

## Paperless Payroll Access Instructions

Everyone is automatically enrolled. Unless you email our payroll administrator, you will not receive a paper copy.

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). Here you will be able to view and print your payroll activity and change your password. You can select any item by clicking on the left menu links.

In addition, if you would like to receive email notifications every pay day that your paycheck stub is available to view on-line, please request this on the direct deposit form or by sending an email to Sofia Fermin and she will set up this feature for you.

If you have any questions regarding this service please do not hesitate to contact Sofia Fermin ([fermin@avinc.com](mailto:fermin@avinc.com)) at ext. 4243.

Please note:

- **Paychecks will remain visible for 4 years**
- **You can still access them even if you leave AV**