

DIRECTIONS

To access ESS from work:

1) Log on to the Riverside computer and locate Rivernet. Click Employee Self Service (Ifor).

If prompted, enter your **User Name** (firstname-lastname) and **Password** using the same name and password as your Riverside network logon and then, when prompted, use Imprivata for two-factor authentication.



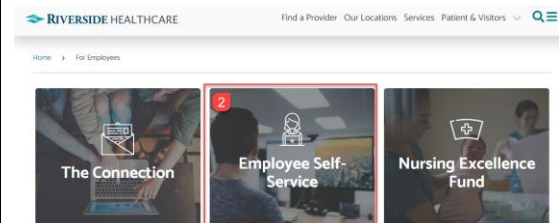
To access ESS from home:

1) Make sure you have an Internet connection and go to Riverside's external website at: <https://www.riversidehealthcare.org/>

Scroll to the bottom of the page and click on **FOR EMPLOYEES**.

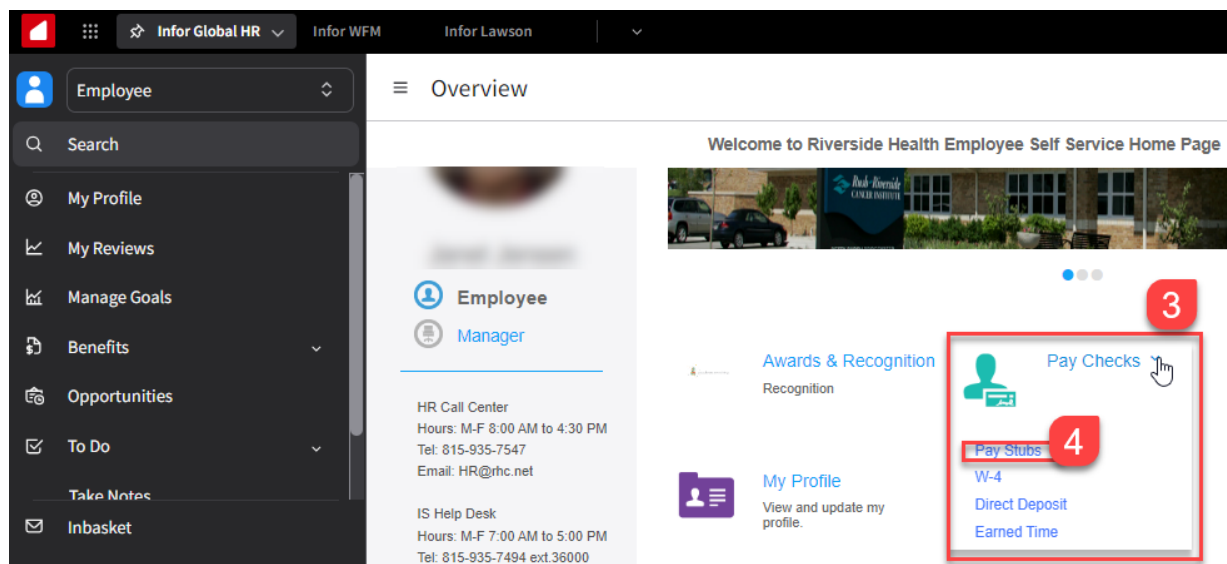


Click Employee Self Service.



Use your network login and Imprivata to log in securely.

- 3) From this screen, click on the drop-down arrow next to **Paycheck**.
- 4) Click **Paystub**.



DIRECTIONS

5). Click the blue date of the paycheck you want to view the paystub for.

Pay Checks		
Payments		
Date	Gross	Net
06/14/2024		
05/31/2024		
05/17/2024		
05/03/2024		

6. Click on **Printable Pay Stub**.

The screenshot shows the 'Pay Checks' page with a table of payments. The date '06/14/2024' is highlighted in blue. Below the table, a 'Summary' section contains a button labeled 'Printable Pay Stub' which is highlighted with a red box and the number 6. To the right, there are sections for 'Wages' and 'Taxes' with various sub-tables.

7) A popup window displays. Click the blue Print button to print to the printer connected to the computer you are using.

The screenshot shows a browser window titled 'Pay Stub - Google Chrome' with the URL 'riverside-lsf01.cloud.infor.com:1448/lawson/xhrnet/ui/windowplain.htm'. A blue 'Print' button is highlighted with a red box and the number 7. The pay stub content includes:

- RIVERSIDE MEDICAL CENTER, 350 N Wall Street, Kankakee, IL 60901 United States of America
- VOID VOID VOID VOID VOID VOID VOID VOID
- Pay to the order of [blurred]
- Net Pay [blurred]
- NON-NEGOTIABLE
- Table with columns: Name, Social Number, Employee Number, Process Level, Department, Period End
- Summary table with columns: Description, Hours, Current, Year to Date