



Email Check Stub Delivery

Simple, Easy, Secure

You already have your payroll directly deposited—Wouldn't it be nice to receive your pay stub electronically on pay day? No more paper!

Simple...Here's how it works

On pay day, you will receive an email notification that your payroll stub is available. From your phone, other mobile device, or PC, you can view and securely download your stub.

Easy to get started

If you're not already having all of your payroll directly deposited, please do. Worrying about lost and stolen payroll checks, having to drive to the bank, and bad weather delivery of payroll should be a thing of the past.

1. Contact your payroll department to provide your email address
2. Payroll will enter your email address and assign your access code (combination of employee number and last name)
3. Upon first access to the system, enter your cell phone number (if you forget your password, a new password notification can be sent to your cell)

Secure access...

Here are the basics...A more detailed explanation follows:

1. Once you're set up: morning of your check-date you'll receive an email notification that you have a secure file to download
2. Enter your access code
3. View your payroll stub
4. Download your payroll stub to your computer for record retention

Getting started and accessing your payroll stub

1. Contact your payroll department to provide your email address
2. Payroll will enter your information into the Electronic Check Stub delivery system.
3. **Notification that your pay stub is ready for download**

Hello Mary Smith,

You have been sent a secure file download. To securely download this file(s), please click on the following link:

<https://www.myfileguardian.com/PostOffice/SecureMessage.aspx?mb=20HP2urzV2kcw0Gbx766uw%3d%3d>

(If you're unable to click on the link, copy the entire link into the address bar of your preferred web browser.)



Message Details:

From: Payroll Support (payrollsupport@myshugo.com)
Date: 3/7/2012 1:34:28 PM
Subject: 02/18/2011 Check Stub
Expiration Date: 3/7/2014
Message: Mary,

Here's your check stub for check date 02/18/2011.

Thanks,

-Payroll Support

The reference number for this secure file download is FG-M126687R36702

4. Enter your secure access code

You have already been assigned an access code comprised of your employee number and last name (Employee number [no leading zeros] and last name [first letter is UPPER-case, the rest all lower-case, no spaces]). Find your **employee number** on your current payroll stub.

Kelly Back	
2 Anderson Drive	Check# : 613273
Phillipsburg, NJ 08865	Check Date: 03/30/2017
Emp#/Dept: 80 0111	Period End: 03/30/2017
Tax ID# : XXX-XX-4899	Federal Exemptions: 00 MARRIED
Pay Frq : 020 Semi-Monthly	NJ State Exemptions: 00 MARRIED
: 1037.89 Less Imputed: 85.52 = Net: \$77006.84	

In the above example, the password is *80Back*

In order to access and download the file(s) sent to you, Contoso Payroll Services has required that you complete the following to validate your identity.

What is your access code?

 Submit



[Forgot your access code/password?](#) | [Why does this look different?](#)

Powered by **Shugo**

All activity on the website is recorded for audit purposes.
Information such as your IP address, point of origination and other information is recorded.

 **McAfee SECURE**
TESTED DAILY 07-MAR

 **SHUGO**
CERTIFIED SECURE

Tip: If this is the first time you're downloading your stub, you'll be prompted to change the access code assigned by your check stub administrator to something personal that you'll remember (the image on the next page shows what this will look like). The password you choose now will be your password going forward, so be sure to set it to something you'll remember and keep it stored in a safe location!

Optionally you can provide your cell phone number. If you choose to provide your cell phone number, in the future if you ever forget your access code, you can request that a new one-time access code via an SMS text message.

For security reasons, your cell phone number will be stored encrypted in our secure data centers and not be used for any purpose other than sending you a temporary access code upon your request.

Reset your access code

Welcome to the secure post office of

Why are we asking you to reset your access code?

By strengthening access code you'll improve the security of the files sent to you by Payroll Services. To learn about the latest recommendations on secure passwords, click here.

Why are we asking for your cell phone number?

in case you forget your new access code, we'll send you an SMS text with a random one-time access code to use.

For security reasons:

- We will not use your cell phone number for any other purpose.
- Your cell phone number is stored encrypted in our secure data centers.
- Entering your cell phone number is optional and can be left blank.

New Access Code _____

Confirm Access Code _____

Cell Phone Number _____ ### ##-####

Confirm Phone Number _____

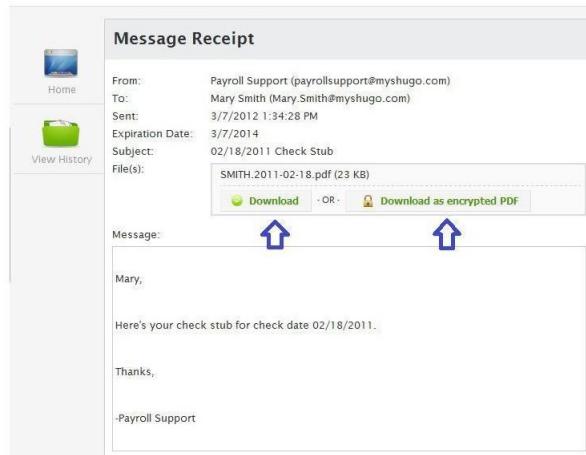
Cell Provider Select One

Save

5. View or Download your pay stub

Use one of the two identified download buttons below to view/download your check stub.

Tip: If you choose the “Download as encrypted PDF”, your check stub will be saved encrypted on your computer.

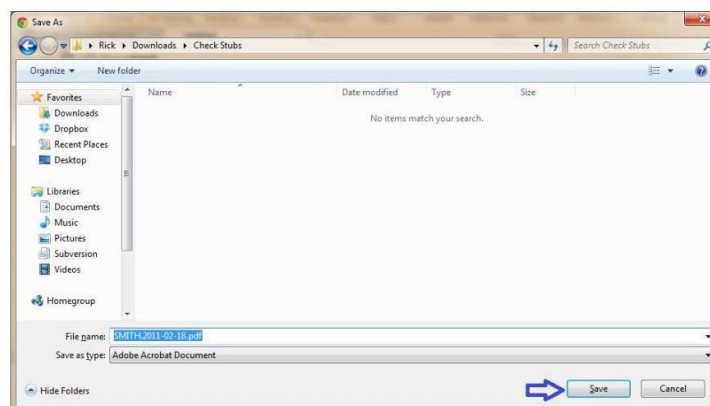


6. Save your pay stub to your computer

Once you click download, your internet browser will prompt you to save your check stub to your computer. Select the location on your computer where you'd like to save the file to and click “Save”.

You'll notice that by default the PDF file name for your check stub will be your last name followed by the check date for the payroll.

Download your pay stubs for your own record retention. The system is only accessible to current employees. Current employees will have access to the last 12 months of stubs posted.



7. Use Adobe Reader to view your payroll stub

AAA | 80(03/30/2017)613273| \$77006.84



Abc School Of Your Town
44 Main Street
Bloomsbury, NJ 08804

YOUR TOWN BANK USA

613273

85-33
212

Date **Check#** **Amount**
03/30/2017 613273 XXXXXXXX

Pay Exactly VOID ** VOID ** VOID ** VOID ** VOID ** VOID ** VOID ** VOID

To The Order Of

Kelly Back
2 Anderson Drive
Phillipsburg, NJ 08865

DEPOSITS HAVE BEEN MADE TO THE FOLLOWING ACCOUNT

BANK ABA	ACCOUNT#	AMOUNT
0X 231271378	XXXXXXXX857	77,006.84
TOTAL		77,006.84

Abc School Of Your Town 44 Main Street Bloomsbury, NJ 08804		Kelly Back 2 Anderson Drive Phillipsburg, NJ 08865 Emp/Dept: 80 / 0111 Tax ID# : 100-10-4899 Pay Freq : 020 Semi-Monthly		Check# : 613273 Check Date: 03/30/2017 Period End: 03/30/2017 Federal Exemptions: 00 MARRIED NJ State Exemptions: 00 MARRIED					
Gross:	160085.52	Less Taxes:	81955.27	Less Vol Ded:	1037.89	Less Imputed:	85.52	= Net:	\$77006.84

CURRENT TYPE	HOURS	RATE	CURRENT	YTD	WILSONARY DEDUCTIONS	CURRENT	YTD	BALANCE
Other Gross			160000.00	640000.00	*Health Contribution	100.00	400.00	
Imputed Income			85.52	342.08	*Pension	504.00	2016.00	
Contract Gross					Contributory Insurance	28.00	112.00	
					*Vatic (403b)	100.00	400.00	
					Dues	51.75	207.00	
					Dues Teacher/Employee Share	11.49	45.96	
					Wage Garnishment	242.65	970.60	
TOTAL			160085.52	640342.08	TOTAL		1037.89	
					* This Deduction will Reduce Taxable Wages			
TAX TYPE	TAXABLE WAGES	CURRENT	YTD					
Federal Income Tax	159,381.52	60205.35	240821.40					
Social Security			7886.40					
Medicare	159,985.52	3759.66	15238.64					
NJ State Tax	160,085.52	17990.26	71961.04					
Unemployment/PLT			175.88					
TOTAL		81955.27	334088.36					

MESSAGE AREA 01/2017

YOUR TRAF PENSION# IS 557055

Abc School Of Your Town