

Accessing Your Check Stubs or Copies of Forms W-2

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 your check stubs or copies of your Forms W-2 online.

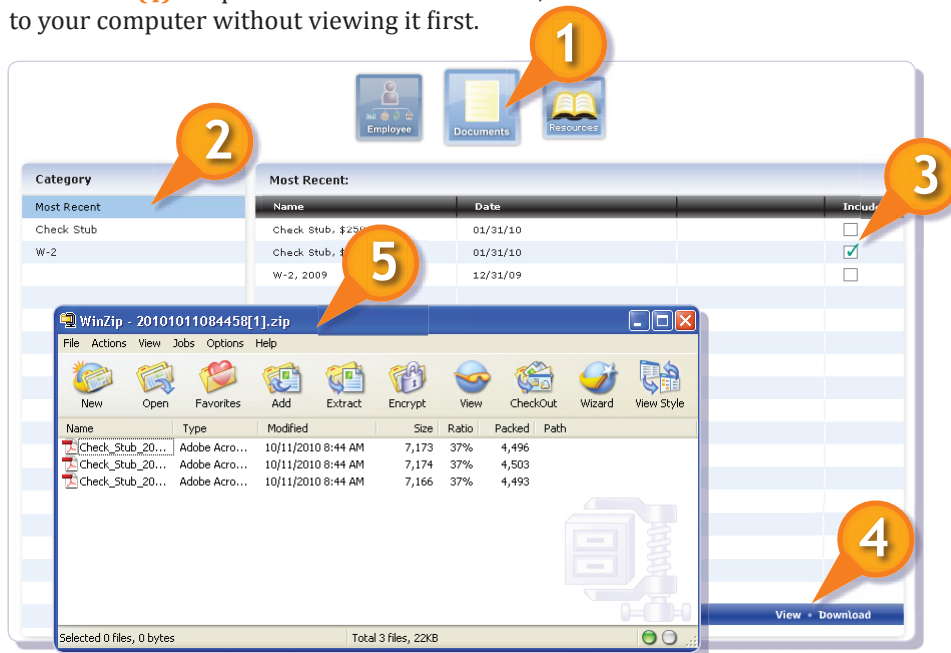
Documents Screen

Select the **Documents** icon (1) to view or download your check stubs or copies of your Forms W-2. Click **Most Recent** (2) to retrieve your most recent check stub or Form W-2. Click **Check Stub** or **W-2** to access documents for other check dates or years .

i Refer to Help content for more information.

Select the **Include** (3) checkbox to choose a document.

Click **View** (4) to open a PDF version of the file, or click **Download** to save the file to your computer without viewing it first.



i A WinZip file (5) is created when more than one document is downloaded.

Copies of Forms W-2

The Forms W-2 available from this screen are copies only; your employer will provide you with file-ready Forms W-2.

You may access your Form W-2 from the previous year by the third Friday in January. Check the Message Center for Form W-2 statement availability.

***i** You can access up to four years of Forms W-2 that were processed by Paychex.*

Support

Direct questions to the following resources:

- If you have questions about the information on your check stub or Form W-2, contact your employer.
- If you have questions about user name and password resets or accessing the site, review the Site Access FAQs **(1)** on the login page of the Paychex Employee Services Web site.

***i** Check stubs are available to you for up to two years from the time your employer subscribed to the service.*

