



You are all asking yourself, when is my W-2 coming well we have decided to have W-2's on line. This will save you the headache of worrying about how long it will be, before it reaches you in the mail.

Follow these easy steps below to access HR online. This will allow you to access, view, or print your checks stubs, and w-2 online.

Follow the instructions below to get access.

This is the steps you have to take in order to view and print your check stubs or W-2's.

First go into <https://eservices.paychex.com/secure/>

This will bring you to a screen that says Paychex E Services

Company I D – 0472 A757

Username - Will be your first initial and last name (lower case) **example:**

JSmith

Password – Will be your First initial of your first name capitalized and your First Initial of your last name capitalized then your last 4 digits of your Social security #. Example : **JS1234**

Once you put this in, it will ask you to pick your own password. Don't forget to write it down somewhere so you don't forget it.

Once you're on the system, click on employee and compensation and check history.

You will be able to view all of your check stubs from January 2007.

You will also be able to view and change your tax status.

*You can print your w-2's (where it reads print tax forms) **this feature is available 1st week of February.**

You will have access to changing your address also and update any personal information if you need to.

We have just got on this system so there will be other things you will have access to later on down the road.

Company handbook is available anytime to review.

Hopefully this will give you easier access to all of your information.

We ask that if you have any problems with login in, you will need to contact your TKP Rep.

- **W-2 will be available online 1st week of February.**

Thanks you,
Topp Knotch Personnel