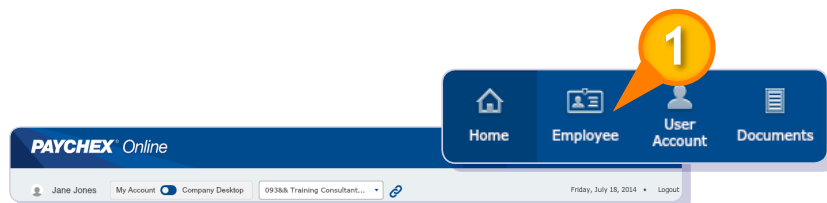


Accessing Your Personal and Payroll Information

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: Jacqueline	ME:	Last Name: Jacquard	Prefix(Rev/Dr):
Time Off	Suffix(Sr,Jr,III):	DOB: 04/14/1981	SSN: ***-**-4336	Employee ID#: 3
Bank Accounts	Address: 63 Cypress Trail	Address 2:	PO Box:	City: Harrisburg
Taxes	State: Pennsylvania	Zip Code: 17101	Country: United States	
Compensation				
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.

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

***i** If your employer permits, you can add, edit, and delete Direct Deposit bank account information. Depending on when you make a change, it may not take effect with your next check.*

***i** If your employer permits, you can edit your tax information. You may need to send additional information to your payroll administrator.*

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.