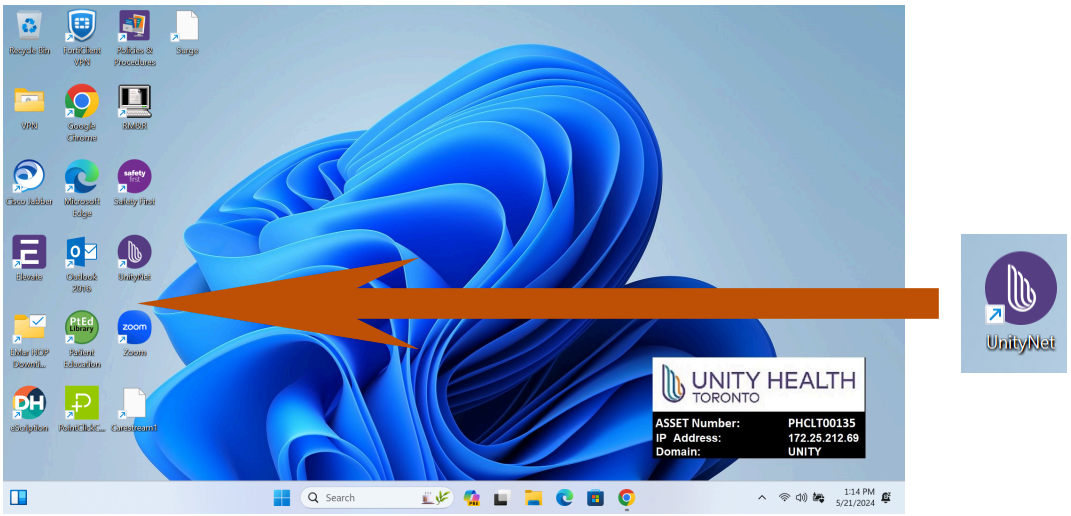
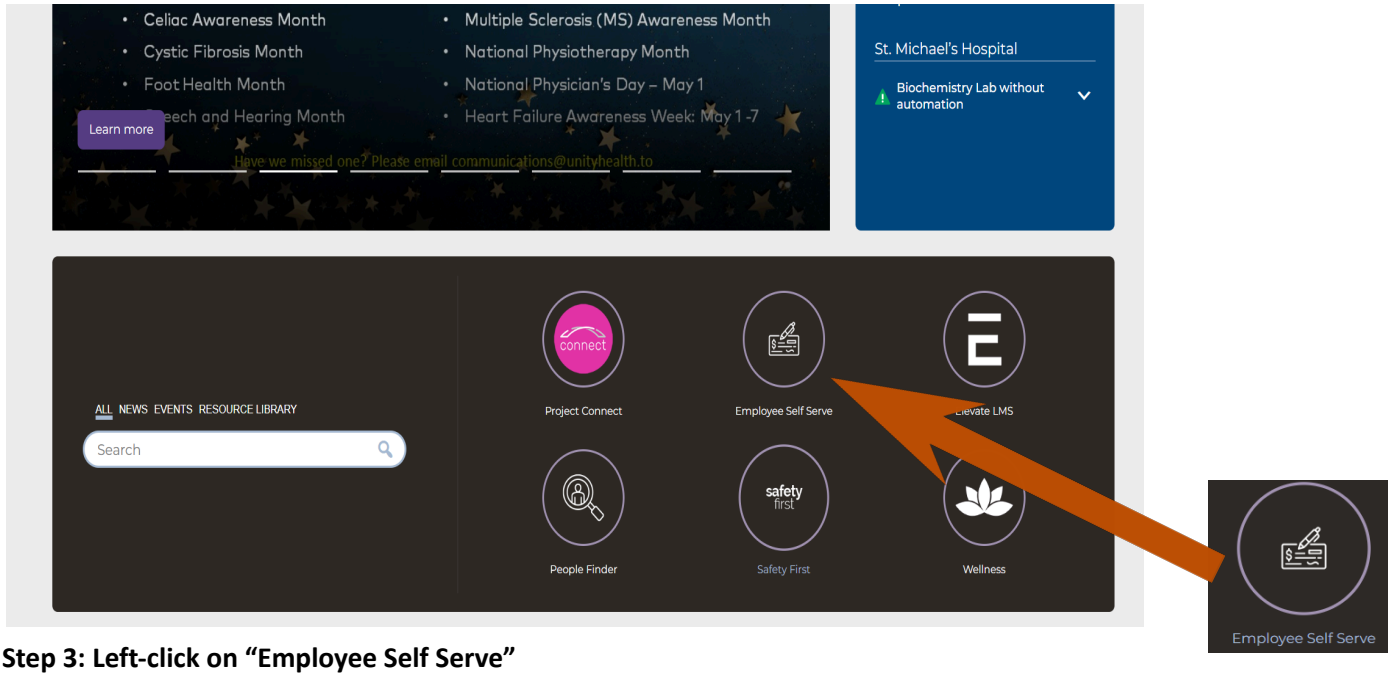
Short Guide: Accessing Paystub and Vacation Balances

Step 1: Double left-click on the UnityNet icon or use the following URL https://unitynet.unity.local/



Step 2: Scroll down to UnityNet's Icons



Step 3: Left-click on "Employee Self Serve"

Step 4: Enter your Username and Password to log in

Sign in with your organizational account

someone@example.com

Password

Sign in

To sign in, use your network user name in the form of

prc_username_ or
stjoe_username_ or
smh_username_ or
unity_username_

Example: unity\smithj

NOTE:
If you are unable to log in with **unity**_username_ please try using your original site specific account using the same password. For example, if **unity\smithj** fails to login, the alternate site account might be **smh\smithj**.