

Employee Self-Serve

1. Go to <http://www.paydayinc.com>
2. Select "Employees" button at the top of the page
3. Click the Employee Self-Serve picture on the website
 The first time you get to the Secure Login screen you will have to select the Register at the bottom of the screen to create your User Name and Password

Register Restore Login

4. Enter the following information:

Company Number: 4 Digit number on check stub (including symbols such as + or #)

Social Security Number: Enter your SSN with no dashes

Check Number: Check number from a recent pay check (dated within the last 30 days).

Check Number Note: Employees with direct deposit must include the negative sign in front of the number

Total Earnings: Current Total Earnings amount on your paycheck/voucher

Enter a User Name and Password (enter twice to confirm) of your choice and click the **Sign on** button

Calculate: Solve the math problem (website security)

PLEASE NOTE: Adobe Reader is required to view pay statements. Click here to [Get Adobe Reader](#). For Adobe X users, you need, at the least, [version 10.0.1](#).



Secure Login

Register / Restore Login

Pay statement information

Company Code: AB001

SSN: ●●●●●●●●

Check Number: -99988150

Current Total Earnings: 1002.00

Create new login

User Name: john.doe

Password: ●●●●

Confirm Password: ●●●●

Calculate: 33 + 32 = 65

Register

John Doe

Company: AB001

Period Begin: 9/28/2008

Division:

Number: 10

Period End: 10/11/2008

Branch:

Social Security #: ●●●●●●●●

Check Date: 10/17/2008

Department: 100

Hire Date: 3/24/2003

Check Number: -99988150

Team:

ABC Test Company

Fed OR addl \$10.00; NM OR addl \$15.00

Annual Accrue R 8.00 Accr-0.00 Used=8.00

Personal =0.00 Bal HOURS

D02 Balance Paid \$0.00

D04 Balance Paid \$50.00

D15 Balance Paid \$0.00

Earnings						Deductions	
Description	Location / Job	Rate	Hours	Current	Year To Date	Description	
Regular		25.00	30.00	750.00	902.00	Fed (M/5) (852.00)	
Vacation		25.00	10.00	250.00	250.00	OASDI (1002.00)	
Tips					675.00	Medicare (1002.00)	
Per Diem					600.00	NM (M /5) (852.00)	
Salary					81475.00	Cleveland City Work-Tax(1002.00)	
REG + .50		25.50	0.00	2.00	14.00	Child Support	
MEMOS						Pretax Medical Insur	
Admin Fee					2269.35	401k Catch up	
Memo					5235.59	Direct Deposit	
						Reimbursement	
Total Earnings				40.00	1002.00	83916.00	Total Deductions
NET PAY		0.00		Total Direct Deposits		645.31	Check Amount

5. Once you have registered the first time you will be able to enter your username and password and then select the Login button to login in the future.

Passwords *must* meet **complexity requirements:**

- At least 6 characters long
- Contain at least one of each: a letter, a number, a symbol

6. The first screen called the Dashboards allows you to select any of the areas to navigate to by any of the buttons in the middle of the screen. All of the areas are also available to navigate to by the tabs at the top of the page.

Dashboard | Paystubs | W-2 | EE Info | Time Off | Services | Management | Log Out

Company: ABC Test Company Employee: John Doe

Welcome, john.doe

Main Menu

Pay Statements

W2 / 1099 Forms

Employee Info.

Paid Time Off


Services

Management

Links

Message Board

7. Pay Stubs (Tab) or Pay Statements Button (from the Dashboard) will take you to view all of your previous pay stubs.

- a. You can select the year that you wish to view by selecting in the circle beside the year.
- b. Select the magnify glass beside the check date that you wish to view. 
- c. This will bring up a PDF version of your check stub.

Show Year:

2010

2009




2008

2007

2006


d. You can print  or save  your check stub from here.



8. The W-2 (Tab) or the W2/1099 Forms (from the Dashboard) will allow you to see your previous W2's or 1099's.

- a. Select the magnify glass beside the W2 or 1099 that you wish to view. 
- b. This will bring up a PDF version of your W2 or 1099.
- c. You can print  or save  your W2 or 1099 from here.

9. The EE Info (Tab) or Employee Info (from the Dashboard) will allow you to see how your information is entered in Payday's payroll system.

a. If your company is only set up with view access you will only be able to view how your information is entered.

-  i. You will then be able to email your payroll contact directly from Employee Self-Serve by selecting the email icon.
- b. If your company has full access then you will be able to edit the information in the Employee Self-Serve to request the change be made by your payroll contact.

-  i. Select the Edit Info and Request Change to Manager Icon
- ii. The Change Personal Information Box will come up.
- iii. Enter changes to your information by selecting the information that needs changes and typing in or selecting from drop boxes the correct information.
- iv. Select the Save Icon 

v. You will be able to select a link to view and print a new W4 form.

Change Personal Information

Last Name

First Name

Middle Initial

Address 1

Address 2

City

State

Zip Code

Fed. Marital Status

Fed. Dependents

State Marital Status

State Dependents

Click on the link below to View / Print required W-4 form:

[Federal W-4](#)

All changes are not final until your manager has approved a signed W-4

10. The Time Off (Tab) or the Paid Time Off Button (from the Dashboard) will allow you to see your Time Off Information (if your company tracks Time Off in payroll).

Time Off Information				
Type ↕	Balance ↕	Accrued ↕	Used ↕	
Vacation	103.44	113.44	10.00	
Personal	12.00	20.00	8.00	

11. From the Services (Tab or Button) you will be able to change your password.

12. The Log Out Tab Logs you out of Employee Self-Serve.