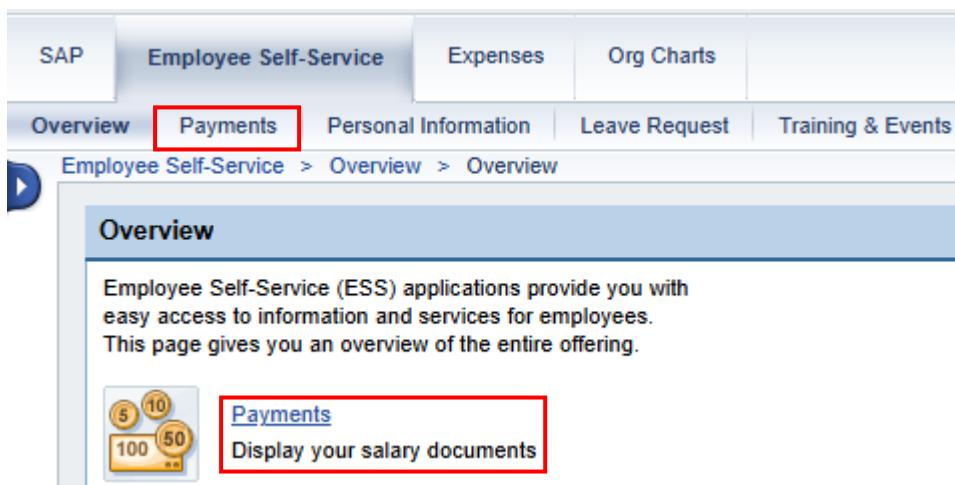


Accessing details of Allowances on ESS

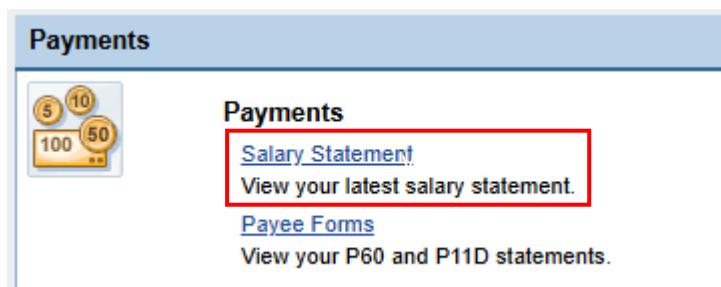
Details of allowances paid can be found on the ESS system. Once you have logged into ESS click on the **Employee Self Service** tab towards the top left of the screen.



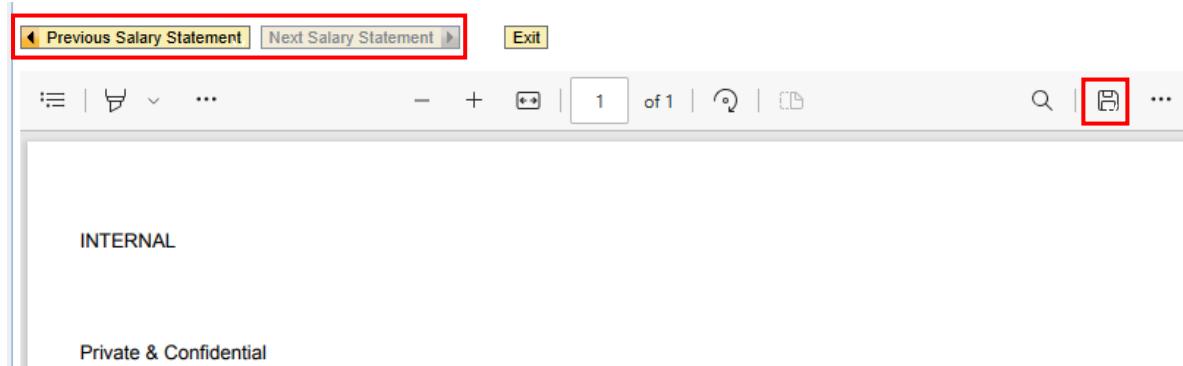
Then click on the **Payments** option (there are two links you can use that take you to the same screen).



In the **Payments** screen click on the link **Salary Statement** (this is also used by GCC staff to view their payslips).



The details of the allowance will then appear as a page, individual Allowance Slips can be viewed using the **Previous Salary Statement & Next Salary Statement** buttons, copies of individual Allowance Slips can be printed using the **Print** icon.



To print a copy of an individual Allowance Slip click on the '**Three Dot**' button then select **Print**.

