

The **web address for the new system is <https://eservices.paychex.com/secure>** We suggest saving the site to your Favorites.

The **Company ID** is in two boxes. In the first box enter **0447** and in the second box enter **R428**.

Your user name is the first initial of your first name and your entire last name (for example, Joseph Bean is jbean).

Your initial password is the first initial of your first name combined with the first initial of your last name, both capitalized, and the last four digits of your Social Security number. (For example, using Joseph Bean with a Social Security number of XXX-XX-6677, the password would be JB6677.) You will be asked to reset your password when you log in the first time.

When you have entered your user name and password, **click the Secure Login** button to enter the Employee Self Service Site (the employee tab). Then you can select any item by clicking on the left menu links.

If you click Personal Information and then Work Information you can **enter the email address** you would like used for employer/employee communications. The email communications give us a direct link to the employees to send reminders about items such as open enrollment dates and W-2 postings. Each location can also send email reminders to their own personnel.

Under the **Emergency Contact Information** link it would be greatly appreciated if all employees would at least enter a **Primary Emergency Contact** and the **Primary Contact's information**.

Under the Compensation link you can see the details of your compensation. **If you want to see a check stub, click on Check History and then click on the date of the check or direct deposit stub you would like to see** and a window with the details will open. Note that the latest pay has the year-to-date information.

In the Gross Pay area you may see one total for Gross Pay and a different total for True Gross. True Gross includes all pre-tax deductions such as an S125 account through Chard-Snyder for dependent care or unreimbursed medical or other optional benefit deductions that qualify as pre-tax such as health insurance premiums.

We have also uploaded many of the Diocesan Documents you may need from time to time, including the employee handbook and tax forms.