<u>Paperless Pay Stub Log-in & User Set Up Instructions for</u>
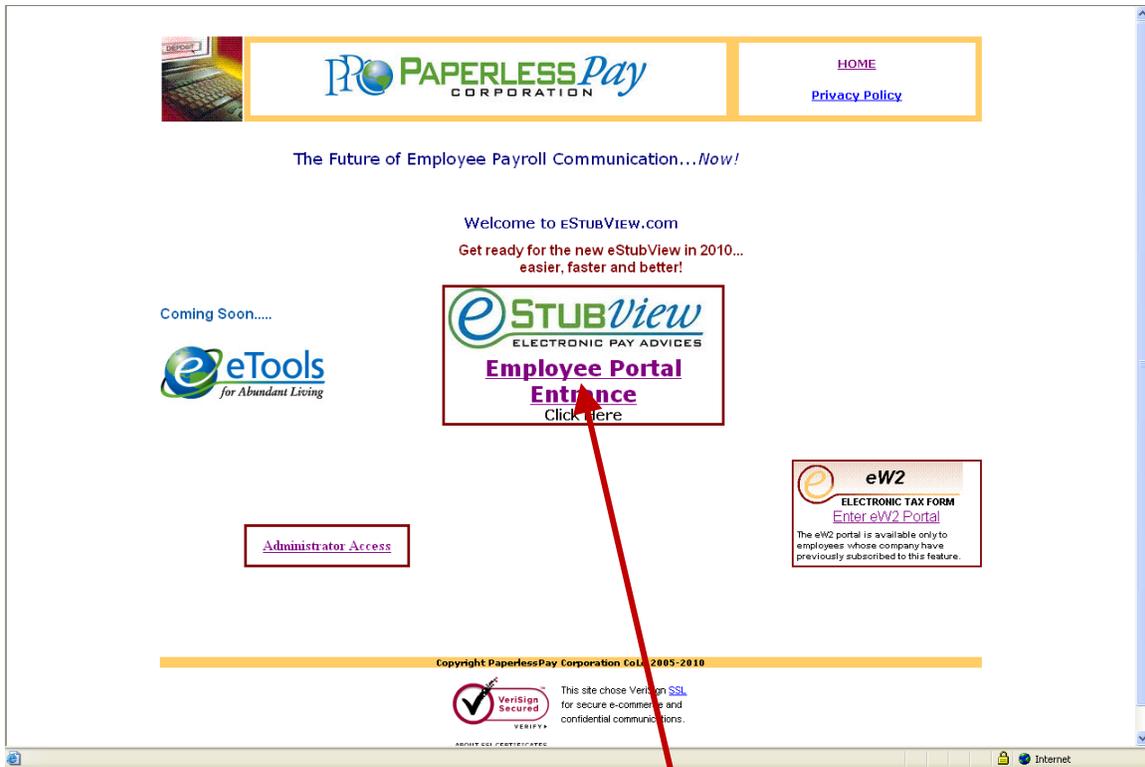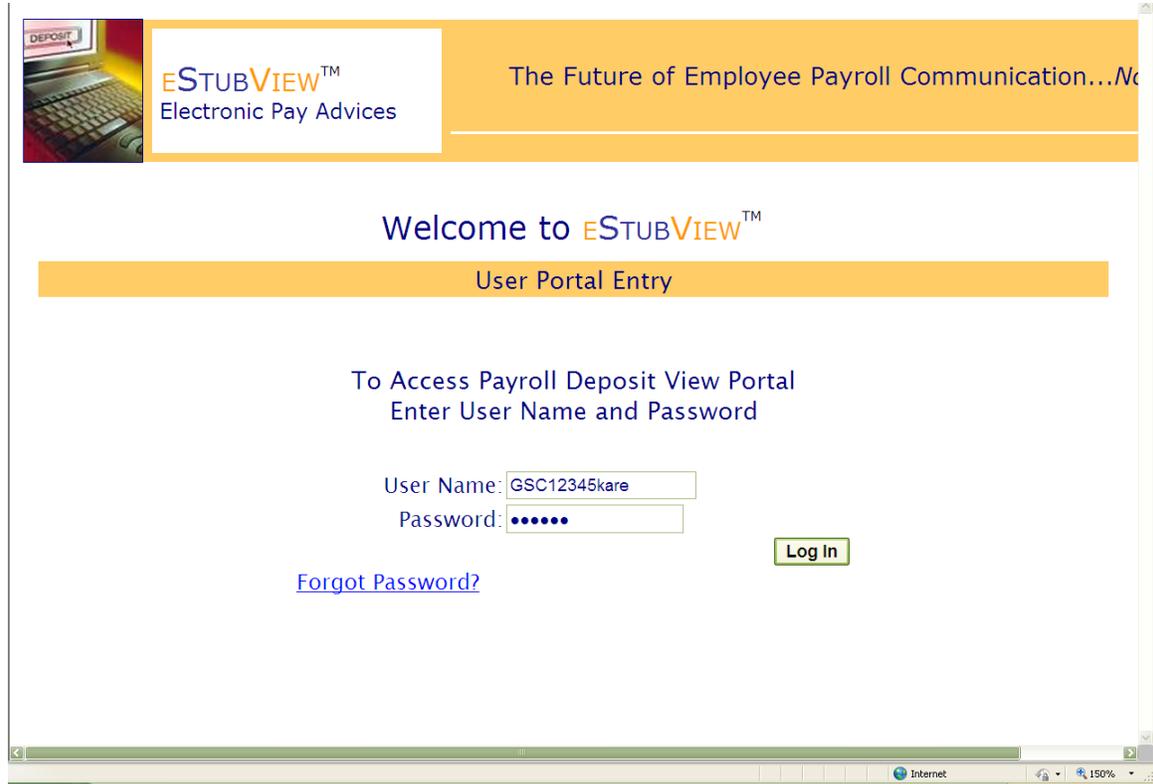# KIOSK Users

<u>Touch the "eStubView" box to open screen shown below:</u>

(If the on-screen keyboard is visible, touch the "hide" button on the far right side, and then use the regular black keyboard)

Enter the <u>Employee Portal Entrance</u> by touching here

Logging-in to eStub*View:*

Your User Name is made up of 12 characters:
First 3 characters is the same for all employees
- **GSC**

Next 5 characters will be the last five digits of your Social Security Number
- **(xxx-x1-2345)**

Last 4 characters will be the first four letters of your first name, as it appears on your check.
- **kare** for the name KAREN

***If your name has less than four letters (i.e. Kim, Jon, Max, etc) use the spacebar key for the remaining letter(s).*

Default Password (1st time users):
- **GSC001**

First Time Logging In:
(This screen will only appear the first time you log in)

1) Touch the white box next to "Default or Current Password"
2) Enter the "Default or Current Password" that you were provided by Human Resources or Payroll.
3) Touch the next box, or use the "Tab" key to move the cursor to the next box. (*You should see a flashing line/cursor in the box*)

4) Your new password *MUST* be at least 6-20 characters AND contain at least: 1 number   ***and***   1 special character (@ # $! or & for example)

   * *Special characters cannot be side-by-side (@@ or $$ for example)*

   ** *Press and hold the shift key when typing your special character, CAPS LOCK does not work for special characters.*

HINT: *If your password is not accepted, try adding $ or ! as the first or last character of your password.*

5) You are not required to have an **email address** to use this site. However, it is **recommended** so you can get your forgotten password 24 hours a day, by using the online **"Forgot Password"** feature.
6) Choose a security question and answer.
   (This will be used to help verify your identity if you forget your password.)

7) Touch the "Submit" button.
8) Make sure you see a message saying password was changed.

User Setup:
Touch "**User Setup**" to change your notification preferences.

After touching **User Setup**, you will see this screen:

1) If you want e-mail notification, check the "Email" button, your e-mail address from the previous page should be displayed.

    a. *The password for the secure **password protected .pdf file** is the same as your **log-in password**, except that it will be **CASE SENSITIVE**.*

2) If you want text messages sent to your personal phone, check the box, and up to six items of information you want sent to you.

3) To receive text messages, you must enter Cell Provider and phone number.

Touch "Save" button and your message notification preferences will be saved, and you will return to the "Payment Listing" page.

Viewing your Pay Stub:
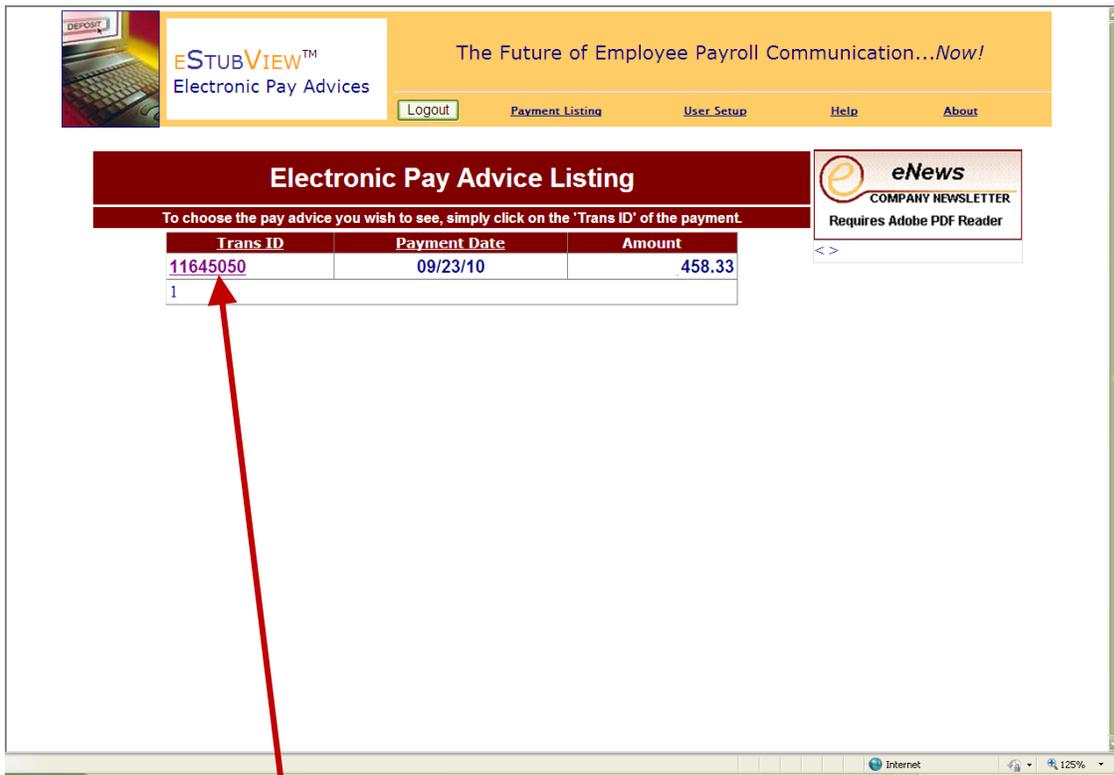
Touch the underlined number in the "Trans ID" column to view your pay stub.

Your selected Check Stub will open in a new window.

Powered By:

eStubView
ELECTRONIC PAY ADVICES

The Grocers Supply Co., Inc.

Online Stubs

Direct Deposit Earnings Record

Employee	Receipt No.	Pay Date	Period End
JOHN B. BLACK	1300718611	08/26/10	08/21/10
4000 PAYWAY	**Clock No.**	**Process Level**	**Pay Rate**
JACKSONVILLE FL 32225	054321	WCOR	12.10
United States of America	**Job Desc**	**Department**	**W4 Marit/Exempt**
	SELECTOR - CORDER STREET	SHIP	M 00

Statement of Earnings and Deductions

EARNINGS				DEDUCTIONS			Messages
Hours	Category	Current	Y-T-D	Category	Current	Y-T-D	
40.00	REGULAR	484.00	14,844.04	#DENTAL	2.10	71.40	#=Pre-Tax deductions
8.78	OVERTIM	159.36	1,026.26	401LN1		70.08	
	INCENTI	129.56	2,956.73	CR UN	101.00	3,434.00	
	VAC		575.20	AFL AC	9.98	339.32	TESTING FOR STUBS ONLINE
	HOLIDAY		287.60	AFL LF	7.15	243.10	
				UNI-WA	2.00	68.00	
				MEDIFI	10.88	274.42	
				FICA	46.53	1,173.40	
				FIT	69.85	1,386.51	
				#HEALTH	20.37	692.58	
				401LN2	7.42	252.28	
				401LN3	6.28	50.24	
TAXABLE		50.45	8,925.85				
TOTALS		This Check	Y-T-D	TOTALS	This Check	Y-T-D	TOTALS	This Check	Y-T-D
GROSS PAY		772.92	19,689.83	DEDUCTIONS	283.56	8,055.33	NET PAY	489.36	11,634.50

Deposits Made on Your Behalf

Account	Amount
DEPOSIT TO ACCOUNT-1	489.36

Printing Copy of Your Pay Stub:
Touch the "Print Stub" in upper right-hand corner of new window.

If new Printer window opens, touch the "Print" button

When finished printing, open the on-screen keyboard by touching the "show" key on the far right side, then touch the green "Kiosk Home" button to clear your personal information

If you experience any problems during the initial log-in, contact:
MIS Help Desk ext 6550, HR Dept ext 5612, Dept Admin, or Payroll Dept ext 4267.

Paperless Pay Stub
Frequently Asked Questions:

Q: Can I access my pay stub from any computer?
A: Yes! If you have access to the internet on a browser (version 6.0 or higher) then you will have 24 hour access to your pay records! www.eStub*View*.com

Q: If I haven't logged in before how do I know what my Username and Password are?
A: Check with your Supervisor, MIS Help Desk, HR, Payroll Dept or your Department Admin. The initial log-in instructions will also be posted near the kiosks and on the My GSC website.

Q: Can I sign up to receive my stubs in my email address?
A: Yes! You can sign up by logging into your account and going into the "User Setup" tab of the main screen. This is located between the "logout" and "Payment Listing" buttons. Once you're there, click on the circle next to "email" and enter your email address, if it's not already listed. After you click that circle, go to the next option that asks how you would like to receive it. You have the choice of receiving the stub directly to the email address or getting a notification that it's available to view; choose the desired option. After everything is filled in hit the "save" button at the bottom of the page to save your changes.

Q: Can I receive a text message containing pay stub information?
A: Yes! If you go to User Setup then you can click the box next to "Sign Up To Have eStub*View* Information Texted To Your Cell Phone". Once you see the small check in the box you can go below and check off the information that you would like the text to contain. Before you save the changes make sure that your phone number and service provider are correct.

Q: The "Forgot Password" Section is asking for my Username and I don't have it. What can I do?
A: Check with your Supervisor, MIS Help Desk, HR, Payroll Dept or your Department Admin. The initial log-in instructions will also be posted near the kiosks and on the My GSC website.

Q: What if I have the correct information but I still cannot log in?
A: The most common error is the special character in your password is not being entered correctly. The "Caps Lock" button **does NOT** work with the special characters. You must always hold down the "Shift" key while pressing down the corresponding key in order to get the top symbol. If you are still having problems logging in, another great question is did you follow a link to our website? If you did we recommend going to the address bar and typing it in.

Q: I have my Username but the "Forgot Password" Section is still giving me an error message of, "Unable to Access Your Information" what do I do?
A: That's usually because of something as simple as no email address on file for you. Contact the Payroll Department for assistance.

Q: I've logged in and I only see a Transaction ID, Date, and Amount. Can I see more?
A: Yes! This is the main screen. In order to see the details of each stub please click on the appropriate underlined number in the Transaction ID column. It will open up another screen and show your check stub with all of the details.

Q: There is something wrong on my pay stub who do I speak to in order to get the issue resolved?
A: If there is an incorrect amount paid to you, please contact the Payroll Department at 713-747-5000, extension 4267 or 4268.