

Quick Reference Guide

Welcome to CyberPay Online! Use CyberPay Online to quickly view and print up-to-the minute pay stubs for up to the last 12 months.

Creating a logon and password is simple. You will need:

- your social security number
- your Company Code (on a check stub)
- a payroll check date
- the take-home pay of that check date

Creating a Login and Password

First, click **Create Login** at the bottom of the screen.

Please Log In

Employer ID:

Login Name:

Password:

Forgot Password?

If you do not have a login name, or you don't remember, please [Create Login](#).

STEP 1: Enter your Company Code in the Employer ID field and click Continue.

Create Login

Step 1: Enter Employer ID Number

Employer ID:

STEP 2: Enter your Last Name, First Name, Social Security Number, a previous Check Date, and Your Take Home Pay Amount. Click Continue.

Create Login

Step 2: Enter Personal Information

Last Name:

First Name:

Name Suffix (Jr, Sr, etc.):

Social Security Number: (000-00-0000)

A previous Check Date: (mm/dd/yyyy)

Take Home Pay Amount for the above Check Date:

STEP 3: Enter a Login Name, Password, and Email Address. Verify the information. Click Continue.

Create Login

Step 3: Enter Login Name and Password

Login Name:

Password:

Verify Password:

Email Address:

You have completed the steps to create a login and password.

Logging into CyberPay

Now that you have created a Login Name and Password, you are ready to login and see your pay stub information.

1. Enter your Employment ID, Login Name, and Password.

Please Log In

Employer ID:

Login Name:

Password:

Forgot Password?

If you do not have a login name, or you don't remember, please [Create Login](#).

2. Click LOG IN.

Forgot Your Password


Forgot your password? Have CyberPay email it to you.

1. Click **Forgot Password**.
2. Type in your **Employer ID, Login Name, and Email Address** and click **Continue**.
3. Your password will be emailed you.

Quick Reference Guide

Now that you have logged in you have several options.

CyberPay Home Page



	Pay Date	Gross Pay	Net Pay
View	2005-08-17	180.00	126.38
View	2005-07-27	150.00	102.69
View	2005-07-13	262.50	191.51
View	2005-06-22	180.00	154.01

Viewing the Pay Stub Online

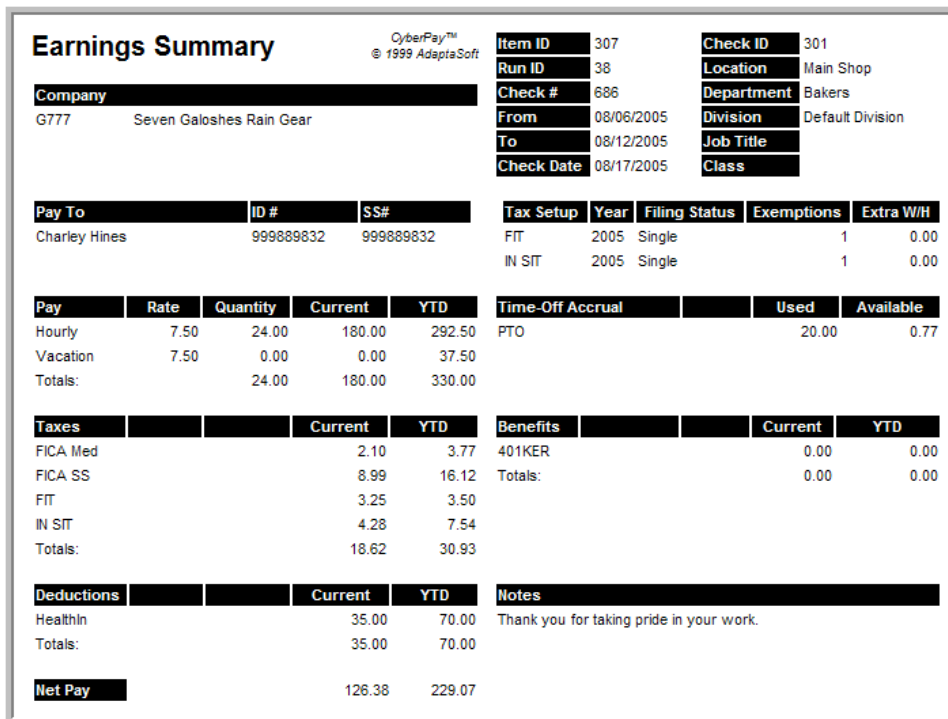
1. To view the Pay Stub, click **View** next to the **Pay Date** on the **Home Page**.
2. Click the **Print** button for a hard copy.

Changing Your Personal Information

You can edit the following personal information:

- Password
 - E-mail address
 - Physical address
 - Telephone number
1. Click **My Info** on the **Home Page**.
 2. Make the needed changes.
 3. Click **Save**.

CyberPay Online Pay Stub



Pay To	ID #	SS#
Charley Hines	999889832	999889832

Tax Setup	Year	Filing Status	Exemptions	Extra W/H
FIT	2005	Single	1	0.00
IN SIT	2005	Single	1	0.00

Pay	Rate	Quantity	Current	YTD
Hourly	7.50	24.00	180.00	292.50
Vacation	7.50	0.00	0.00	37.50
Totals:		24.00	180.00	330.00

Taxes	Current	YTD
FICA Med	2.10	3.77
FICA SS	8.99	16.12
FIT	3.25	3.50
IN SIT	4.28	7.54
Totals:	18.62	30.93

Deductions	Current	YTD
HealthIn	35.00	70.00
Totals:	35.00	70.00

Net Pay	Current	YTD
	126.38	229.07

Item ID	307	Check ID	301
Run ID	38	Location	Main Shop
Check #	686	Department	Bakers
From	08/06/2005	Division	Default Division
To	08/12/2005	Job Title	
Check Date	08/17/2005	Class	

Time-Off Accrual	Used	Available
PTO	20.00	0.77

Benefits	Current	YTD
401KER	0.00	0.00
Totals:	0.00	0.00

Notes
Thank you for taking pride in your work.

Logging Out of CyberPay

1. Click **Log Out** on the **Home Page**.

