

# Etrieve by Softdocs

## Employee Self Service Module

### How to log in to the Employee Self-Service (ESS)

#### Step 1:

Type the following link in your browser:

[tftcentral.etrieve.cloud](http://tftcentral.etrieve.cloud)

**\*Supported browsers:**

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Safari (Mac/iOS)



## Step 2:

Once your browser displays the Etrieve Central Login Page (see image above), enter your username and password.

**Username:** firstname.lastname (Ex: john.smith)

**Password:** firstname.lastname\*EmployeeID (Ex: john.smith\*1234)

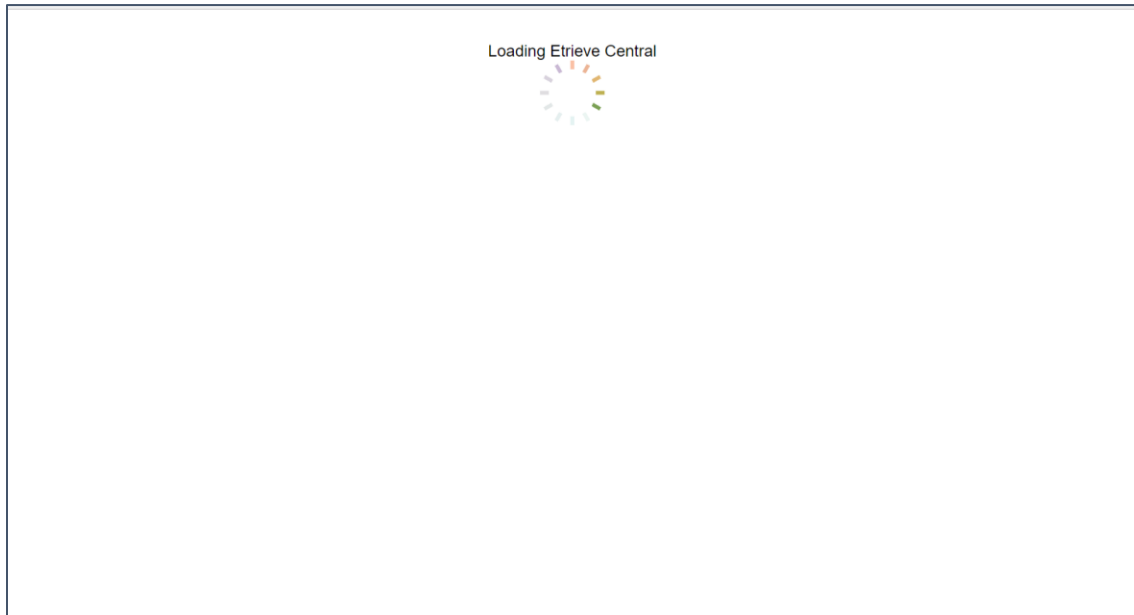
**\*The password is case sensitive. First name and last name should be ALL lowercase. Employee ID's should consist of four numerical digits.**



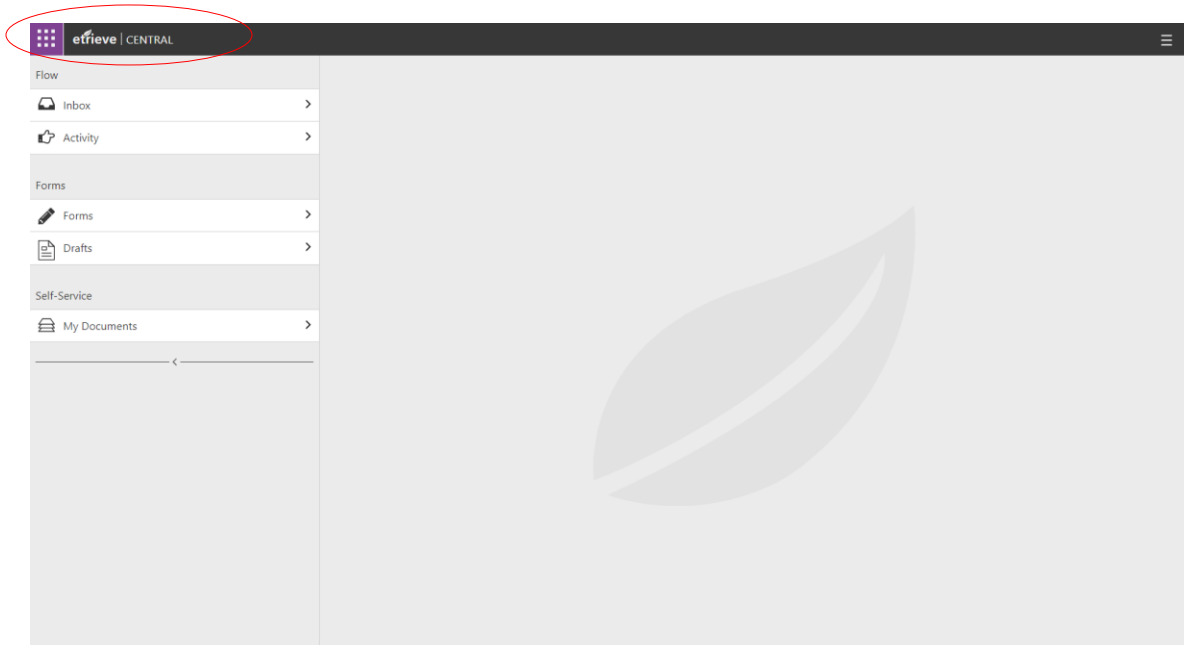
## Step 3:

Click “Sign-In”

You will see two screens. The first screen is the loading screen.

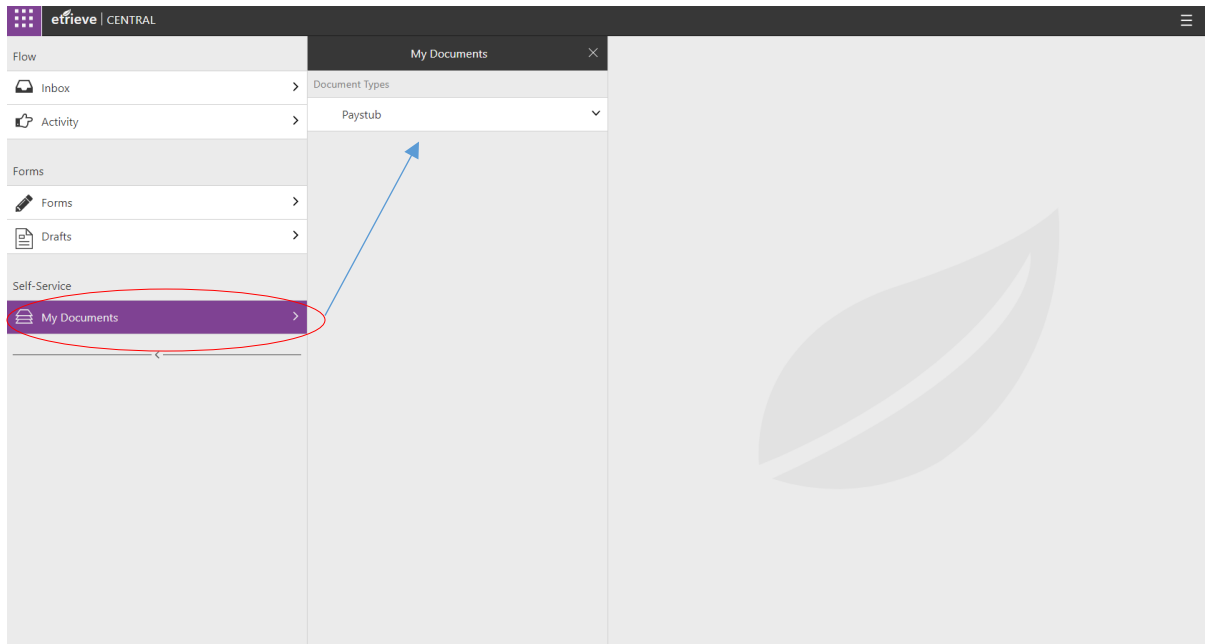


The next screen is Etrieve Central.

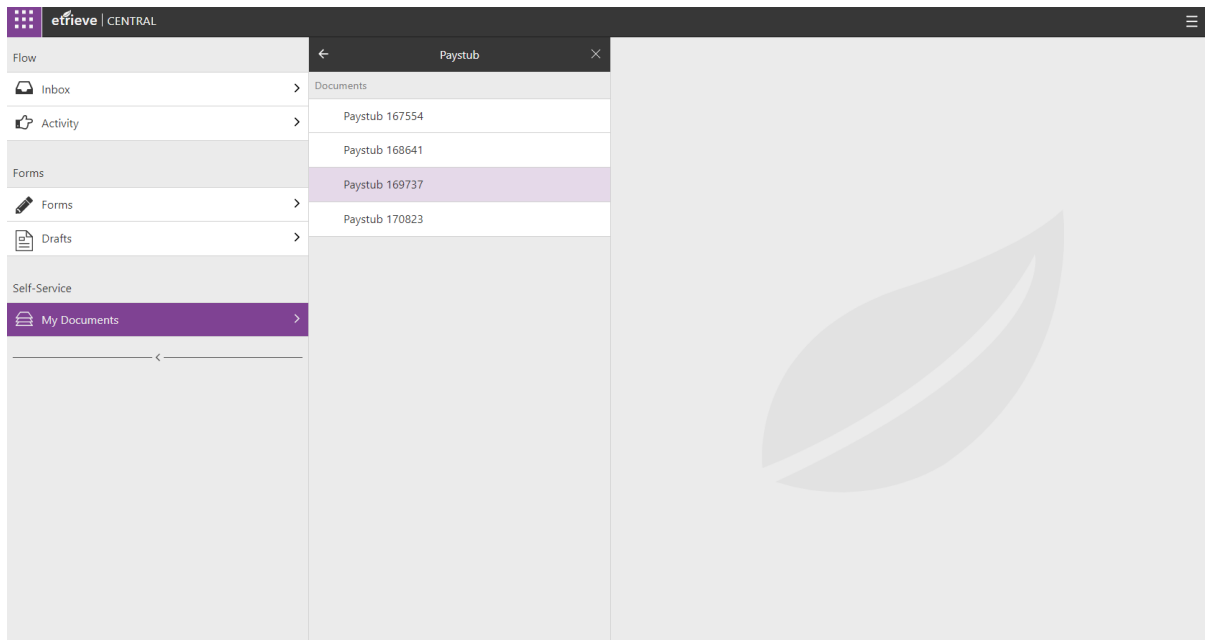


## How to Navigate the Employee Self-Service (ESS)

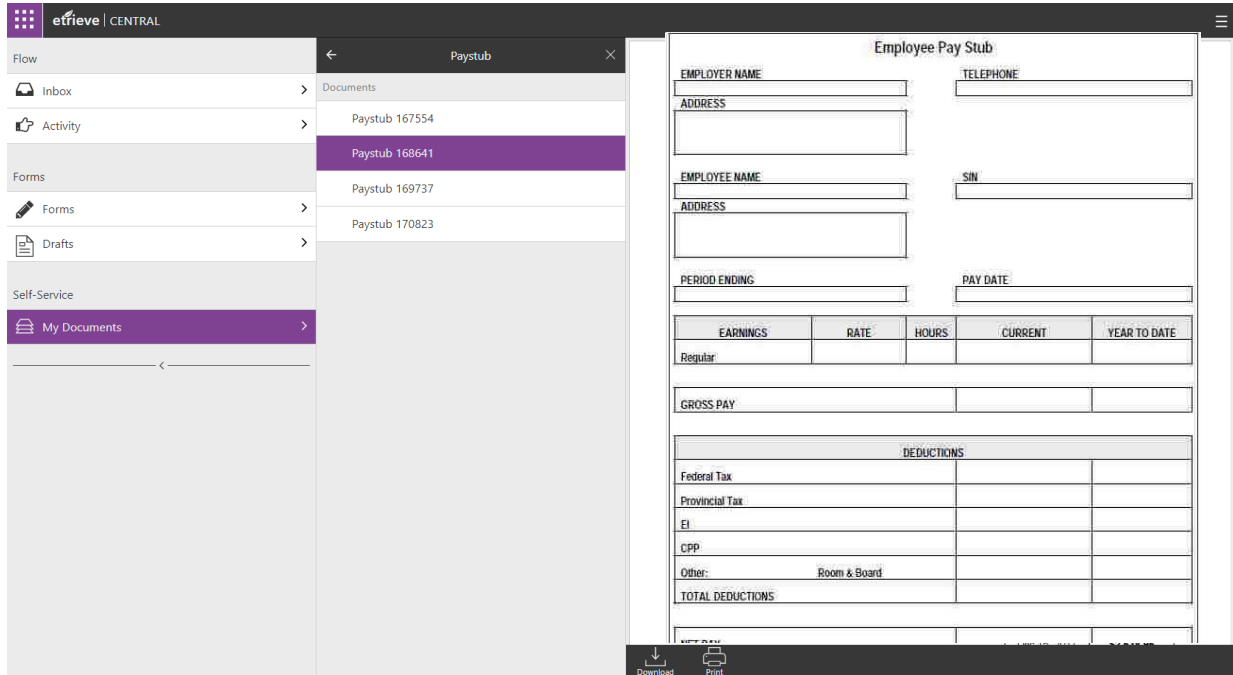
Once logged in, you should be able to view your Paystubs and W-2 by clicking, “My Documents”.



Click the drop-down arrow and a list of your documents will be displayed.



**Click a document from the list to open it.**



**You can download or print the document. When you are done viewing the document, select another document to view or click the “X” to close the “My Documents” tab.**

**ESS Forms are also available at this time. You can access them by clicking on the “Forms” tab.**

**At this time, only use forms that are listed under Employee Self-Service.**

