



Employee Self Service

Employee's Online Data Portal



PAYALITY

Paperless – Go Green




PAYALITY

www.payality.com

Login



- Visit www.payentry.com/ee
- Enter username and password (Run Employee Self Service Enrollment Report in payentry.com)



Employee Login

To access your account, you must first login to the system.

Please provide your username and your password below. Your username and password have been assigned to you by your employer.

Username:

Password:


[Forget Your Username or Password?](#)

Please verify that all **requirements to use this system** have been met.

Home Page



- The Home Page view can be customized by each employee by selecting the summary information they want to include, and setting the display attributes for that information.
- In the Quick Links toolbar, click Maintenance/My Home Page

 **My Home Page**

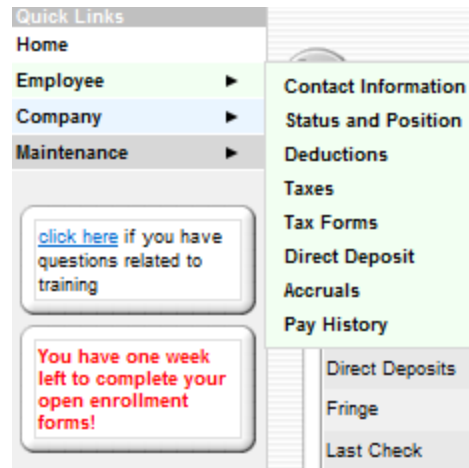
Customize your home page by selecting the summary information you want to include, and setting the display attributes for that information.

Summary Information	Include on My Home Page	Initially Displayed or Collapsed
Accruals	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Displayed <input type="radio"/> Collapsed
Contact Information	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Displayed <input type="radio"/> Collapsed
Deductions	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed
Direct Deposits	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed
Fringe	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed
Last Check	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed
Pay History	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Displayed <input type="radio"/> Collapsed
Rates	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed
Status and Position	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed
Tax Forms	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed
Taxes	<input type="checkbox"/>	<input type="radio"/> Displayed <input type="radio"/> Collapsed

Employee Quick Links

Employees can view:

- Contact Information
- Status and Position
- Deductions
- Taxes
- Direct Deposit
- Accruals
- Pay History



Payroll History

Employees can receive their pay information online eliminating the need to print and distribute payroll checks.

Quick Links

- Home
- Employee ▶
- Company ▶
- Maintenance ▶

[Home](#) ▶ [Employee](#) ▶ [Pay H](#)

Payroll History

Prior Checks

The following checks have been issued:

Check Date	Pay Type	Hours	Gross	Deds	Taxes	Dir Dep	Net Pay	Check Amt	Check #	Voucher #	Clr?	
8/31/2010	Reg	82.00	1,025.00	202.25	87.83	0.00	734.92	734.92	1690	0	No	Details ▶
6/30/2010	Reg	50.00	625.00	182.25	49.30	0.00	393.45	393.45	1703	0	No	Details ▶
3/31/2010	Reg	80.00	1,000.00	201.00	83.26	0.00	715.74	715.74	1559	0	No	Details ▶
3/15/2010	Reg	80.00	1,000.00	201.00	83.26	0.00	715.74	715.74	1553	0	No	Details ▶
1/15/2010	Reg	45.00	562.50	148.13	45.28	0.00	369.09	369.09	1443	0	No	Details ▶

Totals for 1/1/2010 through 12/31/2010

Show totals for: Predefined date range: 2010 through 12/31/2010
 Custom date range: 1/1/2010 through 12/31/2010

Andrew Johnson
 1456 Main Street
 Fresno, CA 93720

	Net Pay	Net Check
	2,928.94	2,928.94

Earnings

Code	Description	Hours	Amount
Reg	Regular	325.50	4,068.75
OT	Overtime	11.50	143.75
		337.00	4,212.50

Deductions

Code	Description	Amount

Employee Views

- Accruals
 - Benefit, Used Hours, Accrued Hours, Last Accrue Date
- Pay History
 - View each pay's: Check Date, Pay Type, Hours, Gross, Deductions, Taxes, Direct Deposit, Net Pay, Check/Voucher
- View Specific Check Detail
 - View Earnings, Deductions, Taxes, Employer Taxes, Direct Deposits
- Print Check Stub



Employee Views

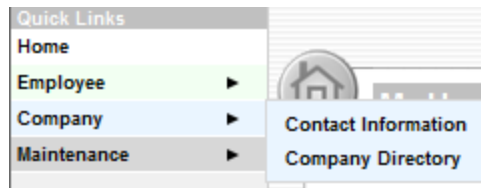
- Contact Information
 - Name, Address, Phone, Email
- Status & Position
 - Home Department, Status, Rates, Fringe Benefits
- Deductions
 - Deduction Codes, Rate/Amount, Frequency, Goal, Amount Paid
- Taxes
 - Tax, Type, Filing Status, Flat Amount/Experience, Exemptions
- Direct Deposit
 - Transit and Account Numbers, Checking/Savings, Amount



Company Quick Links

Employees can view:

- Company Contact Information
- Company Directory



Company Views

- Company Contact Information
 - View Company's Mailing Address, Phone, Fax, Contact Name, Contact Phone, Contact Email
- Search Company Directory
 - Search for an employee and view: Employee Name, Branch/Location/Department, Phone



Maintenance Quick Links

Employees can:

- Update Account
- Opt for online tax enrollment
- Customize Home Page




Account Maintenance

Employees can update:

- Password
- Username
- Email Address
- Authentication Question





Account Maintenance

Change Password

To change your password, enter a new password, the new password confirmation, and your current password, then click Change Password.

New Password:

Confirm Password:

Current Password:

The password must be at least 8 characters in length and contain both alphabetical and non-alphabetical characters.

Tax Form Enrollment

Employees can opt to obtain their Form W-2/1099 online



Online Tax Form Enrollment

You are not currently enrolled to obtain your W2/1099 tax forms online. If you would like to enroll to obtain your W2/1099 tax forms for 2009 and future years, please click the button below.

Yes, I would like to obtain my W2/1099 Tax Forms online

If you have any questions about obtaining W2/1099 Tax Forms online please contact your online Tax Form administrator:



Logout

Logout in the upper right-hand corner at anytime

