



11806 W 77<sup>th</sup> St  
 Lenexa, KS 66214  
 913.322.7212  
[WORK@HelpersInc.org](mailto:WORK@HelpersInc.org)  
 Mon – Thurs. 9am – 5pm  
 Fridays 9 am - 1pm

### Payroll Information

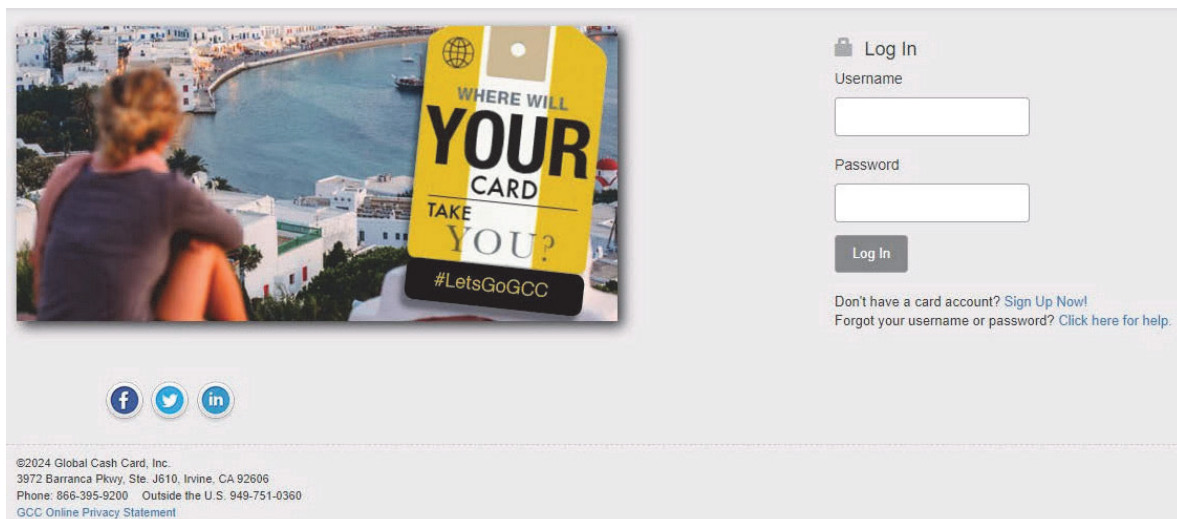
Pay dates are the 5<sup>th</sup> & 20<sup>th</sup> of each month. If the 5<sup>th</sup> or 20<sup>th</sup> is on a weekend or holiday, funds and paystubs will be available on the Friday before the pay date.

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

### Viewing Paystubs & W2s

**AFTER** receiving your first paycheck, DSWs can go to the Global Cash Card/My Wisely website: [cardholder.globalcashcard.com](http://cardholder.globalcashcard.com) and register to view your paystubs and year-end W2s. \*DSWs will not be able to login to the website before your first pay date.

Click the **Sign Up Now!** link and continue with the instructions below:



- ✓ Activate Account - Select whether you have a card or not. If receiving direct deposit, select NO.
- ✓ Fill in your personal information.
  - For Unique ID: use your SSN w/no dashes
  - Employer Name: Helpers Inc
- ✓ Check the box I'm not a robot and click CONTINUE.
- ✓ Verify information and select security questions.

\*\*\*If you receive an error stating **Invalid Credentials**, please contact Wisely's customer service at **1-866-395-9200** and state that you are unable to create an account to view your Helpers Inc paystubs.

\*\*\*If you have ever had a previous login with Global Cash Card/My Wisely, you will need to call the customer service line and advise the rep that you have 2 accounts so they can assist with a new login for Helpers with your credentials.