Paperless Payroll Access Instructions:

Everyone is automatically enrolled; however, unless you send an email to payroll, you will continue to get your paper copy as well. In order to stop receiving the paper copy (you'll be able to print from the site), you must email your payroll department and request to go paperless.

In order to view your payroll activity on-line please visit the following website and follow the login instructions:

The web address is: https://eservices.paychex.com/secure

- Your Company ID is (0480-4959)

- Your user name is the first initial of your first name and your entire last name (for example, jbean for employee Joseph Bean).

- Your initial password is the first initial of your first name combined with the first initial of your last name, both capitalized, and the last four digits of your Social Security number (For example, using Joseph Bean with a Social Security number of XXX-XX-6677, the password would be JB6677). After logging in for the first time, be sure to change your password.

Upon clicking the Secure Login button, you will enter the Employee Self Service site (the employee tab). Using the left menu links you will be able to view and print your payroll activity, access and print your tax forms, elect to receive an email notification when your paycheck stub is available to view on-line, and change your password.

Paychecks will remain visible for 4 years, even if you are no longer with the company

If you have any questions regarding this service, please do not hesitate to contact your Payroll or People & Culture department. Thank you.