

# Section 18

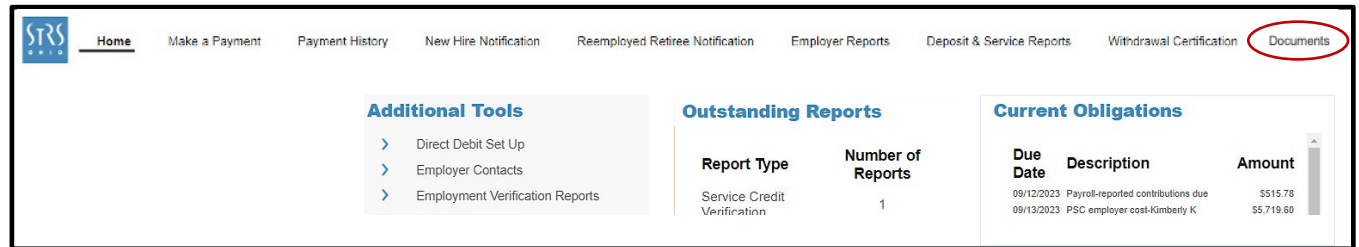
## Documents

You can access some documents that were previously submitted in ESS or mailed directly to you. These documents include new hire and reemployed retiree notifications, *Employer Detail Listings*, employer statements, pay date calendars and GASB schedules.

### Viewing Documents

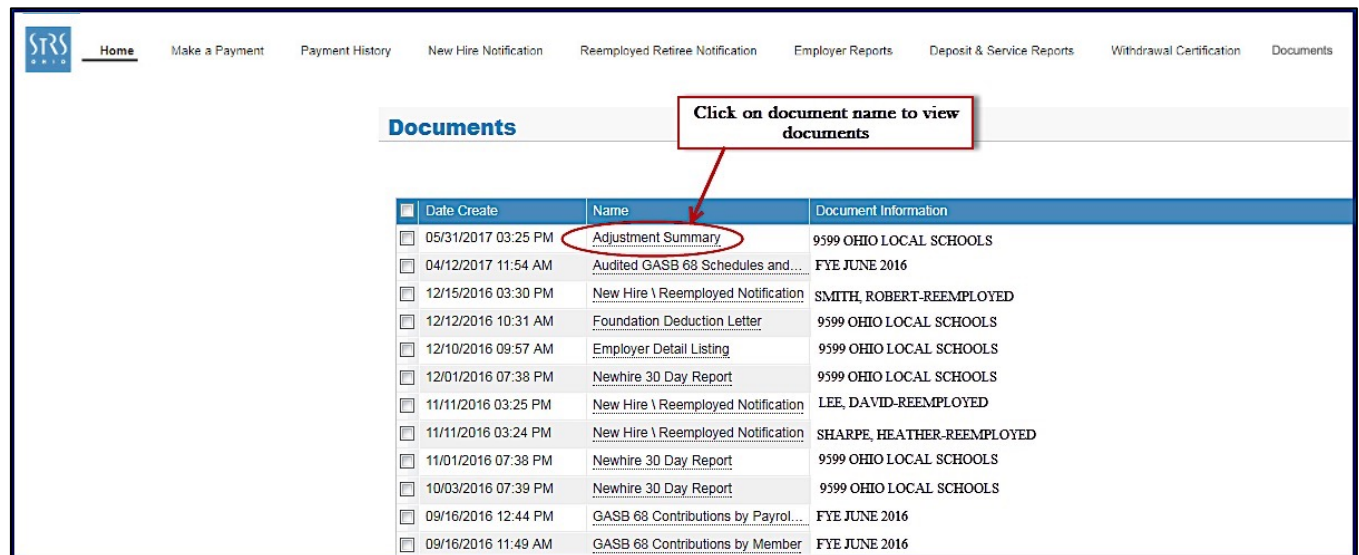
#### Step 1

To access a document, click on “Documents” in the banner menu at the top of the home page.



#### Step 2

In the Name column, click on the name of the document you want to view. A copy of the document will appear.



**Tip!** Click on any column header to sort in ascending or descending order.