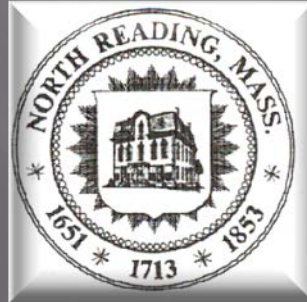


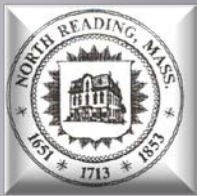
Town of North Reading





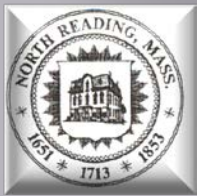
Employee Self Service

- ▣ What is Employee Self Service?
- ▣ How does Employee Self Service impact me?
- ▣ When will Employee Self Service be available?



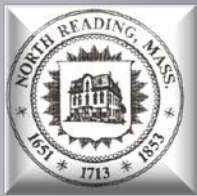
What is Employee Self Service?

- ❑ Employee Self Service is a secure website in which you will be able to view your personal work related information.
- ❑ Employee Self Service empowers the employee to view their payroll information.
- ❑ Employee Self Service allows the employee to view W2 information and make changes to W4 withholdings electronically.
- ❑ Employee Self Service gives employees access to a paycheck simulator to enter pay and tax deductions to see what your paycheck will be with changes.



When will Employee Self Service Be Available To Me?

- ▣ Employee self service is available now.
- ▣ There is a printable Instruction Guide available to all employees that is being emailed to your Department Head.
- ▣ There is an instructional video available to all employees that is being emailed to your Department Head.



Electronic Paystub

- ▣ What is an electronic paystub?
- ▣ How does this impact me?
- ▣ Where will I receive my paystub?
- ▣ When will I start to receive my paystub electronically?



What is an electronic paystub?

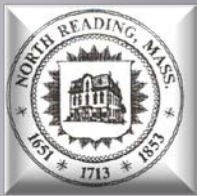
- ▣ It is a digital image of your current paystub. It looks exactly the same as your current paystub.
- ▣ An electronic paystub comes to you via e-mail to your designated e-mail account.
- ▣ It is password protected. As long as you keep your password is secure, so is your paystub. The password is the last 4 digits of your social security number initially.
- ▣ It is convenient. No waiting for your to return to the office.



How does this impact me?

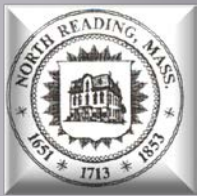
- All employees that have direct deposit advice will no longer receive a paper paystub.
 - No longer having to store or shred them.

- Easily accessible at any time.
 - Anywhere you have access to your e-mail or the internet.



Where will I receive my paystub?

- ❑ You will receive your electronic paystub at the e-mail address you designated.
- ❑ Your paystub will be a password protected PDF attachment. The password to open the attachment is the last 4 digits of your social security number.
- ❑ You are in control of the e-mail account they are sent to.



When will I Start to Receive Electronic Paystubs?

- ▣ The last pay period in April (April 25, 2014).
 - You will receive your paper paystub along with an electronic paystub to your designated e-mail account.
 - Your password to open the attachment in the e-mail is the last 4 digits of your social security number.

- ▣ May 16, 2014
 - You will no longer receive a paper paystub.



Benefits of Electronic Paystubs

- 1.) Your paystub will come to you. No longer having to wait until you return to the office.
- 2.) You will control the e-mail account you receive your paystub.
- 3.) No more piles of paper to store and shred. It will be e-mailed directly to your e-mail account password protected. (The last 4 digits of your social security number.)
- 4.) Convenient and hassle-free. You have the ability to go online and view your payroll information.
- 5.) Easily store your paystub.