PAYCHEX

Accessing Your Personal and Payroll Information

Important Reminders:
Paychex Online is compatible with Adobe® Flash® Player version 10.1 or higher. If needed, download the latest version at http://get.adobe.com/flashplayer.

Check with your employer to determine whether you can access the Personal and Payroll Information screen.

Select the **Employee** icon (1) to view your personal and payroll information. Up to six categories display in the left-navigation menu. They 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

Refer to Help content within each category for more information.

Depending on screen resolution or the device used, service icons (2) may display in the upper right corner.

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.

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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 e-mail addresses. Changes you make here will update your employer's payroll records.

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

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 user name and password resets or accessing the site, click the **Forgot Username/Password?** link (2) on the login page of the Paychex Online Web site.

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