What is My Pay Statement?

My Pay Statement provides employees direct access, via the Internet, to pay statements from the three most recent paydays. The statements can be reviewed, printed, and saved to a local computer.

The latest pay statements are available as of 6 a.m. on pay date for employees whose companies subscribe to Payroll 1 Online or Payroll 1 On Demand. Clients that do not already subscribe to either service will be set up with Payroll 1 On Demand.

Benefits for employers include:
- Easy and timely distribution of pay statements to all employees, even those in remote locations.
- Ability to review pay statements and journals before employees see their pay statements, enabling any necessary corrections to be made.
- Faster distribution of non-negotiable pay statements to employees who use direct deposit or the Payroll 1 PayCard.
- Low-cost method of complying with the requirement in many states to provide pay statement information to all employees.
- Potential savings on print and/or delivery charges.

Employee benefits include:
- Secure access to pay statements no later than 6 a.m. on pay date.
- Ability to print pay statements and to save them to a local computer for future reference.

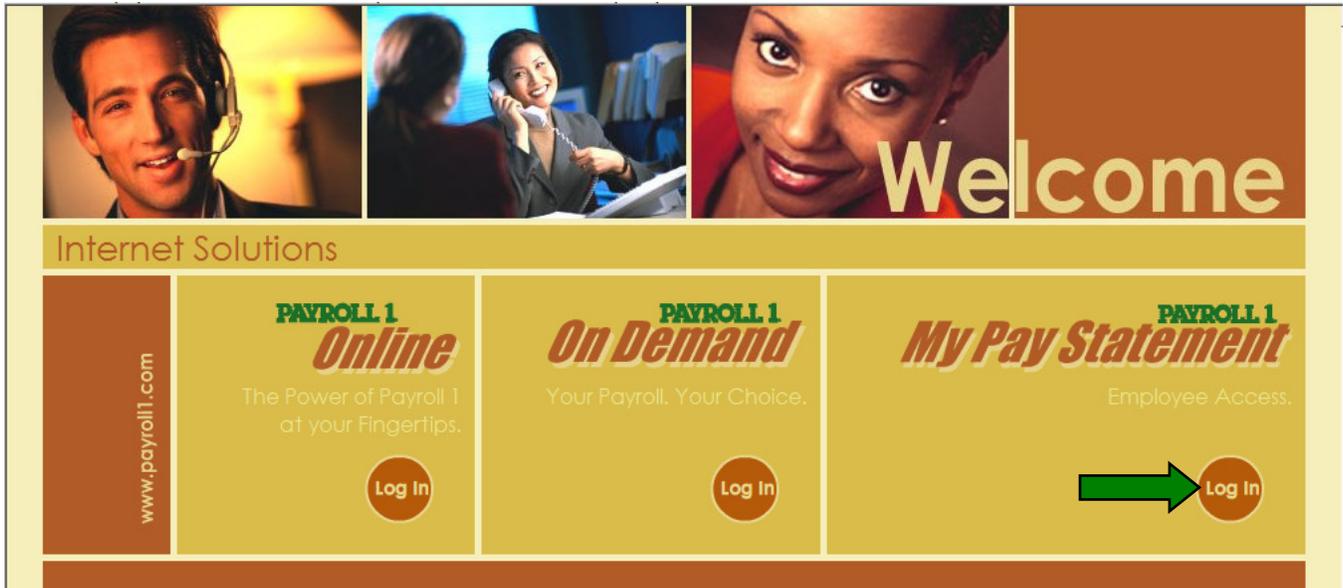## Access Requirements

1. **One of these web browsers:**

Internet Explorer 5.0 or higher   Mozilla Firefox 1.5 or higher
Netscape 7.1 or higher   Mozilla Firefox 1.5 or higher for Mac

2. **Adobe Acrobat 5.0 or higher**

How Does It Work?

My Pay Statement is accessible over the Internet at http://solutions.payroll1.com by clicking the "Log In" button under "My Pay Statement."

Employees gain access by entering client number information provided by their employer, along with a personally chosen user ID and password. In addition, they must select and answer a security question. Only active employees can access their information through My Pay Statement.

Once employees are set up on My Pay Statement, only the User ID and password are required to access their pay statements. Employees encountering problems are directed to their company's payroll contact for support.

First time users must select the "First Time Users" link to set up their access.
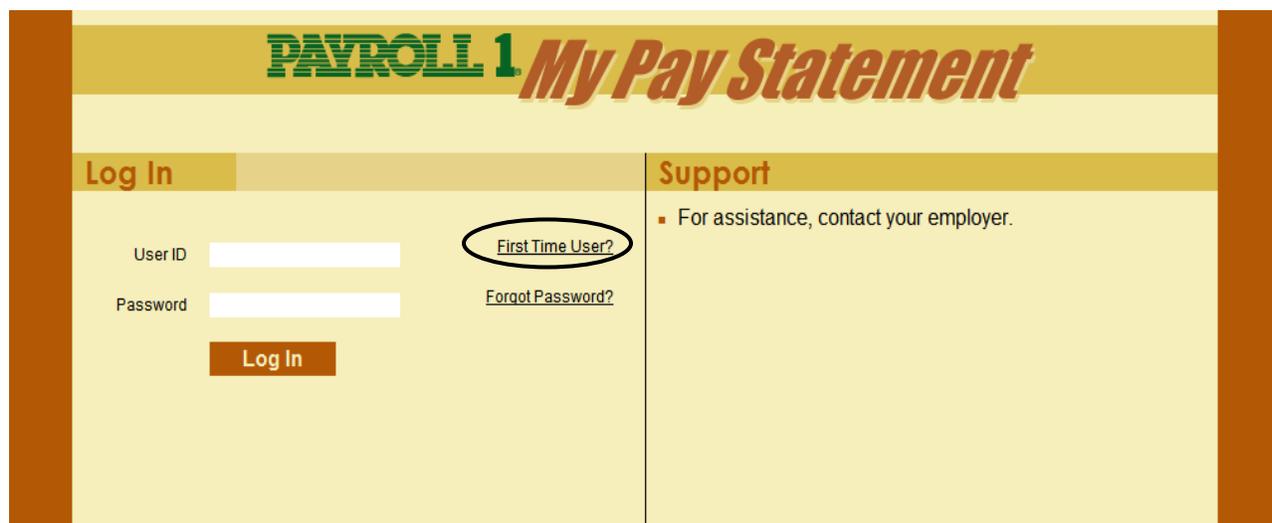
The screen prompts the user to enter the Payroll 1 client number, employee number, and Social Security number.

If any of the required information is not entered, the following message appears:

Upon correct entry of the required information, the user is directed to enter a unique user ID and password.

Note: *Users who forget their user ID or password have the option to reset it with the "Forgot Password" option on the main login page. They will be required to re-enter the information on the User ID Set-up or Reset page and answer the security question they chose during the initial set-up.*

Once the required information is entered, the Payroll 1 system performs the following steps:

- Verifies the client has subscribed to the service (EEPSMT field on client option screen).

- Verifies the employee is active.

- Verifies the employee number and Social Security number combination is unique.

- Prompts the user to set up user ID and password.

- Verifies the user ID specified is unique. If it is not, directs the user to select another user ID.

- If all of these edits pass, the user is set up and has access to pay statements.

Note: *If the verification process returns an invalid entry during these steps, the user will not be granted access and will be directed to get in touch with his or her company's payroll contact for further assistance.*

Once the verification process is complete, the employee's pay statement page is displayed. To view a pay statement, the user selects a pay date and clicks on "View Statement".

The statement opens using Adobe Reader. If it requires updating, the employee may click on the "Get Adobe Reader" link in the Support section. With Abode Reader, users are able to view, print and save the statement for future reference.

Once the employee has set up and successfully accessed his or her statements, future logging in is completed on the login page by entering the user ID and password. The set-up process is only repeated if the employee forgets their user ID or password.

If an adjustment has been made to void a pay statement, that pay date will be completely removed from the employee's My Pay Statement options. The employer's copy of the voided pay statement available through Payroll 1 Online or Payroll 1 On Demand will contain the statement with a "VOID" watermark on it. Please refer to Payroll 1 Online or Payroll 1 On Demand documentation for a sample view.

Important Notes

The following items require immediate notification of your payroll specialist (if you phone or fax your information to Payroll 1) or completion of the changes yourself in Payroll 1 Online.

Voided Checks:
Erroneous checks must be removed from Payroll 1's system or they will continue to be displayed to employees. These checks should be removed as soon as they are recognized by contacting your specialist or voiding them in Payroll 1 Online.

Terminated Employees:
Terminated employees must be designated as inactive so their access to My Pay Statement can be removed. Terminated employees whose names have not been reported or updated will continue to have access to their pay statements.

Re-hired Employees:
Social Security numbers of terminated employees who have been re-hired should be listed only once in Payroll 1's system. Employees whose Social Security numbers appear more than once will be blocked from access to My Pay Statement. Payroll 1 Online users can complete an employee sort to ensure there are no duplicates.