



Step by step instructions to Paychex Employee Self-Service Web Site

Web address <https://eservices.paychex.com/secure/>

Log in Instructions

- Company Id is **0480** (box on the left) **9278** (box on the right).
- User name is the first initial of employees first name and entire last name (for example, **jsmith**)
- Initial password is the first initial of the first name combined with the first initial of last name, both capitalized, and the last four digits of your Social Security Number (for example, using John Smith with a Social Security number of XXX-XX-1234, the password would be **JS1234**).
- After first log in change of password is required.
- Upon clicking the Secure Login, you will be able to enter the Employee Self Service site (employee tab).
- Once the employee logs in they can retrieve all generated payroll documents.

Notifications
e-Services Support Bulletins
Employee Information
Employee List
Check History
Check History Search
Print Tax Forms
E-Mail Preferences
Security
Default Role
System Access
E-Mail Setup

*A request will need to be submitted for all payroll documents generated 2015 and prior.

*Please reach out to your assigned office if you have any questions.