



Keeping You Connected

bccs.illinois.gov

# Electronic Pay Stub System (EPASS)

## Service Features and Benefits

### 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, contact 217-558-0629.

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 at <https://epass.illinois.gov>.

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.

### How it works...



### State Agencies realize cost reductions!

- 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.

### Operational efficiency and improved customer service!

- 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.



# Bureau of Communications & Computer Service Electronic Pay Stub System (EPASS) Requirements

## EPASS Agency/Employee Requirements

### Payroll Data

- Payroll data must reside with the Office of the Comptroller

### Active Directory User Accounts residing in the Illinois.gov domain or within a domain trusted by the Illinois.gov domain

- Required for electronic pay stub distribution

### Access to the internet at work or at home

- Required for remote viewing of current and previous pay stubs

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:

#### Mailing Address:

CMS/BCCS  
120 West Jefferson  
Attn: Agency Relations/Val Bolinger  
Springfield, IL 62702

#### Email:

[valerie.bolinger@illinois.gov](mailto:valerie.bolinger@illinois.gov)

#### EPASS Contact:

Valerie Bolinger/Agency Relations  
(217) 558-0629