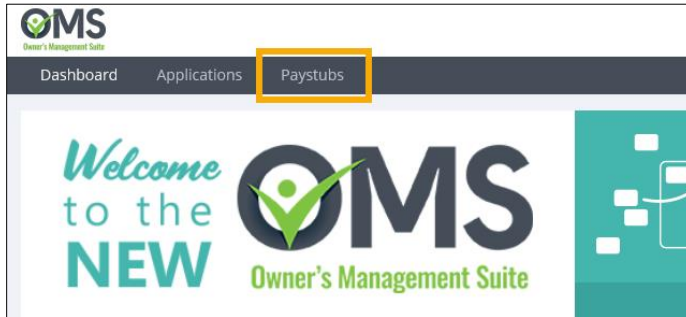


Online Pay Stub Enrollment Guide – Associates with Network ID

For users with a Compass Group network ID, pay stubs will be available in the following locations using their current Owner's Management Suite credentials.

1. Owner's Management Suite (OMS) at CompassManager.com under the Paystubs tab
2. On a mobile device through Employee Self Service (ESS) at ESS.CompassAssociate.com under the More tab



Please email Shared.SmartLabor@compass-usa.com if you have any questions.

FAQ's

1. Who can access online pay stubs?

Only active associates in deployed sectors can view pay stubs online through OMS/CAP/ESS.

2. Is my pay stub secure?

Yes, all files are encrypted. To view or download your paystub, you must enter an 8 digit passcode made up of the last 5 digits of your SSN, the 2 digit month of your birth, and the first letter of your last name in uppercase. Example: SSN = 543-21-2345, Birth Month = January (01), Last Name = Smith – **1234501S**

3. Can I print my pay stub?

Yes, you will have the ability to view or print your pay stub. Please notify your manager if you do not have access to a computer with an internet connection and a printer so that they can assist you in printing your pay stub.

4. What if my pay stub is incorrect?

Please contact your manager for assistance.

5. What if I forgot my password?

When logging in, there is a Forgot Password link which will prompt you to answer your security questions set up at the time of enrollment. If you cannot remember the answers to the security questions, you can contact the 1.877.311.4747, option 6 for Payroll and then option # for W2s. You will be asked to verify your identity with your name and last 4 digits of your SSN and can then specify the help needed for online pay stubs.