

Accessing Your Personal and Payroll Information

Important Reminders:

Paychex Employee Services is compatible with Adobe® Flash® Player version 10.1 or higher. If needed, download the latest version at <http://get.adobe.com/flashplayer>.

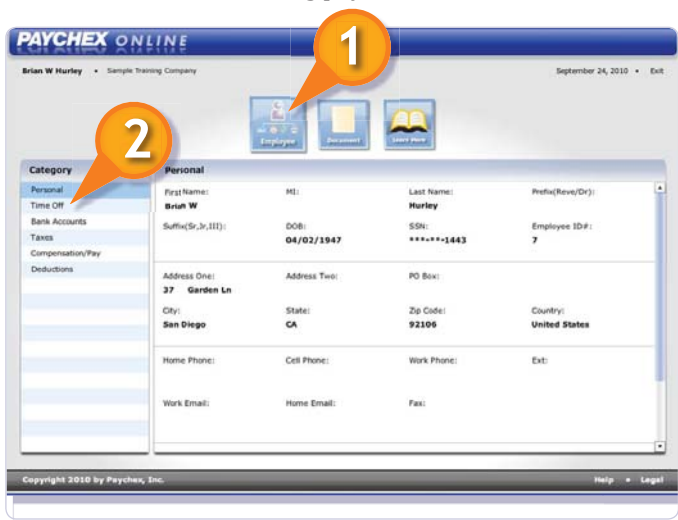
Your Web browser's pop-up blocker must be set to allow pop-ups from Paychex Employee Services.

i Check with your employer to determine whether you can access the Personal and Payroll Information screen.

Select the **Employee** icon (1) to view your personal and payroll information. Up to six categories display in the left-navigation menu. They contain the following information:

- **Personal** — Name, address, phone numbers, and employment status
- **Time Off** — Your accrual rate and current balance for any policies maintained by your employer
- **Bank Accounts** — Net pay direct deposit information and any allocations
- **Taxes** — Filing status for federal, state, and local taxes (if applicable)
- **Compensation/Pay** — Pay information, including your rate of pay or salary and additional recurring earnings or compensation
- **Deductions** — Recurring paycheck deductions

i Refer to Help content within each category for more information.



i The Time Off category (2) only displays if your company subscribes to the Time Off Accrual product. The Bank Accounts category only displays if you have a direct deposit account.

Edit Feature

If you have access to edit personal information, an **Edit (1)** button displays on certain fields in the Personal category.

You may only change your street address, including city and ZIP code, phone numbers, and e-mail addresses. Changes you make here will update your employer’s payroll records.

Updates to this information do not change your state or local tax withholding status. You must contact your employer to update this information separately.

Personal			
First Name: Rob	MI: J	Last Name: Werkmeister	Prefix (Rev/Dr): Dr
Suffix (Sr,Jr,III): III	DOB: 1/1/1975	SSN: ***-**-3333	Employee ID#: XXXXXXXXXX
Address One: 160 Cedarwood Office Park	Address Two: 6800 Pittsford-Palmyra Road	PO Box: 58001	
City: Fairport	State: NY	Zip Code: 14450	Country: United States
edit			
Home Phone: 585-421-9481	Cell Phone: 585-421-9482	Work Phone: 585-421-9484	Ext: 123
Work Email: mew@symbolicinc.com	Home Email: mew@gmail.com	Fax:	
edit			
Employee Status: Active	Hire Date: 09/15/2008	Full/Part Time: Full Time	Organization: Department 1

Support

Direct questions to the following resources:

- If you have questions about your personal and payroll information, contact your employer.
- If you have questions about user name and password resets or accessing the site, review the Site Access FAQs (2) on the login page of the Paychex Employee Services Web site.