

## How to View your Leave Balances, Pay Stubs and W-2 on ESS



Log into Employee Self Service at the URL: <https://iris-ess.alaska.gov/>

User ID is your Employee Identification Number (EEID). Your EEID is the same number you enter on your leave slips. If you do not know your EEID you can find it on the State of Alaska Employee Whitepages, under the [Advanced Search Option](https://dsgw.state.ak.us/DSG/) (https://dsgw.state.ak.us/DSG/). You must be within the State of Alaska Network to access this site. In the search field enter your last name.

Your password is your Executive Branch Password. If you do not know your password, please contact the Legislative Affairs Help Desk at [helpdesk@akleg.gov](mailto:helpdesk@akleg.gov), or via phone at 465-4357.

ESS is designed to be user friendly, however, if you find it difficult to navigate, please view the Dept. of Administration, Division of Finance videos on how to use the ESS System. Information on these instructional videos can be found in the State of Alaska on-line training system AspireAlaska. This information was sent to all employees on February 14, 2022. For your convenience it is also pasted below.

### ***IRIS Advanced Learning Series – Employee Self-Service***

- *IRIS Advanced Learning Series – Navigation: Employee Self-Service*
- *IRIS Advanced Learning Series - Using Bookmarks*
- *IRIS Advanced Learning Series - Customizing with Gears and Columns*

You can access these materials in AspireAlaska at the following link: [Launch Training](#)

Or copy URL :

<https://soa.csod.com/samldefault.aspx?returnurl=%252fdeeplink%252fLaunchTraining.aspx%253flaunchLo%253d5f86705d-edc8-4eb6-b643-e3823c0b50c6>

Or you can log into AspireAlaska at <https://soa.csod.com/login/render.aspx?id=defaultclp>. Be sure to click “**Executive Branch Employee Login**” to log in to the system.

If you are having trouble logging into AspireAlaska please contact the Legislative Affairs Help Desk at [helpdesk@akleg.gov](mailto:helpdesk@akleg.gov), or via phone at 465-4357.