

Did you know that you can access your personal information electronically through Employee Self-Service (ESS)? You can view and print your paycheck stubs. You can also view your address, salary, taxes and other deductions. Follow the steps below to view this information.

1. Visit www.scionsource.com
2. Enter your User ID and Password.

Your User ID is the letter “s” followed by your first initial, last name and the last four digits of your social security number. For example, Jane Doe with Social Security number 123-45-6789 would use “sjdoe6789” as her User ID.

Your Password is your birth date entered in the following format: mmddyyyy. For example, if your birth date is January 3, 1962, your Password would be “01031962”.