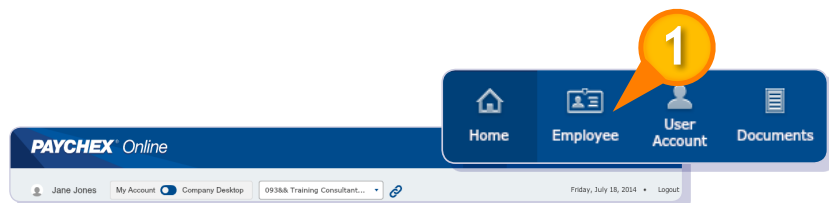


Accessing Your Personal and Payroll Information

Click the **Employee** icon (1) to view your personal and payroll information.



Check with your employer to determine whether you can access the Personal and Payroll Information screen.

Up to six categories display in the left-navigation menu.

CATEGORY	PERSONAL		
Personal	First Name:	MI:	Last Name:
Bank Accounts	Alan	V	Miche
Time Off	Suffix(Sr,Jr,III):	DOB:	SSN:
Taxes		03/27/1967	***-**-7701
Compensation/Pay	Address One:	Address Two:	PO Box:
Deductions			

Refer to Help content within each category for more information.

Categories contain the following information:

- **Personal** — Name, address, phone numbers, and employment status
- **Time Off** — Your accrual rate and current balance for any policies maintained by your employer
- **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 your rate of pay or salary and additional recurring earnings or compensation
- **Deductions** — Recurring paycheck deductions

The Time Off category only displays if your company subscribes to the Time Off Accrual product. The Bank Accounts category only displays if you have a direct deposit account.

Edit Feature

If you have access to edit personal information, an **Edit (1)** button displays on certain fields in the Personal category.

You may change your address, phone numbers, and email addresses. Changes you make here will update your employer's payroll records.

Updates to this information may change your state or local tax withholding status. Contact your employer with the effective date of this change.

PERSONAL

First Name: Alan	MI: V	Last Name: Miche	Prefix(Reve/Dr):
Suffix(Sr,Jr,III):	DOB: 03/27/1967	SSN: ***-**-7701	Employee ID#: 3
Address One: EE Address 1	Address Two: EE Address 2	PO Box:	
City: Irondequoit	State: NY	Zip Code: 14617	Country: United States
Edit			
Home Phone: (333) 333-3333	Cell Phone: (555) 555-5555	Work Phone: (333) 333-3333	Ext: 444444
Work Email: EEWork@hotmail.com	Home Email: EEHome@hotmail.com	Fax: (999) 999-9999	
Edit			
Employment Status: Active	Hired Date: 09/06/2013	Full/Part Time: Full Time	Organization:
Position:	Location:		

Support

Direct questions to the following resources:

- If you have questions about your personal and payroll information, contact your employer.
- If you have questions about username and password resets or accessing the site, click the **Forgot Username or Password** link (2) on the Login page of Paychex Online.

Paychex Online Login

Enter Username

Enter Username

Next

Sign-Up

Forgot Username or Password