



Payment Information

***Employees are paid twice a month.
To calculate when you will receive payment, use the chart below:***

Dates Worked	Pay Date
1 st -15 th	5 th of the following month
16 th -31 st	20 th of the following month

Viewing of Pay Stubs

To view your paycheck/direct deposit stub go to <https://eservices.paychex.com/secure>. The company ID that you will use is 0463 v571.

Your username is the first letter of your first name and your entire last name. (If you cannot get in with that username, try adding a 1 after your last name as another employee may have the same first initial and last name.)

Your initial password is your first and last initial capitalized and the last four digits of your Social Security number. When you log in you will be asked to change your password immediately. **The new password that you enter will be confidential and we will not have access to it.** Therefore it is imperative that you remember this password, since we will not be able to look it up for you.

*If you have any questions feel free to give us a call at
913.322.7212 or toll free at 877-285-7603.*