

# 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.

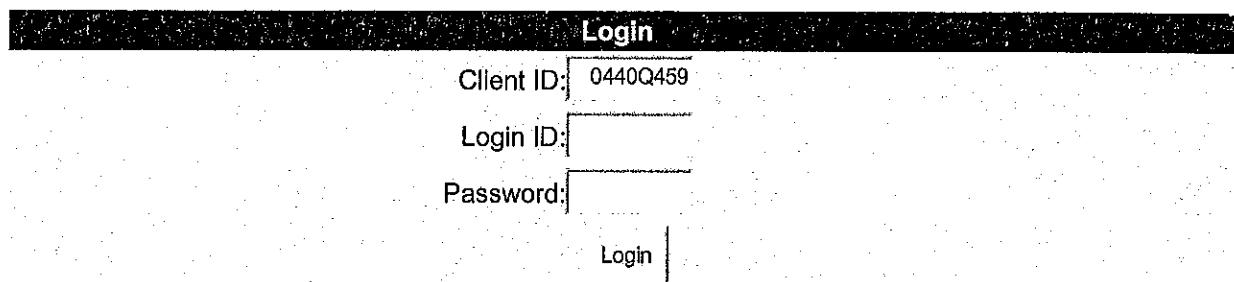
On the employee tab you will be able to:

- 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 Dependants*"
- Change your own password by selecting "*Change Password*"

Please follow the steps below to update your Personal Information:

## TIME AND LABOR ONLINE

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



The screenshot shows a login form with a dark header bar containing the word "Login" in white. Below the header, there are three input fields: "Client ID" with the value "0440Q459", "Login ID" (empty), and "Password" (empty). A "Login" button is located below the password field.

Login	
Client ID:	0440Q459
Login ID:	
Password:	
	Login

Your company ID is: **0440Q459**

Username: **entire first name and your entire last name IN ALL CAPS** (example: Joseph Bean would be "JOSEPHBEAN").

Password: **entire first name and your entire last name in all lowercase** (example: Joseph Bean, the password would be josephbean). You will be prompted to change your password the first time you log into the application.