last 4 positions of your Social Security number are displayed.

CONVENIENT

No need to worry about keeping track of pay stubs. Payment information is at your employee's fingertips 24 hours a day, seven days a week.

EASY TO USE

Whether you are computer savvy or technically challenged, the ePASS application was designed for ease of use.

To learn how ePASS will reduce your payroll processing costs while providing a valuable service to your employees.

Service Features and Benefits

The Electronic Pay Stub System (ePASS) is a secure, easy-to-use web-based tool, which empowers employees to view their current and past pay stubs electronically from anywhere, at any point in time from Internet-enabled computers. In addition, ePASS maintains historical pay stub information for seven years from the date of implementation. Users will access the ePASS system through a web browser

ePASS is cutting edge technology and was designed with simplicity in mind to support both employees and payroll administrators for agencies, boards, and commissions under the Office of the Governor. Once an agency has established Active Directory Illinois.gov accounts or a trust with the Illinois.gov domain, the agency can elect to begin distribution pay stubs electronically to its employees via ePASS.

Payroll administrators are specially authorized ePASS users with expanded access and capabilities. ePASS administration tools make it easy to manage and monitor all aspects of payroll services directly from a PC desktop. Each payroll administrator is permitted to administer pay stub information only for the agency to which he or she is authorized. In the case of Shared Services Centers, a payroll administrator may be authorized to view more than one agency.

- Eliminates the hassle and expense of paper and printing supplies associated with processing pay stubs.
- Reduced postage to mail pay stubs.
- Reduced time and costs required to produce pay stubs and lost pay stubs.
- Streamlined workflow and increased productivity by payroll and administrative personnel who manage pay stub activities.
- Reduced storage costs. No more paper documents to store.
- Increase employee satisfaction with immediate secure online pay stub access.
- ePASS provides employee's secure password protected access to their pay stub information and allows employees to proactively:
 - Review current pay period information
 - Review pay history
 - Print pay stub (if needed)

Allows pay stub tasks to be accomplished directly by the employee without involvement of managers or payroll personnel. The result is increased privacy and decreased administrative costs.

How it works...



Department of Innovation & Technology (DoIT) Electronic Pay Stub System (ePASS) Requirements

Employee requirements include:

1. Access to the internet via a work/ home computer or smart phone/mobile device
2. Creation of a State of Illinois Public Domain Account ID and password
3. A business or personal email address

To enroll for the ePASS application, please complete the following steps:

Step 1: Agency Memo of Understanding

The [Agency Name] _____ is requesting the transfer of our payroll data to the Electronic Pay Stub System (ePASS).

Agency Officer Signature: _____

Date: __/__/____

Step 2: Agency Contact/Liaison

Name: _____

Telephone: (____) ____ - ____

Agency: _____

Email Address: _____

Step 3: Agency Payroll Administrator(s)

Primary

Name: _____

Telephone: (____) ____ - ____

Agency: _____

Email Address: _____

Backup

Name: _____

Telephone: (____) ____ - ____

Agency: _____

Email Address: _____

Backup

Name: _____

Telephone: (____) ____ - ____

Agency: _____

Email Address: _____

Step 4: Return Completed Form to:

Contact:

Teresa Lindh

Teresa.Lindh@illinois.gov

312-814-2364