

PAYCHEX SYSTEM – FOR RETURNING STAFF

After using the PayChex system last year, you now have an account you can access! You can either activate the account with the instructions below or you can send W4 and direct deposit changes directly to Laura B. The nice thing with this account is you can use it to view previous paystubs and W2 forms as well!

STEPS FOR ACTIVATING YOUR PAYROLL ACCOUNT:

1. Go to paychexflex.com
2. Select “Sign Up” and go through the pages to verify your information, select security questions, and create username and password.
3. After verifying your account with the email sent to you, log back in.
4. Select the “Menu” button on the upper lefthand side, then select “My Pay” from the dropdown menu.
5. Then select the “Direct Deposit” and “Taxes” tabs to make changes to your W4 or Direct Deposit information.
6. If changing your direct deposit, please **upload a voided check or bank letter verifying account and routing number to the DropBox site** to avoid errors.

Secure Upload to DropBox:

<https://www.dropbox.com/request/f9BgBkYOnBlInEKDvQC9>

