



Dear UMHB Student Employees:

We are pleased to introduce our Student Employee Self-Service web site, Paychex E-Services, a new resource for all student employees in the UMHB Work Program. Through this site, you can access your pay statements and W2 forms 24 hours per day, 7 days a week from any computer with internet access.

You will still continue to pick up your paychecks each payday in the Bursar's Office, or, if you have an account balance, have it applied directly to your account.

Step-by-step instructions to register are on the next pages of this memo. This is a one-time registration requirement and only takes a few minutes to complete.

Pay statements starting with the January 11, 2013 pay date are available on this site. Beginning **January 2014**, your **2013 W2's** will also be accessible on the pay statement site.

Once logged in, you will be able to view or print your previous pay statements, as well as view the total hours paid to date each semester on your pay statement.

For questions, please contact Cathleen Spradlin at ext. 8637.

Sincerely yours,

UMHB Payroll Department

## How to Register on Paychex E-Services

Go to <https://eservices.paychex.com/secure>

Follow the on screen instructions as shown below:

Company ID    First box – enter 0472

                  Second box – enter E187

Username – enter your first initial last name (John Smith would enter jsmith)

Password – your temporary password the first time you access is your first initial last initial (all caps) and the last 4 digits of your social security number (John smith, whose social is 123-45-6789 would enter JS6789 for his temporary password)



**Paychex**  
**eServices**

Please enter your company ID, username and password to log in

**Company ID:**   

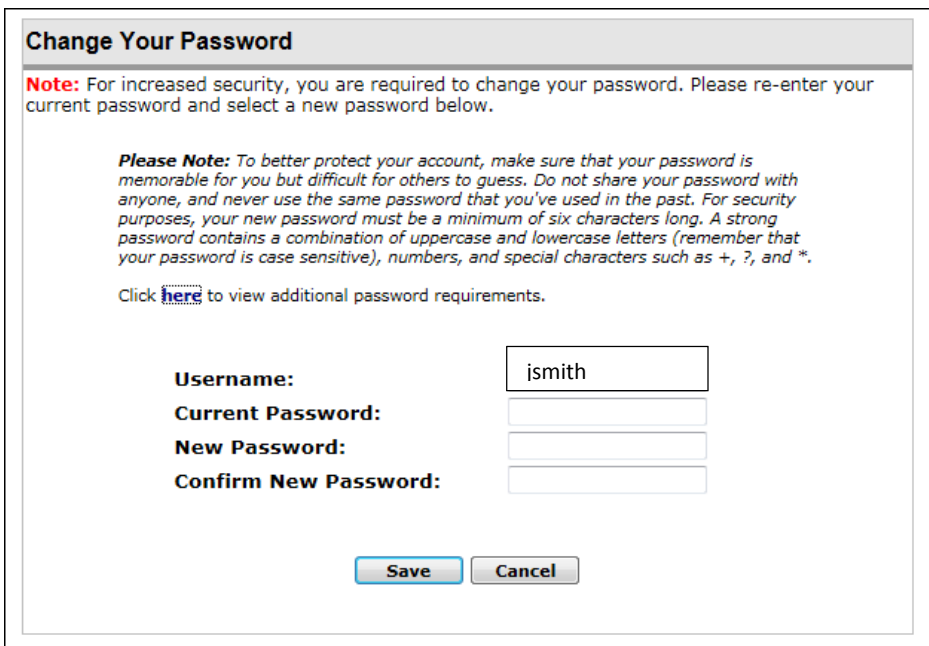
**Username:**       

**Password:**       

**SECURE LOGIN**

Click the Secure Login button.

You will now be prompted to select your new password. Please follow the online instructions. Your new password needs to be at least 6 characters in length, must contain at least one number, and may contain any combination of upper and lower case letters, numbers and special characters (\$, \*, ?, etc.). Passwords may not be all numbers only.



**Change Your Password**

**Note:** For increased security, you are required to change your password. Please re-enter your current password and select a new password below.

**Please Note:** To better protect your account, make sure that your password is memorable for you but difficult for others to guess. Do not share your password with anyone, and never use the same password that you've used in the past. For security purposes, your new password must be a minimum of six characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and \*.

Click [here](#) to view additional password requirements.

**Username:**           

**Current Password:**   

**New Password:**       

**Confirm New Password:**

**Save**    **Cancel**

Select Save.

You should receive a “password successfully changed” notice. Select ok.

Now, you may login to the pay statement site using your new password.

Under check history, you should be able to see each of your paychecks listed by Check Date. Clicking on any blue check date should take you to a detailed .pdf check stub that you can view or print as often as needed.

| Check History  |         |         |
|--|---------|---------|
| Year: <span style="border: 1px solid black; padding: 2px;">2013</span> ▼ |         |         |
| Check Date   | Check # | Batch # |
| <a href="#">04/19/2013</a>   | 12735   | 1       |
| <a href="#">04/05/2013</a>   | 12326   | 1       |
| <a href="#">03/22/2013</a>   | 11911   | 1       |
| <a href="#">03/08/2013</a>   | 11488   | 1       |

### Viewing hours worked each semester

Hours are entered into payroll based on the term the hours were worked.

Students can view the total hours worked each semester during the calendar year in which they were earned. YTD totals reset on January 1 each year.

| EARNINGS |                       |               |        |              |                   |          |
|----------|-----------------------|---------------|--------|--------------|-------------------|----------|
|          | DESCRIPTION           | HRS/<br>UNITS | RATE   | CURRENT (\$) | YTD HRS/<br>UNITS | YTD (\$) |
|          | FALL HOURS            |               |        |              | 28.00             | 210.25   |
|          | <b>SPRING HOURS</b>   | 25.00         | 7.2500 | 181.25       | <b>79.00</b>      | 572.75   |
|          | <b>HOURS WORKED</b>   | 25.00         |        |              | 108.00            |          |
|          | <b>ADJ EARNINGS</b>   |               |        | 181.25       |                   | 783.00   |
|          | <b>GROSS EARNINGS</b> | 25.00         |        | 181.25       | 108.00            | 783.00   |

### Changing your password

If you need to change your password, select Security, then Change Password, and following the on screen prompts.

|                    |
|--------------------|
| employee           |
| ▾ April 23, 2013   |
| Payroll            |
| Preferences        |
| E-Mail Address     |
| E-Mail Preferences |
| Security           |
| Change Password    |

You can also add an email address to receive email notices when pay statements and W2's are available by entering your email under the E-mail Address option under Preferences.