

## Introduction to Employee Self-Service Portal

Welcome to the Employee Self-Service (ESS) System. Through this online system you will be able to access & print W-2s and check history.

You will receive a PIN from your Payroll Administrator via email. You will need this PIN, your Employee ID, the last 4 digits of your Social Security Number and your zip code to establish a new account.

Once you have this information, visit <https://payroll.bestcaremn.com/CymaEmployeePortal>, select **Best Care FMS LLC** from the Company drop down menu, and click "**Create New User**" to begin. Complete the form and click "**Create User**" to start your account.

Please note that once logged in, access to your information in ESS is your responsibility. It is recommended that you logout of your session after you're done.

### Notable ESS Features:

#### Employee Options:

**Personal Information:** Please review this section from time to time to make sure we have the most current information on file.

**Features:** You can review various earnings and any deductions (if applicable). PTO Accrual will list your available PTO hours.

**Check History:** By default, this section will list the last 12 months of check history. You may review prior history (if available) by checking "Show Historical Checks". "View Detail" provides a quick view of the selected check while "Print" will open a print ready PDF check stub.

**Web Sites:** These include links to the IRS and Social Security Administration for reference.

**W-2:** Includes historical W-2 information for tax purposes. Please look for Print/Save in the upper left corner of the W-2 to produce a printable PDF.

If you have any questions regarding your account or need assistance on how to use the Employee Self-Service system, please contact FMS Payroll.