

PAYDAY HCM

Employee Self-Serve

- Go to <http://www.paydayhcm.com>
 - Select "Employees Resource" button at the top of the page
 - Click the Employee Self-Serve login
- The first time you get to the Secure Login screen you will have to select the Register at the bottom of the screen to create your User Name and Password

PLEASE NOTE: Adobe Reader is required to view pay statements. Click here to [Get Adobe Reader](#).

New User Registration

- Enter the following information:

Company Number: 4 - 10 Digit number on check stub (including symbols such as + or #)

Social Security Number: Enter your SSN with no dashes

Check Number: Check number from a recent pay check (dated within the last 30 days).

Check Number Note: Employees with direct deposit must include the negative sign in front of the number

Total Earnings: Current Total Earnings amount on your paycheck/voucher

Enter a User Name and Password (enter twice to confirm) of your choice and click the **Sign on** button

Calculate: Solve the math problem (website security)

John Doe **ABC Test Company**

Company AB001	Period Begin 9/28/2008	Division	Fed OR addl \$10.00; NM OR addl \$15.00 Annual Accrue R 8.00 Accr-0.00 Used=8.00 Personal =0.00 Bal HOURS D02 Balance Paid \$0.00 D04 Balance Paid \$50.00 D15 Balance Paid \$0.00																																																																																																	
Number 10	Period End 10/11/2008	Branch																																																																																																		
Social Security #	Check Date 10/17/2008	Department 100																																																																																																		
Hire Date 3/24/2003	Check Number -99988150	Team																																																																																																		
Earnings																																																																																																				
Deductions																																																																																																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Location / Job</th> <th>Rate</th> <th>Hours</th> <th>Current</th> <th>Year To Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td></td> <td>25.00</td> <td>30.00</td> <td>750.00</td> <td>902.00</td> <td>Fed (M/5) (852.00)</td> </tr> <tr> <td>Vacation</td> <td></td> <td>25.00</td> <td>10.00</td> <td>250.00</td> <td>250.00</td> <td>OASDI (1002.00)</td> </tr> <tr> <td>Tips</td> <td></td> <td></td> <td></td> <td></td> <td>675.00</td> <td>Medicare (1002.00)</td> </tr> <tr> <td>Per Diem</td> <td></td> <td></td> <td></td> <td></td> <td>600.00</td> <td>NM (M /5) (852.00)</td> </tr> <tr> <td>Salary</td> <td></td> <td></td> <td></td> <td></td> <td>81475.00</td> <td>Cleveland City Work-Tax(1002.00)</td> </tr> <tr> <td>REG + .50</td> <td></td> <td>25.50</td> <td>0.00</td> <td>2.00</td> <td>14.00</td> <td>Child Support</td> </tr> <tr> <td>MEMOS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Pretax Medical Insur:</td> </tr> <tr> <td>Admin Fee</td> <td></td> <td></td> <td></td> <td></td> <td>2269.35</td> <td>401k Catch up</td> </tr> <tr> <td>Memo</td> <td></td> <td></td> <td></td> <td></td> <td>5235.59</td> <td>Direct Deposit</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Reimbursement</td> </tr> <tr> <td>Total Earnings</td> <td></td> <td></td> <td>40.00</td> <td>1002.00</td> <td>83916.00</td> <td>Total Deductions</td> </tr> <tr> <td>NET PAY</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td>Check Amount</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total Direct Deposits</td> <td>645.31</td> <td></td> </tr> </tbody> </table>				Description	Location / Job	Rate	Hours	Current	Year To Date	Description	Regular		25.00	30.00	750.00	902.00	Fed (M/5) (852.00)	Vacation		25.00	10.00	250.00	250.00	OASDI (1002.00)	Tips					675.00	Medicare (1002.00)	Per Diem					600.00	NM (M /5) (852.00)	Salary					81475.00	Cleveland City Work-Tax(1002.00)	REG + .50		25.50	0.00	2.00	14.00	Child Support	MEMOS						Pretax Medical Insur:	Admin Fee					2269.35	401k Catch up	Memo					5235.59	Direct Deposit							Reimbursement	Total Earnings			40.00	1002.00	83916.00	Total Deductions	NET PAY		0.00				Check Amount					Total Direct Deposits	645.31
Description	Location / Job	Rate	Hours	Current	Year To Date	Description																																																																																														
Regular		25.00	30.00	750.00	902.00	Fed (M/5) (852.00)																																																																																														
Vacation		25.00	10.00	250.00	250.00	OASDI (1002.00)																																																																																														
Tips					675.00	Medicare (1002.00)																																																																																														
Per Diem					600.00	NM (M /5) (852.00)																																																																																														
Salary					81475.00	Cleveland City Work-Tax(1002.00)																																																																																														
REG + .50		25.50	0.00	2.00	14.00	Child Support																																																																																														
MEMOS						Pretax Medical Insur:																																																																																														
Admin Fee					2269.35	401k Catch up																																																																																														
Memo					5235.59	Direct Deposit																																																																																														
						Reimbursement																																																																																														
Total Earnings			40.00	1002.00	83916.00	Total Deductions																																																																																														
NET PAY		0.00				Check Amount																																																																																														
				Total Direct Deposits	645.31																																																																																															

- Once you have registered the first time you will be able to enter your username and password and then select the Login button to login in the future.

Passwords *must* meet

complexity requirements:

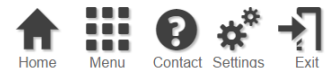
At least 6 characters long

Contain at least one of each: a letter, a number, a symbol


- The first screen allows you to select any of the areas to navigate to by any of the buttons in the middle of the screen. All of the areas are also available to navigate to by the tabs at the top of the page.

PAYDAY HCM

ABC Test Company
John Doe

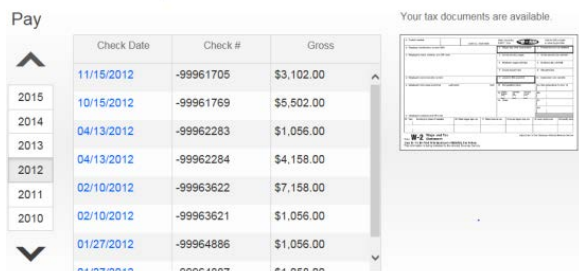



Your Info ...	Pay ...	Resources ...	Time Off ...
John A Doe 5500 Inidan School APT 456 Albuquerque, NM 87112 505-328-2584 twinkelman@wrvillage.com Emp# 10 Hired 03/08/2001	Checks Gross 04/18/2014 03/21/2014 03/14/2014 2012 W2	W-4 form W-9 form Payday, Inc. Website Benefits Statement	Type Balance Sick 217.75 Personal 12.01 Barb Test 174.00
Messages ...	Benefits ...		
You have 1 personal info change(s) that need your approval Welcome to Employee Self Serve Happy Holidays!! Be Safe!	No Current Benefits		

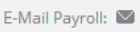

7. **The Pay** tab (from the Dashboard) will take you to view all of your previous pay stubs.
 - a. You can select the year that you wish to view.
 - b. Select by clicking on the check date that you wish to view.
 - c. This will bring up a Preview of your check stub.
 - d. Select  to open a PDF version of your check.
 - e. You can save or print your check stub from here.



8. **The Pay** tab (from the Dashboard) will take you to view all of your previous W2's or 1099's.
 - a. Select by clicking on the year you wish to view.
 - b. You will see the W2 or 1099 coincide with the year.



- c. This will bring up a Preview version of your W2 or 1099.
- d. Select  the floppy disk icon to open a PDF version of your W2.
- e. You can save or print your W2 or 1099 from here.


9. **Your Info** Tab (from the Dashboard) will allow you to see how your information is entered in Payday's payroll system.
 - a. If your company is only set up with view access you will only be able to view how your information is entered.
 - i. You will then be able to email your payroll contact directly from Employee Self-Serve by selecting the email icon. 
 - b. If your company has full access then you will be able to edit the information in the Employee Self-Serve to request the change be made by your payroll contact.
 - i. Select the Current Info Information button
 - ii. The Change Personal Information Box appears 

Current Info [Update Info](#)



First Name	Middle Initial	Last Name
John	A	Doe
Address		
5500 Inidan School		
APT 456		
City	State	Zip Code
Albuquerque	NM	87112
Phone	Email	Date Of Birth
505-328-2584	twinkelman@wmvillage.com	12/04/1969

Direct Deposit Info [Additional Info](#)

Account #	ABA Routing #	Account Type
-----------	---------------	--------------

View Your Pay Rates 

Federal Tax	State Tax (NM)
Marital Status	Marital Status
Married	Married
Dependents	Dependents
2	1
Additional	Additional
100\$	15\$

- iii. Enter changes by selecting the information and typing in or selecting from drop boxes the correct information.
- iv. Select  to submit your changes.
- v. Select  if you don't want to save your changes.



10. The **Time Off** tab (from the Dashboard) will allow you to see your Time Off Information (If your company tracks time off in payroll)

Time Off


All	Request Date	Status	Type	Start	End	Time	Notes
Sick	06/12/2014	Approved	Personal	06/25/2014	06/25/2014	8.00	vacation
Personal	05/16/2014	Approved	Sick	10/06/2014	10/06/2014	8.00	Really Sick
Barb Test	05/02/2014	Denied	Barb Test	05/05/2014	05/09/2014	40.00	Going to hawaii
	07/10/2013	Approved	Barb Test	07/12/2013	07/15/2013	16.00	
	06/19/2013	Approved	Sick	06/20/2013	06/21/2013	16.00	sick
	05/20/2013	Approved	Barb Test	08/01/2013	08/06/2013	32.00	
	04/23/2013	Denied	Barb Test	04/29/2013	04/29/2013	8.00	
	12/06/2012	Approved	Barb Test	12/07/2012	12/07/2012	8.00	Going Shopping



< page 1 of 6 >

- a. Under the request date, select the pay date you wish to request time off for.

 **Time Off Request** 

Type	Accrued	Balance	Pending
Personal	28.01	12.01	0.00





Sick	Start Date	Breakdown								
Personal	06/25/2014 	<table border="1"> <thead> <tr> <th>Type</th> <th>Date</th> <th>Hours</th> <th>Minutes</th> </tr> </thead> <tbody> <tr> <td>Personal</td> <td>06/25/2014</td> <td>8 <input type="text"/></td> <td>0 <input type="text"/></td> </tr> </tbody> </table>	Type	Date	Hours	Minutes	Personal	06/25/2014	8 <input type="text"/>	0 <input type="text"/>
Type	Date	Hours	Minutes							
Personal	06/25/2014	8 <input type="text"/>	0 <input type="text"/>							
Barb Test	End Date									
	06/25/2014 									
	Hours Per Day									
	8 <input type="text"/>									
	Minutes Per Day									
	0 <input type="text"/>									
	<input type="checkbox"/> Include Weekends									
		Total Time 8.00								

< page 1 of 1 >

Employee Notes
vacation

Manager Response

- b. Select  if you don't want to save changes.
- c. Select  to submit your changes.