

# Frederick County Government

## IIT/Strategic Systems

**Subject:** e-PayStub User Guide

**Date:** May 5, 2010

### Background:

The e-PayStub system was designed to allow employees to access their paystub information online, either internally or externally. Employees will be able to access their paystub information from the current year, and all years previous as an employee until 2001 when Peoplesoft was implemented.

Employees can register an email account to which e-paystubs will be sent at the end of each pay period. In addition, employees may choose to request historical e-paystubs be sent to their confirmed email address(es). Each of the two prior options allows employees to take advantage of an additional security feature, adding a password to their emailed paystub.

Employees have the option to turn off their paper paystub and only receive an e-Paystub. The system has been designed to allow employees to access pay information at any time, from work or home, making it no longer necessary to have a printed paper paystub. The electronic paystub is delivered the day before employees would receive the paper paystub.

### System Design:

#### e-PayStubs

The e-PayStubs section lists all paystubs issued to the logged in employee. By clicking on a Calendar Year you will receive a listing of all checks issued for that year. Clicking on the Check Date will open a paystub in a PDF format in a separate window. The PDF file can then be saved to your computer, if so desired.

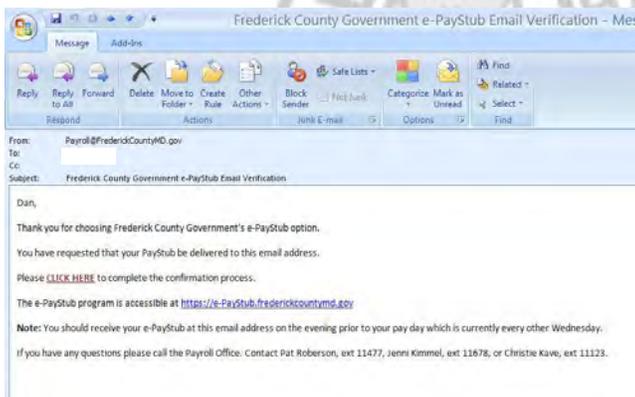


## Email e-PayStub

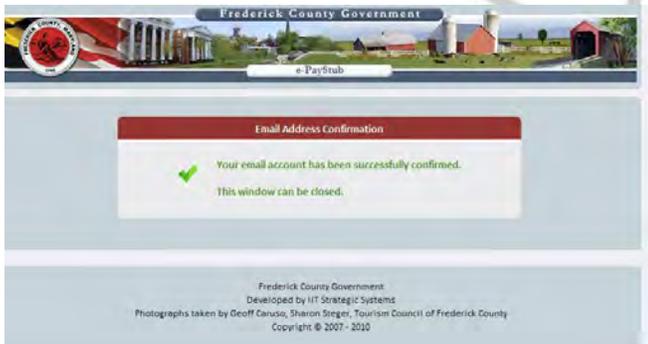
In order to receive a PDF file of your paystub you must first set up an email account and then reconfirm the email by entering it twice. When an email is typed twice and the Add Email Address button is clicked the program adds the email account to a status of Pending.



While the account is in a pending status an email is generated to the account that was added. Inside the email you must click on the “Click Here” hyperlink to confirm that the email is valid.



You will get a confirm message and the email account will be moved from Pending to Confirmed.



Only confirmed email addresses will be used for receiving PDF paystubs.

## e-PayStub Password

A password can be added to any file that is sent via email. To add a password, the password must be entered twice and then saved.



The screenshot shows a web form titled "Password for e-PayStub". It contains the following text: "For additional security, an optional password can be added to your e-PayStub. Create your password below. Passwords should contain a minimum of 4 characters and they are case sensitive." Below this text are two input fields: "Enter Password:" and "Re-enter Password:". A "Save Password" button is located below the second field. At the bottom of the form, a message reads: "The password was successfully cleared. Enter a new password above to create a new password."

If you currently have a password saved you will receive a message that indicates a password is on file.



The screenshot shows a web form titled "Password for e-PayStub". It contains the following text: "You currently have a password on file." Below this text are two buttons: "View Password" and "Reset/Clear Password".

To view the password, click on the View Password button.



The screenshot shows a web form titled "Password for e-PayStub". It contains the following text: "Your password is '1234'."

To remove the password, click on the Reset/Clear password.

**Be aware that if you add a password, any files that are emailed to you will have that password permanently attached to the file. If you change or remove the password, any files that have already been created will have the password that was in effect at the time the file was created.**

## Historical e-PayStubs

You can automatically receive previous paystubs by entering a date range for the paystubs you want to receive. Any paystubs issued during the requested period of time, will be emailed to the account(s) selected at the time of the request. The system is scheduled to process all requests every evening, seven days a week.

**Get historical e-PayStubs emailed to you directly**

Please select the confirmed email address(es) below that you would like your historical PayStubs emailed to.

@gmail.com

Please enter a date range below and all e-PayStubs within that range will be delivered to your registered email address(es) selected above.

Start Date:  mm/dd/yyyy

End Date:  mm/dd/yyyy

Note: Only one pending request is allowed. You will receive one email for each e-PayStub requested per email account designated above. Please allow up to 24 hours for this process to complete, after which an additional request may be submitted.

You are allowed only one pending request per processing period. If you want to cancel your request, click the Remove button. After doing so you can then resubmit a request, if so desired.

**Pending Historical e-PayStub Request**

Pay Date Range

01/14/2010 - 01/28/2010

Note: Only one pending request is allowed. You will receive one email for each e-PayStub per designated email account. Please allow up to 24 hours for this process to complete, after which an additional request may be submitted.

The dates displayed are the first and last check date that will be received. Only a one year period can be requested per submittal.

## Paper PayStub

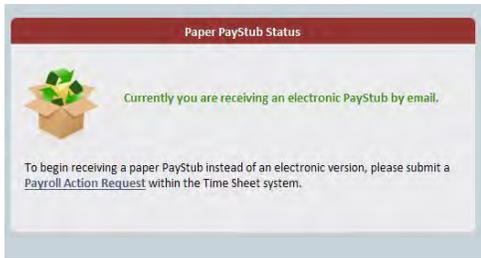
**Go Green!** Every pay day a paper paystub is generated and distributed by the Payroll staff to employees who have not chosen to turn off this feature. To save paper, labor, and materials needed to generate the paper paystub, you can easily request to turn off your paper paystub by checking the box and clicking the Submit button.

**Paper PayStub Status**

Currently you are receiving a paper PayStub.

 **GO GREEN!** You can start receiving your PayStub electronically by checking the box below and clicking Submit.

If the paper is already turned off you will receive a message on this screen indicating that you are currently receiving an electronic paystub by email. If for any reason you decide that you would no longer prefer to receive an electronic paystub you can submit a Payroll Action Request. The hyperlink found on this page will link you to the County's Time Sheet system where you can log in and make this request.



**Please note: If you turn off your paper paystub you will need to have a registered and confirmed email account to begin receiving electronic paystubs.**

## Report Problem

If you have a problem with the e-PayStub system or have a problem with your paystub, you can report a problem. Payroll staff will contact you as soon as possible to assist you in resolving the problem.

To report a problem, please enter a description of the problem in the text window provided below. To accurately troubleshoot the problem, please include as much detail as possible, i.e. pay period, values being reported incorrectly, etc.

Submit Request

## Log Off

Logs you off the system.

