

Masterpiece Flower Company ESS (Employee Self Service) Instructions

Masterpiece Flower Company will be implementing a system that will enable employees with direct deposit or a pay card to be able to view and print their pay stubs through a log in on the internet (through the Masterpieceflower.com website). Following are the instructions to enable you to do this.

This option will be under the portal log in. You will first log in as you normally do, then you'll have an option to initially register and then log in to the Masterpiece employee self service to gain access to your payroll information.



A green-themed login form titled "PORTAL LOG-IN". It contains two input fields: "username" and "password". Below the fields are two buttons: "Login" and "Options" with a right-pointing arrow.

Once logged on you'll go to the access ESS link. This will bring you to the following screen.



A login screen with "User Name" and "Password" input fields. Below the fields are "Logon" and "Reset" buttons. To the right is a brass door handle with a key. A red arrow points from the "Logon" button area down to a link: [Create New Logon](#) | [Request Logon Information](#).

The first time you use the system, you'll have to "Create New Logon". The next screen will look like this.



A form titled "Create New Logon" with a green header. Below the title is the instruction: "To set up your Logon, please provide the following information." There are three input fields: "First Name", "Last Name", and "Social Security Number". At the bottom are "Save", "Reset", and "Cancel" buttons.

You will enter your first and last name in CAPITAL LETTERS and your social security number. Just enter the numbers, the dashes will be entered automatically. If you make a mistake click "reset" to start over, otherwise click

“save”. Your next screen will look like the following. Your user name can be lower and/or uppercase. The password must be as stated below, with a minimum of 6 characters, a maximum of 10 and at least 1 numeric character.

Please enter a user name and password.

The user name and password cannot contain any spaces and the password must be in the following format:

Minimum Length: 6

Maximum Length: 10

Minimum Numeric Characters: 1

User Name	*	<input type="text"/>
Password	*	<input type="password"/>
Confirm Password	*	<input type="password"/>

<input type="button" value="Save"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>
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When this is completed click on save. Again reset will let you start over. Please remember your user name and password.

If you've entered everything correctly, the next screen will look like this.



At this point you can check your personal information that is entered in payroll under “personal”. Some of these fields can be changed by you, some cannot. The “payroll” selection lets you view/print past payroll checks as well as previous W-2 and W-4 information. When you are finished using the ESS please logoff. This button is found at the upper right corner of the screen.

***The system will be unavailable during payroll processing. This is generally done on Wednesday morning.

***Your current pay period check will be available to view on Fridays.