



TEAR OUT THIS CARD FOR REFERENCE



Available 24/7

- 1 Visit [Costco.com](http://Costco.com) or the eNet.
- 2 Click Employee Site.
- 3 Choose Register or Login under Employee Self-Service.
- 4 New user?  
Yes = Register  
No = Login



# Take charge of your information.

Giving you the ability to access  
and update your information 24/7.







## ESS EMPLOYEE SELF-SERVICE

# Your information. Your control.

*Employee Self-Service offers multiple benefits.*

- ✓ **SECURE:** Maintain privacy. You control the input of your information, not others.
- ✓ **CONVENIENT:** Input and view information at home or work on any computer.\*
- ✓ **EFFICIENT:** Maintain low overhead with reduced paper waste and administrative costs ...and be good to the environment.

\*Currently ESS is not available on mobile devices (e.g., phone, tablets).

### **When can I see my pay stub?**

Pay stubs are displayed on the Wednesday prior to payday Friday. If you encounter any problems printing your pay stub, please contact your payroll clerk.

### **How do I adjust my tax status?**

Tax withholdings are easy to update! Log in and click Payroll. Just as with the paper form, be sure to set a reminder if only changing your status for a short time.

### **What if I don't have access to a computer?\***

Employee Self-Service can be found on the eNet on all breakroom computers.

#### **Personal Information**

Update your employee information: address, phone numbers and bank information. You can have up to 5 direct deposit accounts!

#### **Payroll**

Review your pay stub, vacation/sick balances or time cards (hourly employees). Update your W-4 tax withholdings. Opt in for electronic delivery of your W-2.

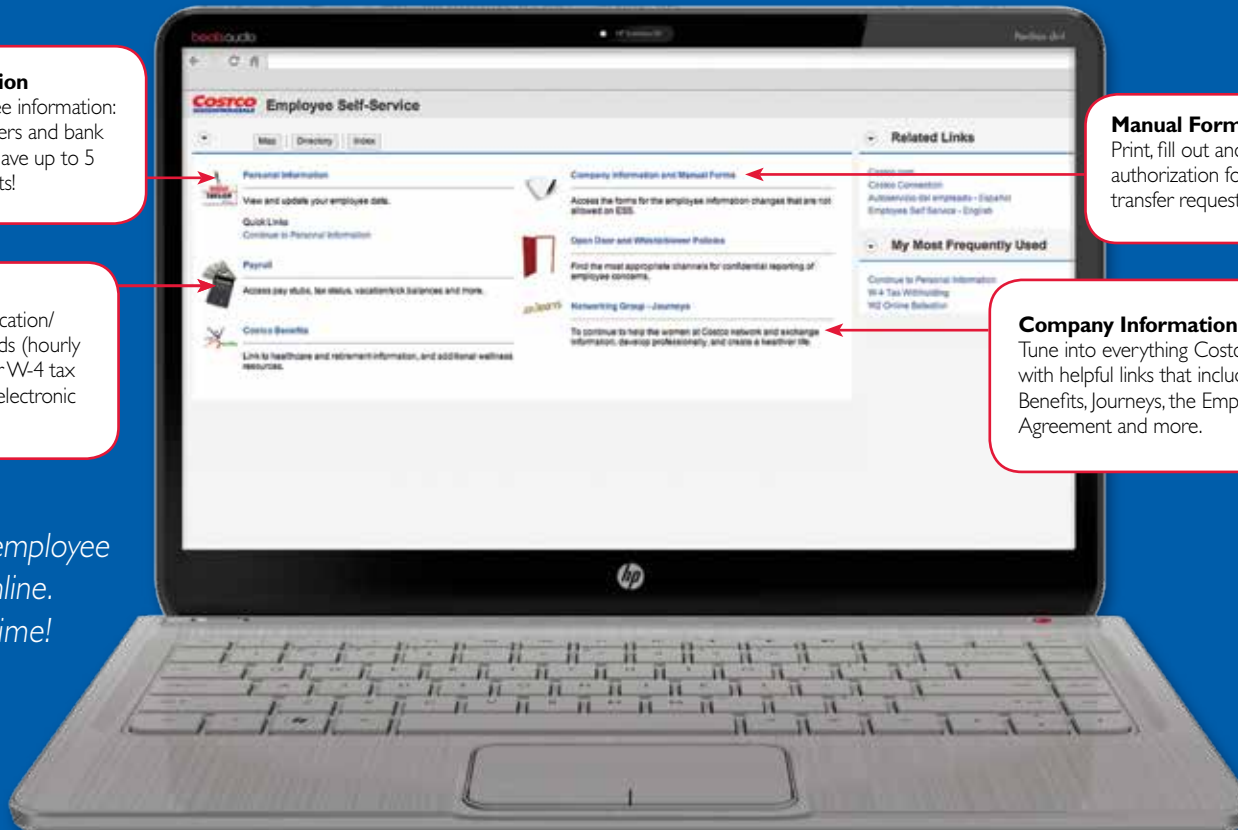
#### **Manual Forms**

Print, fill out and seek authorization for time off, transfer requests and more.

#### **Company Information**

Tune into everything Costco with helpful links that include Benefits, Journeys, the Employee Agreement and more.

*Manage your employee information online.  
Access it anytime!*



#### HOW TO ACCESS EMPLOYEE SELF-SERVICE



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**Need Help?** Contact your payroll clerk for assistance on any Employee Self-Service activity.