

How to Access Your Paystubs from Home

Access is available from your home computer, home laptop, and iPads. Access from smartphones/cell phones is NOT supported at this time.

All browsers are supported such as Internet Explorer, Chrome, Safari, etc.

1. Go to the Genesis web site: www.genesishcs.org
2. On the bottom of the page, click on For Employees

About Genesis HealthCare System

[About Us](#)

[Awards and Accreditations](#)

[For Employees](#)

[News & Publications](#)

3. Click if you are an Employee or Physician

For Employees and Physicians

Genesis employees and physicians who are on the road or working from home are able to connect to employee-accessible accounts such as iGenesis, Genesis Web Mail, Epic, myNetLearning, Health Risk Appraisal, Employee Space, and Optilink. Please choose to access as an Employee or Physician below.

For help with accessing the Genesis portals, please call the IT Service Desk at [\(740\) 454-4330](tel:7404544330).

[Employees](#)

[Physicians](#)

4. Click on the link to access **Access From Home**

Welcome to the Genesis Employees' section of the Genesis website. This area is dedicated to employees of Genesis.

Access From Home

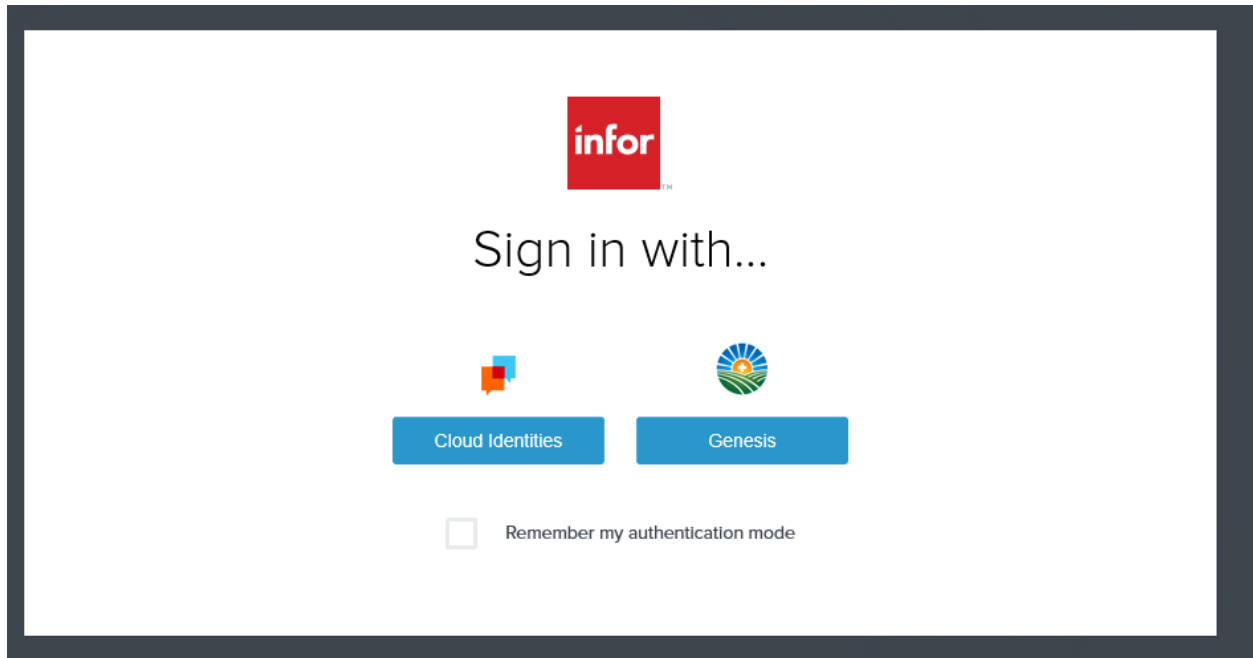
[Employee Space From Home Access](#)

[ScheduleMe From Home Access](#)

[Manager Space From Home Access](#)

[How-to Guide: How to Print Paystubs From Home \(PDF\)](#)

5. This screen will appear. Click the Genesis Logo



6. Log in with your Active Directory username and password. Please use **genesis\username**. These are the same credentials you use to log on to your computer at work.

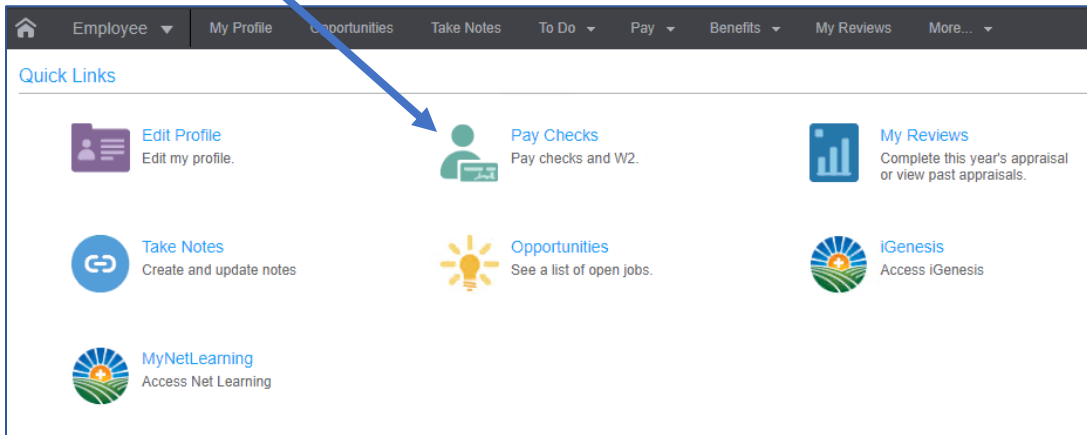


Welcome to iGenesis! Please use genesis\username to login.

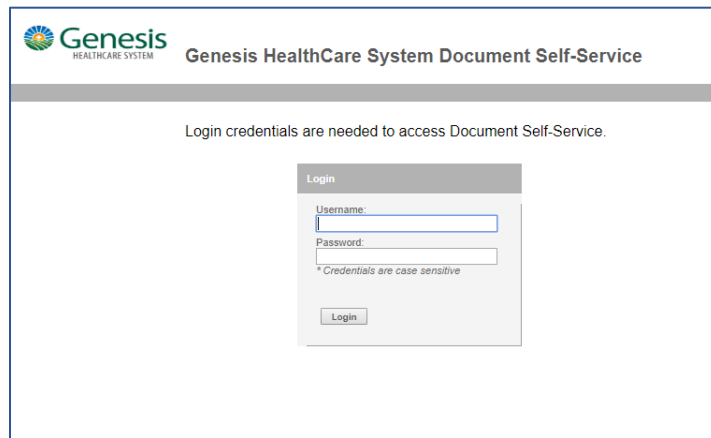
Sign in

Sign-in using your Genesis username and password.
Please call Genesis Helpdesk at 740-454-4330 for assistance.

7. You are logged into Employee Space (and Manager Space for Managers only). You can access all of the functionality, including viewing your pay stub. To view your pay stubs (or W2s), click the Pay Checks icon on the main screen.



8. Once you click “Pay Checks” you will be prompted to log into the pay check website. As before, log in with your Active Directory username and password (these are the same credentials you use to log on to your computer at work).



9. Click the My Paystubs option on the left side of the screen. You will be immediately shown all available pay stubs for the current pay year.






10. Click the magnifying glass next to the pay stub you want to review/print.

My Paystubs Documents

Please click the Preview icon to view your pay stub. If there is a disclosure available, it will display before your pay stub opens the first time. You may review the disclosure in the future by selecting the disclosure link at any time.

[Delivery Options](#)

Filter By Year:

Document Date	Document #	Doc Type	View
9/6/2019	03318566	Direct Deposit	
8/22/2019	03314844	Direct Deposit	
8/9/2019	03311046	Direct Deposit	

How to Print My Pay Stub From Home on My Personal Printer

1. At the top of the paycheck a menu will appear.
2. Click the printer icon within the menu bar.



Genesis HealthCare System Document Self-Service



3. Once you click the printer icon, you will be taken to the print settings screen. Select the appropriate printer, and then click the blue PRINT button.

Print

Total: 1 sheet of paper

Destination

Pages

Copies

More settings

Print using system dialog... (Ctrl+Shift+P)