



Employee Guide to Self-Service



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First-time users

Go here for the steps
to set up your account



Logging In

Employee Self-Service (ESS) allows you to log in and access your pay stubs and W-2s/1099s whenever you need them.

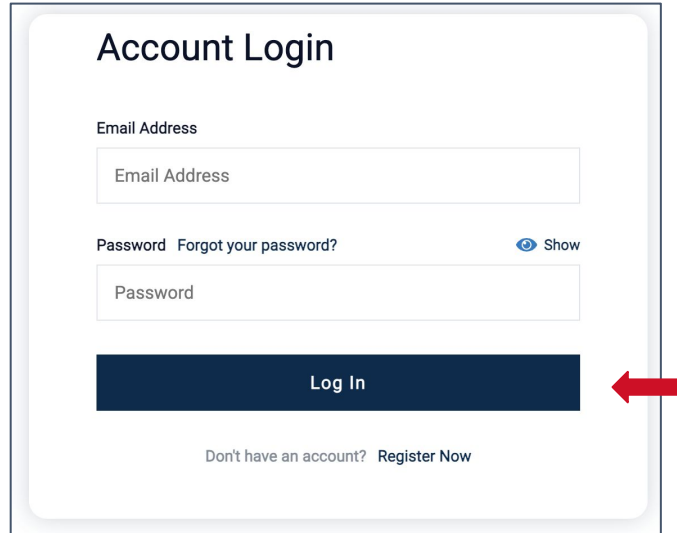
Pay stubs will be available to view as of each check date that you were paid. W-2s/1099s will be issued for each year you received wages and will be available by the end of January the following year.

How to access your ESS account

1. Go to app.auris.io/ess/ to log in.
2. Enter the associated email address and password.
3. Select the *Log In* button.

First-time users

Go to the [Set Up Your Account](#) section to get started.

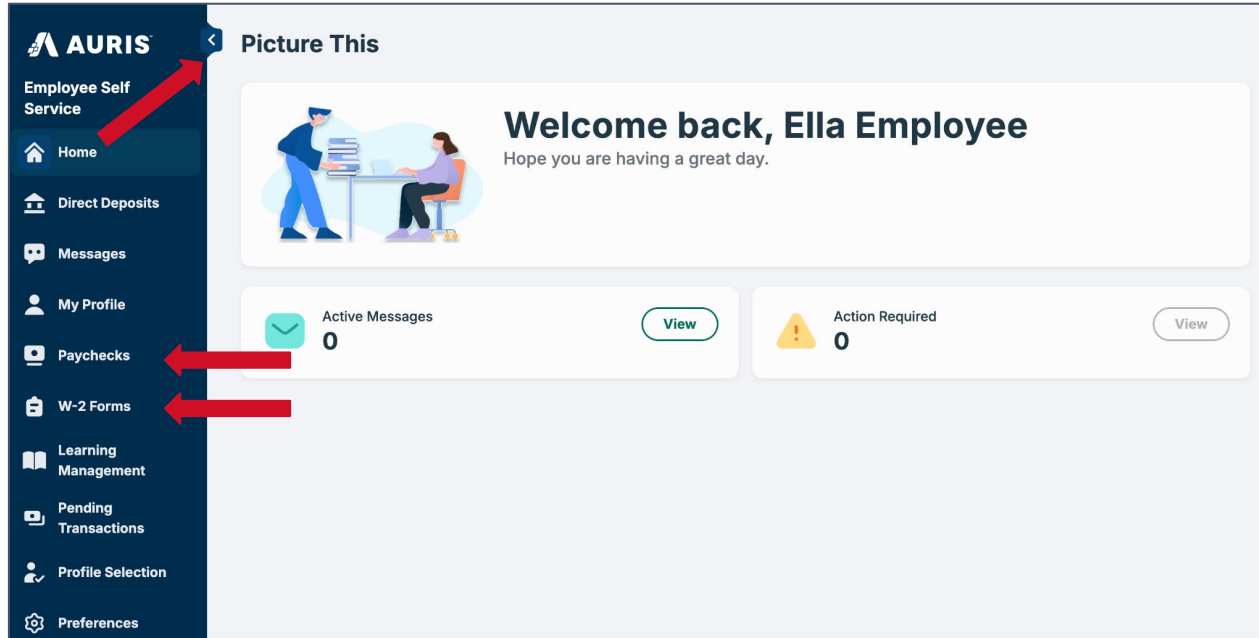


The screenshot shows a web form titled "Account Login". It contains two input fields: "Email Address" and "Password". Below the "Password" field is a link "Forgot your password?" and a "Show" button with an eye icon. A dark blue "Log In" button is positioned below the input fields. A red arrow points to the "Log In" button. At the bottom of the form, there is a link "Don't have an account? Register Now".

Home

You will be taken to the *Home* screen once you have logged in. From here, you can view your pay stubs as well as your W-2s (once available):

- Select *Paychecks* to view current and past pay stubs.
- Choose *W-2 Forms* to see current and past W-2/1099s.
- Collapse the Navigation Menu by choosing the Blue [<] icon.
-



Paychecks: View Your Pay Stubs

When you select the *Paychecks* option from the left menu, the bottom half of the screen will show all pay stubs you have available to view. The most recent stub shows at the top of the list.

To print a pay stub, select the *Pay Stub* link for the desired date. When the preview window appears, select *Download*. Your check will be viewed as a PDF file. You can print or save it.

AURIS

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Picture This

Paychecks

Wage Information

Type

Salary

Frequency

Bi-Weekly

Legal Company

Picture This

Rate / Salary

\$1,000.00

Understanding Your Paycheck

My Paychecks

Filter

02/28/2025

05/22/2026

Zero Checks

Date

Check

For

Gross

Net Pay

Check Amount

Pay Stub

☐

05/22/2026

1084

Regular Check

\$1,000.00

\$829.28

\$829.28

Pay Stub

☐

05/08/2026

1080

Regular Check

\$1,000.00

\$829.28

\$829.28

Pay Stub

Choose the *Pay Stub* link.

Download

CheckStubReport_.pdf

1 of 1

Search

Pay Stub

Employee: [Name]

Employer: [Company]

Period: [Dates]

Gross Pay: [Amount]

Net Pay: [Amount]

Check Amount: [Amount]

Download

Select the *Download* button in order to print/download your pay stub.

5

W-2 Forms: View W-2 or 1099 Forms

When you choose *W-2 Forms*, you will see a *View PDF* option for each year a W-2 and/or 1099 was issued to you.

 A W-2 will not be available to view until your company has processed the last payroll for the year and Auris has completed your company's year-end tax filing.

To print a copy, select the *View PDF* option on the right side of the screen. When the preview window appears, choose the *Download* option.

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Picture This

W-2 Forms

Tax Information

Fed Filing

Single

Fed Exempt

3

Location

NE1330978

State Filing

Single or Married With Two or More Incomes

State Exempt

3

School District

n/a

W-2 Instructions for Employees

W-2 Forms

A W-2 tax form shows important information about the income you've earned from your employer and the amount of taxes withheld from your paycheck.

2025

View PDF

Employee W2 Report_.pdf

1 of 2

Download

Copy 1-To Be Filed With Employee's Federal Tax Return

Employee's social security number	71211-75	Amount earned	893.45
Employee's federal tax ID number	6877-75	State income tax withheld	461.55
Employee's federal tax ID number	71211-75	State income tax	103.27

Employee's name, address, and ZIP code

Head/Lead Name

7121 NW 15th St

OKlahoma City, OK 73114

Control number

Employee's name, address, and ZIP code

Head/Lead Name

7121 NW 15th St

OKlahoma City, OK 73114

Copy 2-To Be Filed With Employee's State, City, or Local Tax Return

Employee's social security number	71211-75	Amount earned	893.45
Employee's federal tax ID number	6877-75	State income tax withheld	461.55
Employee's federal tax ID number	71211-75	State income tax	103.27

Employee's name, address, and ZIP code

Head/Lead Name

7121 NW 15th St

OKlahoma City, OK 73114

Control number

Employee's name, address, and ZIP code

Head/Lead Name

7121 NW 15th St

OKlahoma City, OK 73114

W-2s will appear here, as they become available.

Select Download to view, print, or save your W-2.

Enhanced Features

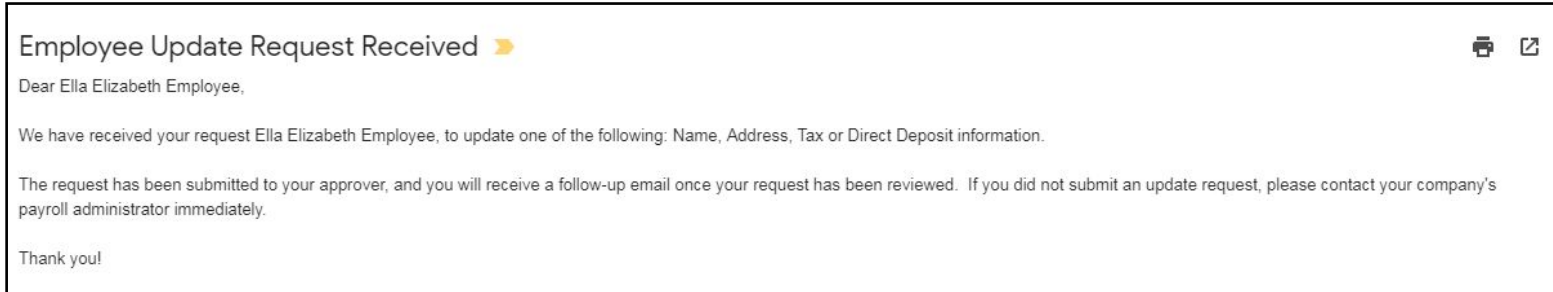
Enhanced Employee Self-Service features allow employees to submit Update Requests for Name, Address, Tax, and Direct Deposit information. *(Optional, based on company preference.)*

For Enhanced Employee Self-Service features, your menu will contain additional options, *Employee Updates* or an Edit Pencil icon, where you can edit your information to submit an update request. You will receive an email when your update request is received, and a second email once your approver verifies your information.

Information Needed to Submit an Update Request: Your company policy may require specific information to verify and approve your update request. Please see your payroll administrator regarding your company's policy.

Update Request Verification Process: Your request will be submitted to your assigned approver at your company for verification before the change to your information becomes active.

Review and Confirmation: Your approver will review per your company's guidelines and accept or reject the information.



My Profile: Name/Address Updates (Enhanced Feature)

If your company has enrolled in the Enhanced Employee Self-Service features, you will be able to select the pencil icon to submit an update request. You will receive an email when your update request is received, and a second email once your approver accepts or denies your updates.

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Employee Self Service

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- Messages
- My Profile**
- Paychecks
- W-2 Forms
- Learning Management
- Pending Transactions
- Profile Selection
- Preferences
- Logout

Picture This
My Profile

Ella Employee
SSN: XXX-XX-6682
Date of Birth: November 7, 1991
Marital Status:

Address

Address 1
15 Knight Lane

Address 2
N/A

City
PAWNEE CITY

State
NE

Zip
68420

Tax

Fed Filing
Single

State Filing
Single or Married With Two or More Incomes

Fed Exempts
3

State Exempts
3

Res Location
NE1330978

Contact

Personal Email
N/A

Office Phone
N/A

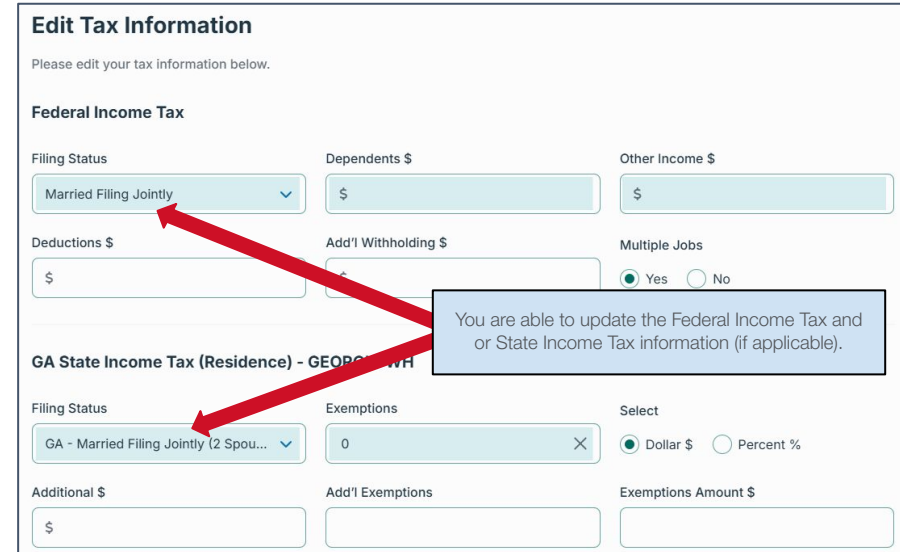
Mobile Phone
N/A

The pencil icon will allow you to make changes to your personal employee information.

Select *My Profile* to edit the Personal or Address fields.

My Profile: Tax Updates (Enhanced Feature)

If your company has enrolled in the Enhanced Employee Self-Service features, you will be able to select the pencil icon to submit an update request. You will receive an email when your update request is received, and a second email once your approver accepts or denies your updates.



Direct Deposits: Update Requests (Enhanced Feature)

If your company has enrolled in the Enhanced Employee Self-Service features, you will be able to select the pencil icon to submit an update request. You will receive an email when your update request is received, and a second email once your approver accepts or denies your updates.

The screenshot displays the AURIS Employee Self-Service interface. On the left is a dark blue sidebar with the AURIS logo and the text 'Employee Self Service'. Below this are navigation links: 'Home', 'Direct Deposits' (highlighted with a red arrow), 'Messages', 'My Profile', 'My Checks', 'Pending Transactions', 'Profile Selection', 'Preferences', and 'Logout'. The main content area has a light blue header with a back arrow and the text 'Picture This'. Below this is a section titled 'Direct Deposit Settings' with a bank icon and the text 'Adding or editing a direct deposit account is only available with Enhanced Self-Service. Please reach out to your employer for further assistance.' To the right of this section is a green button labeled 'Add New Account' with a red arrow pointing to it from a callout box. Below the settings section is a card titled 'Ella's Bank Account' with a yellow bank icon. Inside the card, there is a table of account information: Status (Active), Account Type (Checking), Amount (n/a), and Account # (XXXXX6789). A pencil icon is located to the right of the account information, with a red arrow pointing to it from a callout box. At the bottom of the card, there is a partially visible table with columns for 'Account #', 'Routing #', and 'Bank Name'. A callout box points to the 'Direct Deposits' link in the sidebar, and another callout box points to the 'Add New Account' button. A third callout box points to the pencil icon, and a fourth callout box points to the bottom of the page.

Choose *Direct Deposits* to edit your banking information.

Choose the *Add New Account* button to add a new direct deposit.

Select the Pencil icon to edit the active banking information.

See the next page for a glossary of Direct Deposit options.

Direct Deposit Updates – Details of Options

Status: Active, Prenote, or Inactive. Always choose *Prenote* for brand new direct deposit accounts. This sends a test file to verify your account information to ensure that the direct deposit will be successful. Once your direct deposit request has been approved by your company, the prenote process can take up to 2 check dates for the direct deposit to become active. You will receive a live paycheck when the account is in *Prenote* status.

Account Type: This is the *ACH* account type used for direct deposits. Verify the account type with your financial institution if unsure of the type of account for direct deposit purposes.

Sequence:

1, 2, 3, (Numbers): Used for partial direct deposits. Sequence in the order of importance. (Example: Account 1 will receive funds first, then Account 2, etc.)

Remaining Net: Used in two scenarios -

1. Most Common: One direct deposit account for entire Net Pay.
2. 💡 Last account to receive remaining Net Pay after the partial 1, 2, 3, etc. direct deposits.

Amount or Percent: For partial direct deposits, designate either a dollar amount or a percent of your Net Pay to be deposited to this account.

Routing Number: Number used by your bank to accept external direct deposits. It could be labeled *ACH* Routing Number. Verify with your financial institution.

Account Number: Account number used by your bank to accept external direct deposits. Verify with your financial institution if needed.

Description: This optional description provides a label for the account to make it easy to identify when there are multiple accounts being used.

**Your company may require additional forms to verify/approve your direct deposit change. Please see your payroll administrator regarding your company's policy.*

Profile Selection – Multiple Companies

If you work for multiple companies who process payroll with Auris, you can access your information with each business using the Profile Selection screen. Select other profiles here to switch between companies.

*You must use the same email address across all accounts to be able to switch profiles.

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Picture This
Profile Selection

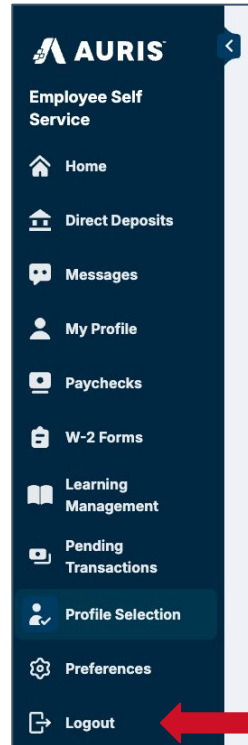
Select a Profile to Log Into
You have multiple profiles associated with: [email@address.com](#). Please select the profile you wish to use below.

Available Profiles [Add Account](#)

Client Name	Name	Work Location	Client Code	Last Login
Picture This	Ella Employee	1 - FREMONT, NE	MBV2DOCST	May 27, 2026, 3:29:43 PM

Logout

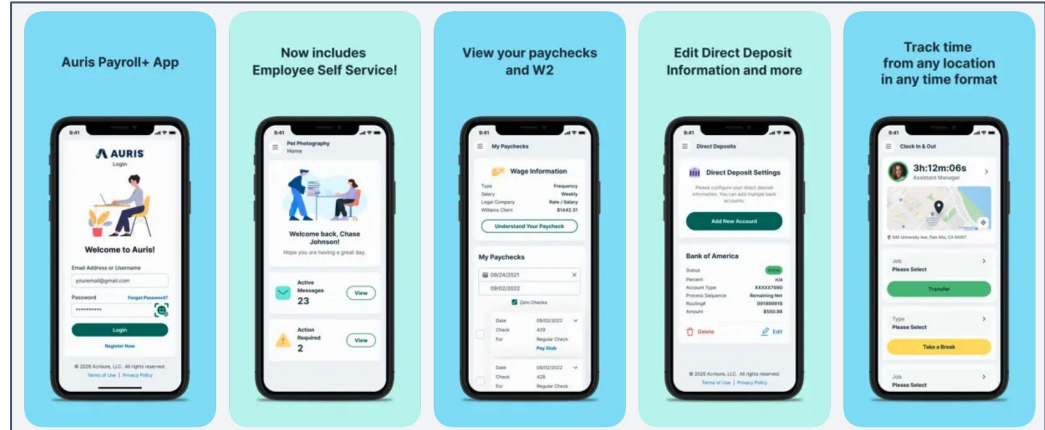
When you have completed using the Self-Service site, select *Logout* on the bottom, left portion of the screen.



To login after registering, access the mobile site:
app.auris.io/ess/

Or download the
Auris Payroll+ app:

IOS: [Apple App store](#)
Android: [Google Play](#)



Self-Service Frequently Asked Questions (FAQ)

Forgot your password? You can reset your password on the login screen by choosing the *Forgot your password?* link.

Are you locked out? Successive attempts lock the account for longer time periods. Wait for at least 30 minutes, and reattempt or select *Forgot your password?* on the login screen to create a new password.

Can't find your registration email? Navigate to app.auris.io/ess/ and choose the *Register Now* link to set up your password and Multi-Factor Authentication (MFA). Your username is the email address that your employer used to set up your access. It could be either a work email address or a personal email address.

Is the MFA going to be required every time I log in? Users will only be required to re-authenticate every 45 days if the box is checked next to *Don't ask me again for 45 days on this browser*. Users will have to authenticate all new devices or when the cache/cookies have been cleared from the current device.

Need to change your MFA option? Whether you changed cell phone numbers or you'd like to change your authentication option (App or Text), please contact your employer. They can reset your MFA Factor. The next time you log in, our system will prompt you to set up MFA again, allowing you to change numbers or methods.

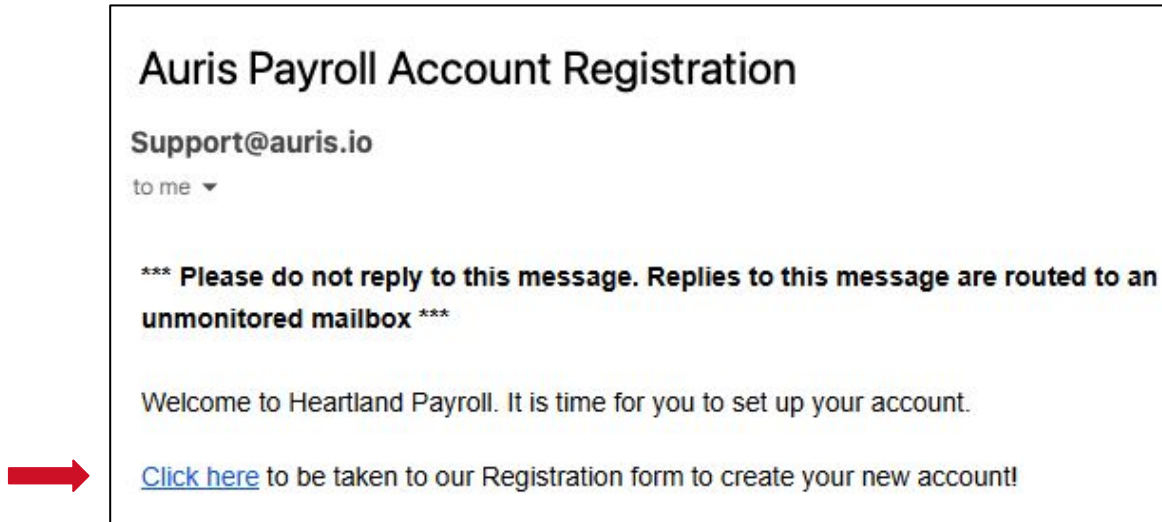
Need to change your email address? Provide your new email to your employer and request that your profile be updated so you can use it for Self-Service. Once your profile is updated, you will receive an email to complete the registration process using your new email address.

Please contact your employer for further assistance. The Payroll Specialists at Auris are not authorized to speak with employees directly.

Set Up Your Account

Once your employer has set you up as a Self-Service user, you will receive an email to set up your account.

Select the link in the email to start the one-time registration process.



Set Up Your Account

Enter your *Email Address* and choose *Send Verification Code*.

Ready to get started?

First let's verify your email address.

All fields are required.

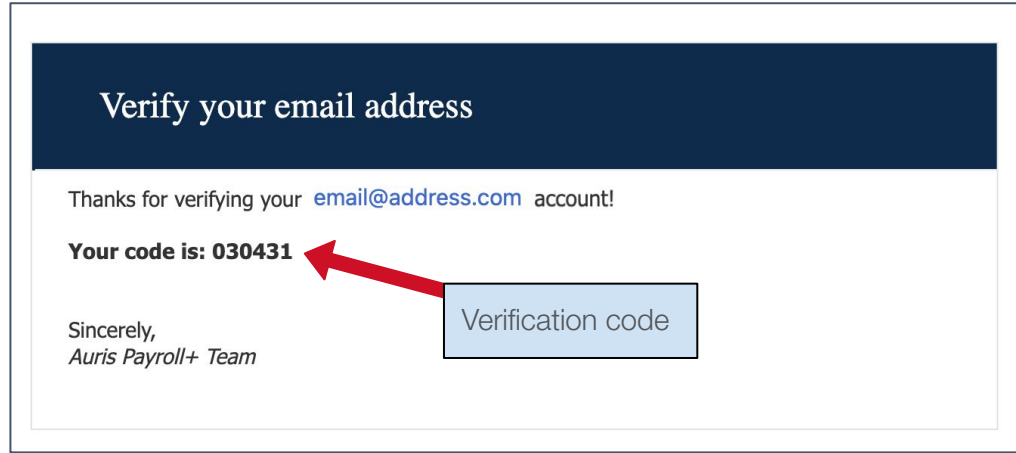
Email Address

Send Verification Code



Set Up Your Account

Check your email associated with your account to get the code.



Set Up Your Account

Enter the verification code from the email and select *Verify Code*.

Ready to get started?

First let's verify your email address.

All fields are required.

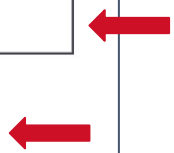
Verification code has been sent. Please copy it to the input box below.

Email Address

Verification Code

Verify Code

Didn't get a confirmation code? [Send New Code.](#)



Set Up Your Account

Enter your first name, last name, create a new password, and select *Register Now*.

Ready to get started?

Great! Now let's continue with your registration.
All fields are required.

E-mail address verified. You can now continue.

Email Address

Change e-mail

First Name

Last Name

New Password

[Show](#)

Confirm New Password

[Show](#)

For your security we require a strong password.

Must be 8-16 characters
One lowercase letter
One uppercase letter
One number
One special character



Set Up Your Account

Select *GET STARTED*.



Add extra security with Multi-Factor Authentication

With multi-factor authentication (MFA), even if someone guesses your password, they won't be able to sign in as you.

 [GET STARTED](#)

THE BENEFITS OF MULTI-FACTOR AUTHENTICATION



Extra protection

When you sign in or enter a secured area we will challenge you to verify your identity.



Multiple authentication methods

Have verification codes sent to your phone or verify with a security app of your choice.

Set Up Your Account

Choose one of the authentication options (app or text) and follow the on-screen instructions to set up Multi-factor Authentication (MFA), which is an extra layer of security for your account.

Option 1: Text Message (SMS)

Receive a code via text to your mobile device. Enter your Phone Number and choose SEND CODE. Text will say, "Use verification code ##### for Auris authentication."

With multi-factor authentication (MFA), even if someone guesses your password, they won't be able to sign in as you.

☐		Authenticator App (Authy, Google Authenticator, etc.)	Enabled
Retrieve codes from an authentication app on your device, like Google Authenticator, Authy or Microsoft Authenticator.			
☒		Text Message (SMS) (Standard message rates apply)	Optional
Receive a text message to your mobile device when signing in.			



What Phone Number would you like to use?
Enter a phone number below that we can send a code to via SMS to authenticate you.

Country Code

United States (+1) ▼

Phone Number

Message and data rates may apply.

[I want to set up a different method](#)

SEND CODE

Set Up Your Account

Enter the code sent to the phone number entered. Choose *VERIFY* to complete the one-time setup process. You will automatically be logged into your ESS account.



Let's secure your account

Logging In After Registering
See the [Logging In](#) section.



Verify your code

Enter the security code sent to1715

Didn't get a confirmation code? [Resend](#)





Verify

[I want to set up a different method](#)

Set Up Your Account

Option 2: Authenticator App

Follow the on-screen instructions to download the [Authy](#) (Mobile), [Microsoft Authenticator](#) (Mobile), or [Google Authenticator](#) (Mobile) app, enter the code, and select **VERIFY**.



Step 1: Download an authenticator app
Download and install any authenticator app you prefer on your phone.

 [Authy](#) (Mobile)  [Microsoft Authenticator](#) (Mobile)
 [Google Authenticator](#) (Mobile)

Step 2: Scan the QR Code or enter code below
Open the authenticator app and scan the image below using your phone's camera.



D6XIXCPOGX4XYUN5YVI2GFWPWF5HVN

Step 3: Verify your code
Enter the 6-digit verification code generated

1. Select the authenticator app preferred.

- Authy
- Microsoft Authenticator
- Google Authenticator

2. Scan your QR code

Open the authenticator app and scan the image with your mobile phone.

3. Verify your code

Enter the 6-digit verification code

4. Select **VERIFY**

This completes the one-time setup process!

App Verification Code:

The app verification code refreshes every 30 seconds.