

# Managing Employee Access

Employee Access Online is a suite of products that enables employees to access their personal and payroll information, check stubs, or copies of Forms W-2 online through the Paychex Employee Services Web site at [benefits.paychex.com](http://benefits.paychex.com).

*Contact your Paychex representative for assistance with Employee Access Online services.*

Depending on the products you choose to offer your employees, you may use the Manage Employee Access Online screen in [online.paychex.com](http://online.paychex.com) to control what information your employees see.

**Important Reminders:**

*Manage Employee Access Online 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 Manage Employee Access online.*

## Using Manage Employee Access Online

Regardless of which Employee Access Online products you subscribe to, **Manage Employee Access Online (1)** displays in the left navigation menu of the Message Center when you log in to [online.paychex.com](http://online.paychex.com).



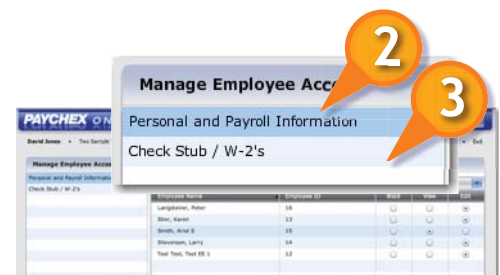
You control employee access to the products you select.

**Personal and Payroll Information (2)**

- Grant or block employee access to view or edit their own personal and payroll information.

**Check Stubs/W-2's (3)**

- Grant or block employee access to view their own check stubs or copies of Forms W-2.
- Indicate when employees can view their check stubs online.



**PERSONAL AND PAYROLL INFORMATION**

If you subscribe to this product, you can grant your employees access to their own personal and payroll information. The following screen displays for the employee. (1)



*The Time Off category (2) is only available to the employee if your company subscribes to the Time Off Accrual product. The Bank Accounts category only displays if you subscribe to the Direct Deposit product and your employee has a direct deposit account.*

Up to six categories display in the left navigation menu. They contain the following information:

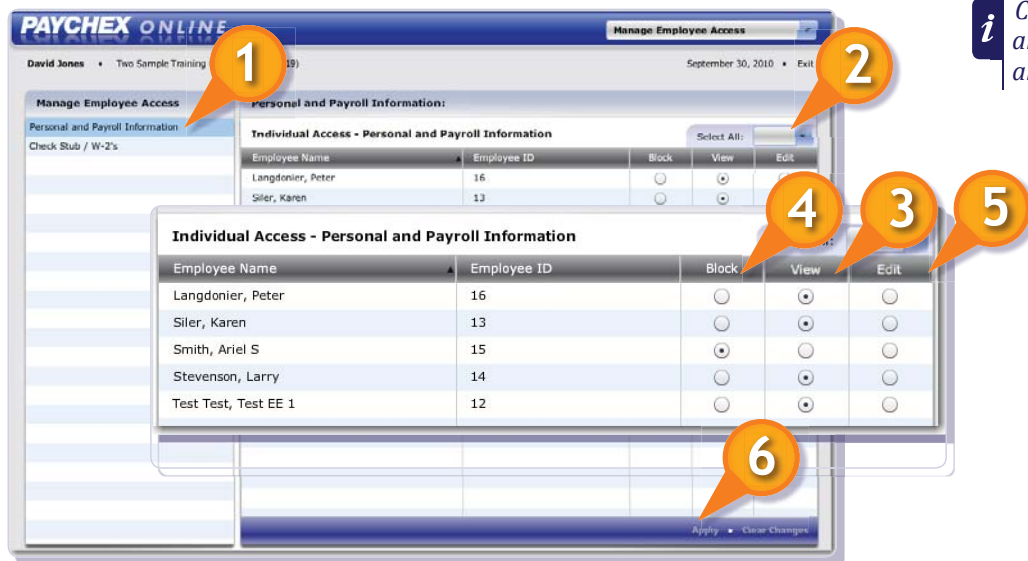
- **Personal** — Name, address, phone numbers, and employment status
- **Time Off** — Accrual rate and current balance for any policies maintained
- **Bank Accounts** — Net pay direct deposit information and any allocations
- **Taxes** — Filing status for federal, state, and local taxes (if applicable)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

**How to Manage Employee Access to this Information**

From the Manage Employee Access screen, select **Personal and Payroll Information**. **(1)**

This screen displays your active and inactive employees, regardless of whether they are registered on the Paychex Employee Services Web site. The following workers will not display (and they cannot access their information online):

- employees who have been terminated for more than 30 days
- independent contractors (1099 payees)



*Click **Select All (2)** to choose an access option to apply to all employees.*

You can control employee access to personal and payroll information:

- View (3)** — This is the default setting. This allows employees read-only access to all six categories of information.
- Block (4)** — Select **Block** to prevent the employee from accessing all categories of his personal and payroll information.
- Edit (5)** — Select **Edit** to allow the employee to view all categories and edit some of his personal information.

*Once you have updated your employee access changes, click **Apply (6)** to save the information.*

Granting “edit” access to an employee enables him to change only his address (including street, P.O. Box, city, and ZIP code), home and work e-mail addresses, and phone numbers. Updates to this information do not change state or local tax withholding status in your payroll records. The employee must contact you separately to update this information.

## CHECK STUB/W-2'S

If you subscribe to this product, employees can access up to four years of Forms W-2 that were processed by Paychex. They will have access to check stubs starting with the first run date after you enroll with the Employee Access Online product. Check stubs are available to employees for up to two years.

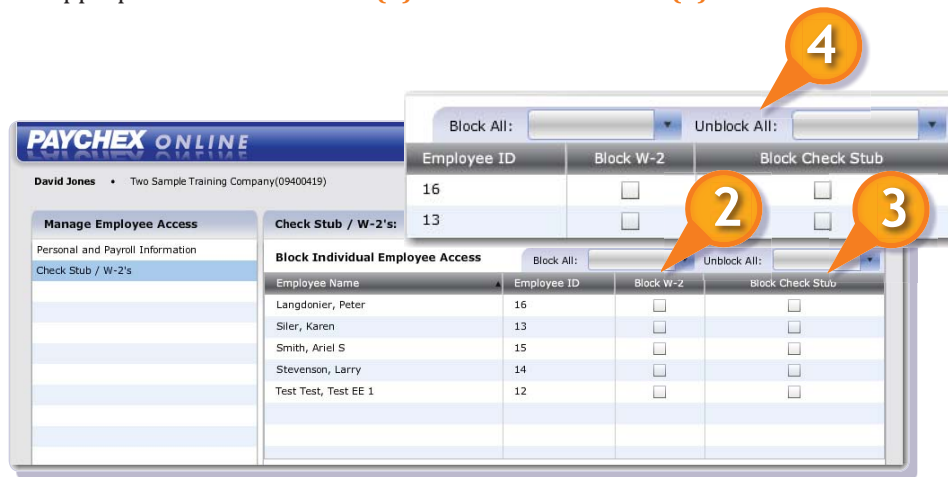
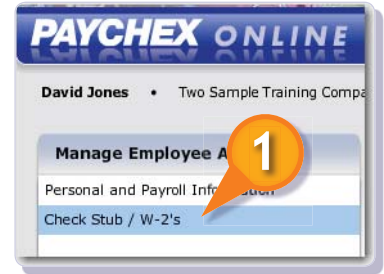
The Check Stub/W-2's screen (1) in Manage Employee Access Online has two functions:

- **Block Individual Employee Access** — block or grant online access to all check stubs or copies of Forms W-2 for individual employees
- **Block Individual Payroll's Check Stubs** — block all employees' access to check stubs from a particular payroll or indicate when a payroll should be released for employee view

### Block Individual Employee Access

You may control whether each employee can view his check stubs or Forms W-2.

To block an employee from accessing either his Forms W-2 or check stubs, select the appropriate box: **Block W-2 (2)** or **Block Check Stub (3)**



*Use Paychex Online Reports to view your employees' Forms W-2 and check stubs.*

*Select **Block All** or **Unblock All (4)** to apply the same W-2 or check stub option to all employees.*

*If you block or unblock an employee, it takes 24 hours for that menu option to be removed from or added to the employee's Message Center at [benefits.paychex.com](http://benefits.paychex.com). The data will not be available, but the menu option still displays for 24 hours.*

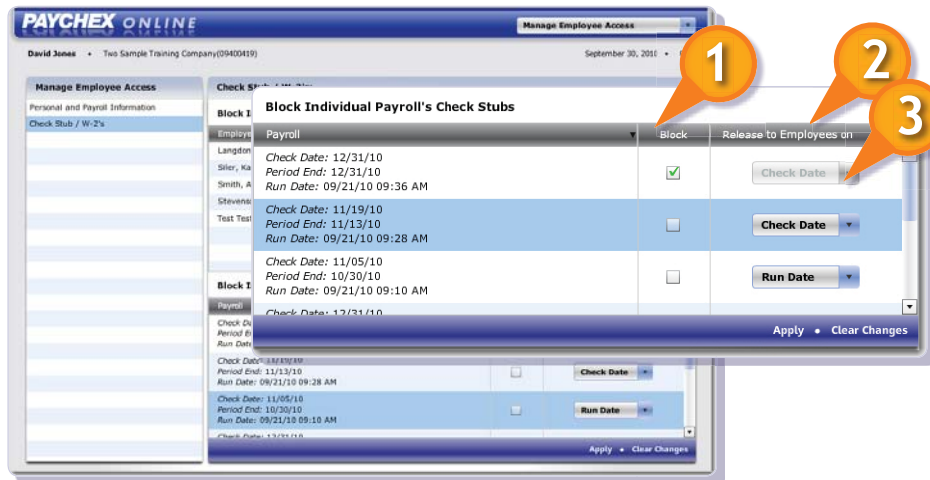
**Block Individual Payroll's Check Stubs**

This section of the Manage Employee Access Online screen allows you to:

- block all employees from seeing records from an entire payroll, (1) or
- indicate when check stubs should be available to the employees. (2)  
This only applies to payrolls with a future check date. You can allow employees to access their check stubs on the check date or on the day the payroll processes (the run date).

If you block a payroll, you must unblock it within 40 days from the day it processed for the employees to have online access to that check stub. Check stubs for any payroll still blocked after 40 days will be permanently unavailable to the employees. If the company subscribes to Paychex Online Reports, you will be able to access check stubs there.

*i* You can only block a payroll or individual check date from view after the payroll has processed.



*i* If a payroll has a check date after the system date or if you blocked the entire pay period, the **Release to Employees on** field (3) will be disabled.

If you use Paychex Online Payroll to input payroll information, you may block a payroll or change the release date for a payroll only after the payroll has processed. Once it processes, log in to Manage Employee Access Online and change your options. If you need to update these options before you submit your payroll, contact your Paychex representative.

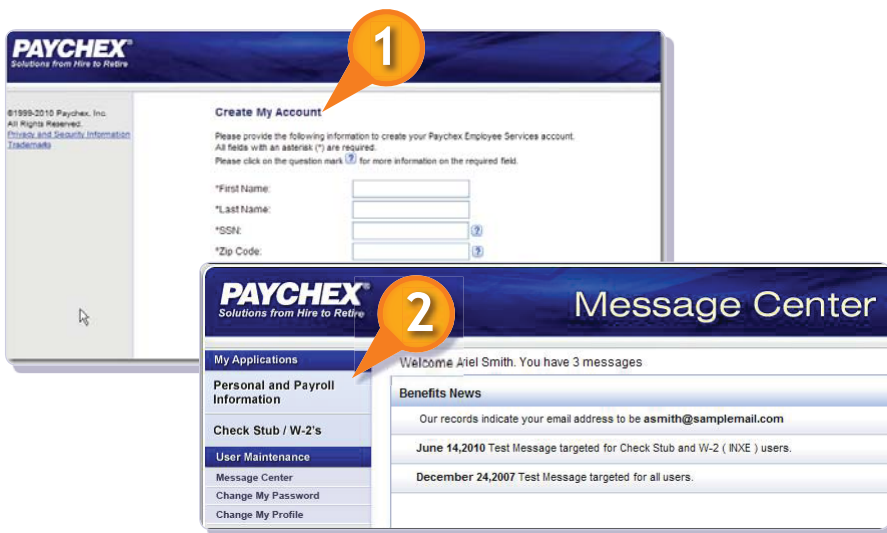
# Getting Employees Started

Employees may register themselves in Paychex Employee Services by accessing <http://benefits.paychex.com> and setting up a user name and password. (1)

If employees already have access to this Web site, they will not have to register; they can use their current user name and password.

Once logged in, the employee can select the information he has access to. (2)

*i* From the tutorial site, print the **Getting Started** document or send it to your employee. This will help your employee access the Paychex Employee Services site for the first time.



*i* Employees may also log in to Paychex Employee Services at [www.paychex.com](http://www.paychex.com). Use the login section at the top-right of the screen.

Employees may have questions about using Paychex Employee Services. Direct them to the following resources:

- For questions about the information on their check stub or Form W-2, employees should contact you. If you are unable to answer their questions, you can contact your Paychex representative.
- For questions about user name and password resets and access to the site, employees should review the Site Access FAQs at <http://benefits.paychex.com>.