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
3. Click if you are an Employee or Physician
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.

Password

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.

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.
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.