

Feature Summary:

You are now able to access your past pay slips and W-2 forms using the County's Self Service after leaving employment.

You must have a personal email address on file with Loudoun County to use this service. (NOT a @Loudoun.gov email.) If your personal email is not already loaded into the County's Oracle system, please reach out to HR at HR@Loudoun.gov or 703-777-0213 and provide your personal email.

To register and gain access, please follow along with the example below.

Step 1: Registration

Visit https://ebsprdex.loudoun.gov/OA_HTML/AppsLocalLogin.jsp and select "Register Here" as shown below.

The image contains two screenshots of the Oracle login interface. The first screenshot, labeled with a red '1' in a box, shows the main login page. It features a dark blue header with the 'ORACLE' logo. Below the header is a white login form with fields for 'User Name' and 'Password', and buttons for 'Log In' and 'Cancel'. Below the login form are links for 'Login Assistance' and 'Register Here'. At the bottom of the form are 'Accessibility' and 'Language' dropdown menus. A red arrow points from the '1' box to the 'Register Here' link. The second screenshot, labeled with a red '2' in a box, shows the 'Registration Details' page. It has a dark blue header with the 'ORACLE' logo. Below the header is a white form with fields for '* Email:', 'First Name:', and 'Last Name:', and a 'Submit' button.

Hit **Submit** after entering your personal email, First Name, and Last Name. You will receive a confirmation statement followed by an email. If your name and email address do not match what's on file, you will receive an error message.

An email with your username and password will be sent shortly. Please be sure to check your spam folder if you do not see it within **15 minutes**.

Step 2: Log In & Update Password

When you receive the email, you may use the provided link to open a new tab and log in. Please copy and paste the password to ensure no errors. Your username will be your email address.

User Guide: Former Employee Access to Pay Slips and W-2 Forms

From: Workflow Mailer <wf_ebs_dev@loudoun.gov>
Sent: Tuesday, October 4, 2022 4:42 PM
To: Test, Johnny
Subject: For Your Information: Account Request 00000 for Johnny Test has been approved

To **Test, Johnny**
Sent **10/04/2022 16:41:32**
ID **00000000**

Your request to access your Loudoun County Payslip's and W2's have been approved. Please use the following information to gain access to your account:

User Name : JTEST@EMAIL.COM
Temporary Password : 3H62CK530!
Login URL : https://ebsdevext.loudoun.gov/OA_HTML/AppsLocalLogin.jsp

https://ebsprdex.loudoun.gov/OA_HTML/AppsLocalLogin.jsp

When you first log in using the email generated password, you will be prompted to reset your password. Once your password has successfully been reset, you will be taken to the page below. First select the relevant Organization (Loudoun County BG), then Reports type (Employee W2 or Payslip) to see your information.

The screenshot shows the 'Ex-Employee Self-Service' web application interface. The top navigation bar is dark blue with a hamburger menu icon on the left, the text 'Ex-Employee Self-Service' in the center, and icons for a star, settings, and a notification bell on the right. The notification bell has a yellow circle with the number '1'. To the right of the notification bell, it says 'Logged In As' followed by a blacked-out name and a power button icon. Below the navigation bar, the main content area has a white background. At the top of this area, it says 'Ex-Employee Name:' followed by a blacked-out name. Below that, there are two dropdown menus. The first is labeled 'Organization' and has 'Loudoun County BG' selected. The second is labeled 'Reports' and has 'Loudoun County BG' selected.

You can search for a specific paycheck by either date range or from the dropdown menu.

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Ex-Employee Name: [REDACTED]

Organization

Reports

Ex-Employee Payslip Region

From Date To Date

Choose a Payslip 

- 08/12/2022 - - Check 1
- 07/29/2022 - - Check 1
- 07/15/2022 - - Check 1
- 07/01/2022 - - Check 1
- 06/17/2022 - - Check 1
- 06/03/2022 - - Check 1
- 05/20/2022 - - Check 1
- 05/06/2022 - - Check 1
- 04/22/2022 - - Check 1
- 04/08/2022 - - Check 1
- next 10 ..


Click on the Adobe Document image to pull up the document

Ex-Employee Name: [REDACTED]

Organization

Reports

Ex-Employee W-2 Region

Select Organization/Year 

FAQs:

1. My email address changed, what do I do?
Contact Human Resources at either HR@Loudoun.gov or 703-777-0213 to update your email address. Once your email has been updated, you will need to re-register following the steps above.
2. I'm getting an error message logging in; how can I access my old paystubs?

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Contact Human Resources at either HR@Loudoun.gov or 703-777-0213 so we can work with you to gain access to the system.

3. I've forgotten my password, how do I regain access to my account?

Contact Human Resources at either HR@Loudoun.gov or 703-777-0213 so we can work with you to regain access to the system.