

HR ONLINE

The web address is <https://eservices.paychex.com/secure>. You will see the following...

Please enter your company ID, username and password to log in.

Company ID: [] []
Username: []
Password: []

Your company ID is: **0440-Q459**

Username: **first initial of your first name and your entire last name in all lowercase** (example: Joseph Bean would be "jbean").

Password: **the first and last initial capitalized and the last four digits of your social security number** (example: Joseph Bean with a social security # of 123-45-6789, the password would be JB6789). You will be prompted to change your password the first time you log into the application.

On the employee tab you will be able to:

- View your check stubs by selecting "*Check Images*"
- Calculate what your estimated paycheck will be by selecting "*Calculators*"
- Update your own personal information by selecting either "*Home & Work Information, Emergency Contacts or Dependents*"
- Change your own password by selecting "*Change Password*"