Pay Acknowledgement Steps

1. Log in to the ESC
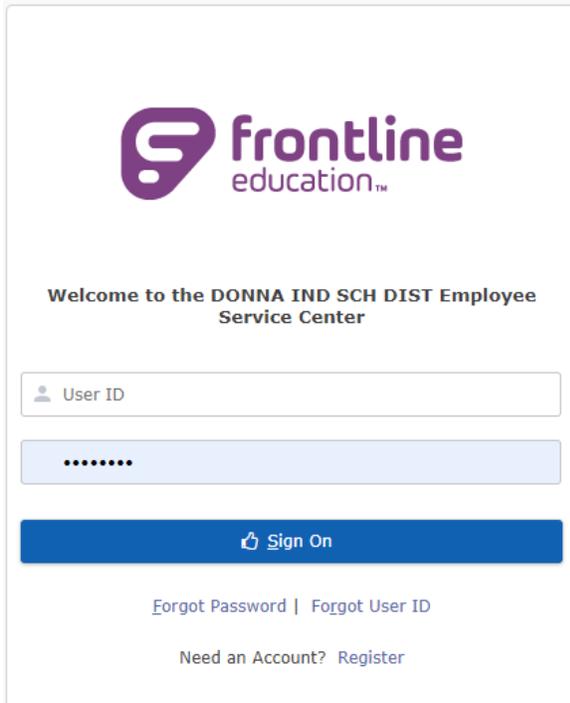
2. Click on My Pay Information
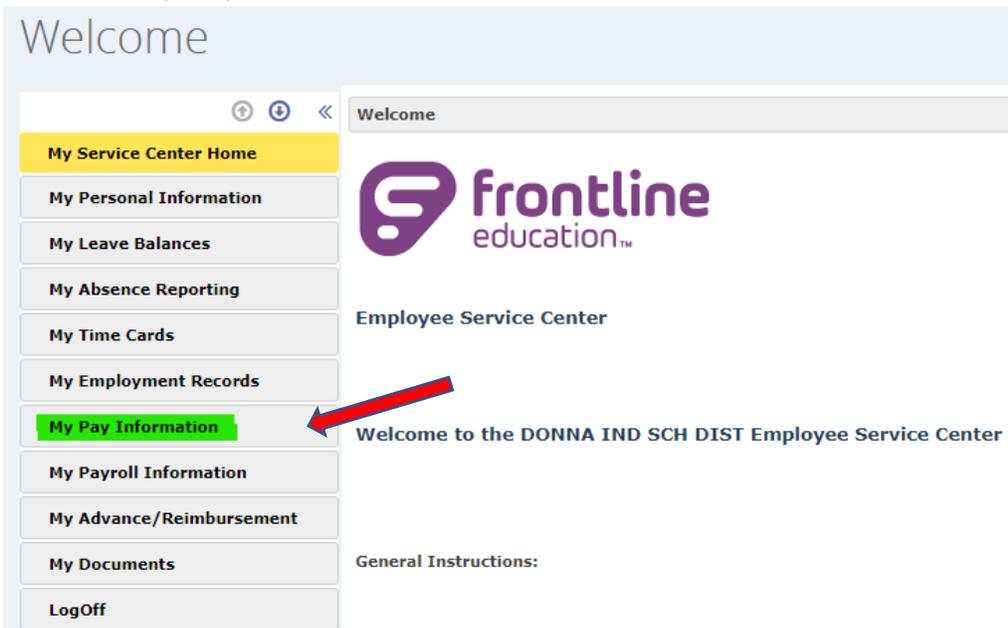
3. Click on Assignment year 2024.

Assignment Year	Start Date	End Date	Role Name
2024	11-08-2022	06-26-2023	Specialist - Human Resources
2023	07-18-2022	11-07-2022	Clerk - HR

4. A pop up will come up – Click agree

Confirmation ✕

THIS IS NOT YOUR EMPLOYMENT CONTRACT

By continuing with this document, you acknowledge that you will review your salary
information for accuracy. You also acknowledge an understanding of your individual
responsibility to ask questions and request clarification regarding the accuracy of
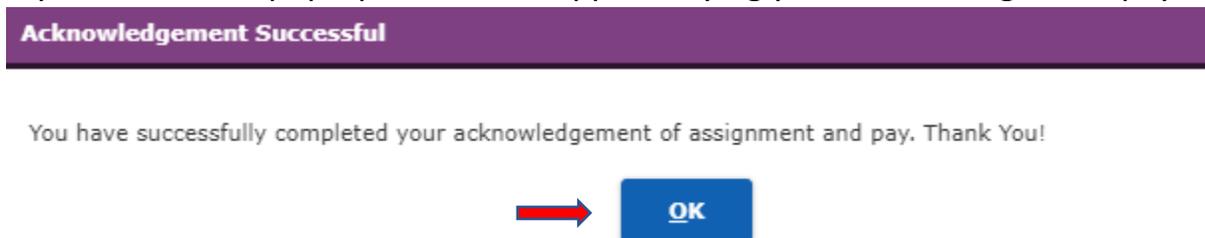the information provided by Human Resources within 10 days of receiving this
notice.

Agree

5. The page will refresh to show your pay information.
At the bottom of the page click Yes or No to accept.

I acknowledge all the above information as it relates to my assignment and pay is accurate.

Yes   **No**
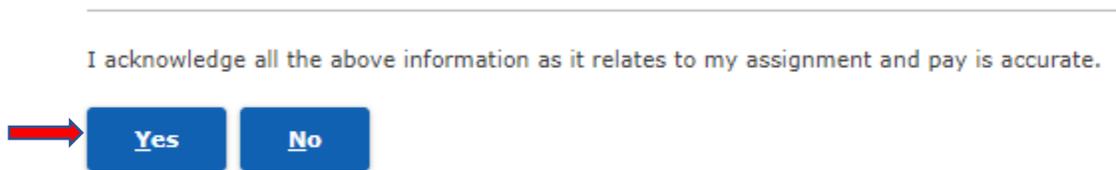
6. If you click Yes, a pop-up screen will appear saying you acknowledged the pay.

Acknowledgement Successful

You have successfully completed your acknowledgement of assignment and pay. Thank You!

OK

7. If you click No, a red link will appear on the pay information page. Click the link to identify the discrepancy.

Pay Amount Incorrect ⬅

Total Projected Salary

8. This will generate a ticket and HR will follow up with your concern.

Add Issue Ticket	✕

Issue Type: Assignment Pay

Issue: ★

Characters remaining: 2048 *(2048 max)*

Attachments ▼

⬆ **Upload**

📎

Drop files here

or use the Upload button to attach, up to 100 MB per file.

File Name   Delete

Submit   **Close**