

## **Instructions for Employee Access Online View and Print Pay Stubs**

Effective with the payroll dated February 8, 2010, you will be able to access and view your paystubs and direct deposit stubs online. Effective with the next payroll which is February 22, 2010, employees receiving direct deposit will NO LONGER RECEIVE THEIR PAYSTUBS IN THE MAIL. You will have to access them online.

Employees receiving pay checks rather than direct deposit will continue receiving paychecks by mail BUT CAN VIEW THEIR PAYSTUBS ONLINE ALSO. We would greatly encourage all employees to use direct deposit in an effort to support our "go green" philosophy. Anyone who would like to change over to direct deposit can access the Direct Deposit signup form at our website [www.vanguardprostaff.com](http://www.vanguardprostaff.com). At the site, select Employee Resources and then select the Direct Deposit Form which needs to be completed and faxed to our office at 252-265-9024.

This change also applies to being able to view and print your W-2 from the Employee Access Online feature.

**Step 1:** Log on to: <https://eservices.paychex.com/secure/>

**Step 2:** The site will ask for Company Id: Branch # 0429 in the 1<sup>st</sup> box and Client # R848 in the box.

**Step 3:** User Name: **FIRST TIME USERS:** ALL LOWER CASE: 1st initial of first name and full last name (NO SPACES).

**Step 4:** Password: **FIRST TIME USERS:** ALL UPPER CASE: 1<sup>st</sup> letter of first name and 1<sup>st</sup> letter of last name followed by last 4 digits of your social security number.

**Step 5:** **FIRST TIME USERS:** You will be logged on the site and prompted to change your user name and password, and then you will be automatically logged off the site.

**Step 6:** Log back on to site [eservices.paychex.com/secure](https://eservices.paychex.com/secure) using the same Company ID: and use your NEW user name and password. You can now access your pay stubs.

**Step 7:** If you would like email notifications to let you know when pay stubs are available to view, be sure to set up your email preferences.

***Congratulations!*** *You now are able to view and print your pay stubs and will have access to them 24/7. The system will save up to 4 years of your pay stubs starting with this pay period. In the future you will also have access to view and print 2009 W-2's when they become available.*

**Step 8:** If you experience any problems, check that you have followed the above instructions carefully and remember the system is case sensitive. If you are still having trouble call Debby Thompson at 252-265-9033 or by email at [debbyt@vanguardprostaff.com](mailto:debbyt@vanguardprostaff.com).