Frequently Asked Questions

Employee Self Service

Payroll

How do I print my earning statement?
You can print your earning statement from EBS Employee Self Service by following these steps:
1. Navigate to the EBS Support website (http://ebs.msu.edu) and click the EBS Login tab.
2. Log in using your MSU NetID and password. You will be directed to your Home tab in the EBS Portal.
3. Click on your ESS tab.
4. On the ESS tab, select the Payroll link.
5. In the payroll section, click on the Earning Statements link. Your most recent earning statement will display.
6. When viewing your earnings statement, you may select the printer icon or use Ctrl+P to print.
For more details, including screenshots, see the Printing Earning Statements reference guide: http://ebs.msu.edu/ESS/docs/PrintingEarningsStatement.pdf.

I’m a concurrent employee, how will my pay be handled with EBS?
In EBS, concurrently employed individuals (employees who work in more than one position) will be paid on either the biweekly or monthly payroll cycle, but not both. An example of this would be a person who holds both a monthly-paid faculty position as well as a biweekly-paid on-call position. Which payroll a concurrently employed individual receives their pay is decided on a case-by-case basis.

I’m a monthly-paid employee, when will I receive my overtime pay?
In the EBS HR/Payroll system, employees who are paid monthly will receive their overtime payments in their regular monthly pay, rather than on a biweekly basis. (Please note this only impacts those employee groups who are paid monthly. Employees who are normally paid biweekly will continue to have their overtime paid on a biweekly basis.)

How do I verify basic position and start date information for employment verification purposes?
Go to the Employment Verification area of the Employee Self Service (ESS) Payroll section. For basic information that does not include salary and pay information, such as verifying your position and start date information, complete the Employment Verification screen with information in regards to how (i.e. fax or mail) and where (i.e. bank address) the information should be sent. After completing the basic information, proceed through the steps until you receive the confirmation screen that your employment verification has been completed.

How do I change my W-4 tax withholdings?
Go to the Payroll area of Employee Self Service (ESS) and select the W-4 Tax Withholding link. In this area you will have the opportunity to view or change your withholdings information.
How do I print/see a copy of my W-2 statement?

In order to view and reprint your W-2 statement, access Employee Self Service (ESS) and select the Payroll tab. Under the Payroll heading, select the ePayroll System link and then select the W-2 Reprint (Wage and Tax Statement) link. This will open to the Controller’s Office ePayroll System and allow you to view your W-2 in a printable PDF format.

Are my reimbursements (including travel) automatically direct deposited into my bank account?

Yes, MSU employees with payroll Direct Deposit will be reimbursed for expenses via Direct Deposit only. There is no option to select payment in the form of a check. Those MSU employees who do not have their payroll Direct Deposited will receive reimbursements in check form only.

The bank displayed in my direct deposit information is not correct. How do I update/change this?

Log in to the EBS Portal with your MSU NetID and password, from the EBS Support web site using the EBS Login tab. Click the Employee Self Service (ESS) tab and select “Payroll.” Then select “Direct Deposit Information.” Complete the necessary bank information.

How do I set up direct deposit in EBS?

Log in to the EBS Portal with your MSU NetID and password from the EBS Support web site. Click the Employee Self Service (ESS) tab and select “Payroll.” Then select “Direct Deposit Information.” Complete the necessary bank information.

How do I view earnings statements from prior to implementation of EBS (2010 and earlier)?

In order to view historical earnings statements, access Employee Self Service (ESS) and select the Payroll tab. Under the Payroll heading, select the ePayroll System link. Select the Historical Earning Statements link to access the Controller’s Office ePayroll System and view and print earning statements that occurred prior to January 2011.

How will quotas (accruals) display on my earnings statement?

Quota information will now display on the earnings statement. There will be an adjustment amount which includes the converted balance plus adjustments for the current pay period. If time has been entered after the cutoff date, they will not display on your earnings statement. Once approved and time evaluation runs (a nightly process), quota balances will be updated and viewable through ESS. Adjustments will also be reflected on the employees’ next pay statement.

What is different with my earnings statement in EBS?

Since implementation of EBS in January 2011, earnings statements have a new format including more clearly defined sections with headings such as MSU contributions, taxable benefits, pre-tax deductions, post-tax deductions and taxes. You will also be able to view vacation/sick time, or quotas, on your earnings statement.
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**Where do I find my earnings statements?**

You can view your earning statements through Employee Self Service (ESS). Click the Earning Statements quick link under the Payroll section. Your current earning statement will display. You can save or print your statement, and buttons are available to navigate to previous statements. A link to the ePayroll System for historical earnings statements (prior to EBS, January 2011) is also available from the Payroll tab in ESS.