



*The Future of Employee
Communication... NOW!*

Going Paperless

ONLINE PAYSTUBS with my-eStub.com™

Fleming County Schools has partnered with PaperlessPay Corporation to give you the opportunity to receive your Direct Deposit paystubs online with my-eStub.com™.

- No more waiting on paper.
- Instant and secure access to your paystubs online 24/7 – 365 days a year.
- View and Print your paystubs when you want from any computer with Internet Access.
- Have your paystubs emailed to any email address.
- Get text messages of deposit amounts.

With Online Stubs, you receive:

Better Security:

Since the only way to access your personal payroll information is with a user name and password, only you can see your data.

Loan Documents:

In the event you are trying to secure a personal loan, your stubs are instantly available online to meet your immediate requirements.

On-time Stub Delivery:

Because the www.my-eStub.com portal is “always on” 24/7, your stubs never get lost or delayed in their delivery to you.

Multiple Notification Modes:

- A simple email informing you that your paystub is ready to view online,
- An embedded HTML stub viewed through your www.my-eStub.com™ account,
- A secure, Password Protected PDF stub sent to you via any email address you'd like,
- Text message alerts of up to 6 items from your stub.

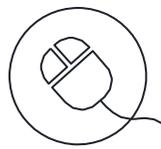
Need Employment Verification? Go online! Need Income Verification? Go online!
Need access to your historical deposit information? Go online!

It really is that easy.

Detailed instructions on how to access your online stubs will be coming shortly.



Employee FAQ



Where do I login?

Once you have opened *www.my-estub.com* in your internet browser, employees will click on *Employee Portal* in the upper left corner of the screen. This will open a login window for you to input your information. If you are an administrator for the company, you will click on *Administrator Access* in the bottom left corner.

What is my UserID?

The format for your UserID will be unique to your district. It will consist of three general parts: District abbreviation, Employee Number, and a portion of your name. The number of characters and arrangement of the three parts will be specifically formatted for each individual. If you are unsure of your UserID, check with your Payroll Department to make sure you have the correct information.

Where can I find my Employee Number?

If you have received a paper pay stub, your employee number will be located on it. *Your UserID will be on the letter you receive with your setup instructions.* If you do not have a stub available, you can contact your payroll department and they will be able to look up your number for you.

Can I change my UserID?

Your user name is specifically formatted by your payroll department and is used to process all of your electronic files to your account. Therefore, this information cannot be changed from what is assigned to your account.

Can I access my pay stub from any computer?

Yes, if you have access to the internet, then you will have 24 hour access to your pay records.

If I can login from any computer, how safe is my-eStub.com™?

Every year Paperless Pay Corporation goes through a special security audit called SSAE 16 Type II. You can find more information about what this certification means to you here: http://ssae16.com/SSAE16_overview.html.

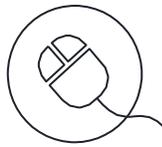
What happens if I forget my UserID or Password?

Your Payroll or Human Resources department can assist you with this information. If you've forgotten your password, you can use the *Recover Password* option. This option will verify your security questions and then send you a randomly generated, temporary password to the email address on file. You will be able to login and immediately reset your password.

What does, "Sorry the UserID & Password provided are not valid" mean?

If you are receiving this message, then your UserID has not been entered correctly. You may attempt to reset your password through the site. Also, make sure that you have clicked onto the *Employee Portal* and not the *Administrator Access*.

Employee FAQ



What does, “Your Username is locked” mean & what do I do?

You have three tries to enter your password. After your third attempt, if it has not been entered correctly, the site will automatically lock your account for security purposes. The account will unlock in 24 hours. However, if you enter an incorrect password on your first attempt, the account will lock again. Call your Payroll or Human Resources department to assist you with your account.

My Password disappears when I press *Login*. What do I do?

If your password disappears when you try to log in, but no error message appears, this generally means that there is a security program blocking the website. You should check that *www.my-estub.com* is set as a 'Safe Site' or 'Allowed Site' through your internet browser, as well as through any security program you may have installed on your computer. When you have done this, exit and reopen the site before logging in. If the problem continues, call your Payroll or Human Resources department to assist you with your account.

When I click on a Transaction ID, nothing happens. What do I do?

If nothing occurs when you click on a transaction ID, this is usually caused by new security features on Internet Explorer Version 9. In order to allow your stubs to show, you'll need to click on Tools on your Menu Bar and click Compatibility View Settings. This will open the Compatibility options box. Our site address will be filled in for you in the top box, click Add, and Close at the bottom. The screen will refresh and your stubs will be available for viewing.



The Future of Payroll Communication... NOW!

Stay connected. Anytime. Anywhere.

If you want to stay better connected online and from your mobile device, my-eStub.com is just the innovation for you! Now you have easy access to your pay data and more — all in a familiar, easy-to-use format.

- View pay statements online 24/7
- Password case sensitivity for your security benefit
- Get notified when your paystub is available
- Receive your pay information via Text Message.
- Read Company News and Announcements
- PDF Email of your paystub