Getting Started

Employee Access Online

Employee Access Online by Paychex® (EAO) provides you with online access to:

- payroll check stub images
- Forms W-2 and 1099-MISC
- paid time off (PTO) request forms, and
- a set of comprehensive payroll and retirement plan paycheck calculators.

The calculators provided enable you see the effect that changing a deduction amount will have on your take-home pay without the change actually occurring. You can then use this information to make well-informed decisions about your deductions and take-home pay.

Accessing and Using EAO

To use EAO, you must use Microsoft® Internet Explorer® version 7.0 or higher, or Mozilla® Firefox® 2 or higher.

Click the following link: **https://eservices.paychex.com/secure**

or

Copy and paste the following link in your browser's address bar: **https://eservices.paychex.com/secure**

LOGIN INFORMATION

Your user name is your first initial and full last name.

Your password is the capitalized first initials of your first and last name, and the last four digits of your social security number.

Example:

- John Smith's user same is **jsmith**.
- John's default password is **JS1234**.

You will need to know your company's Paychex company ID and the Web address for the application when logging in to the EAO application.

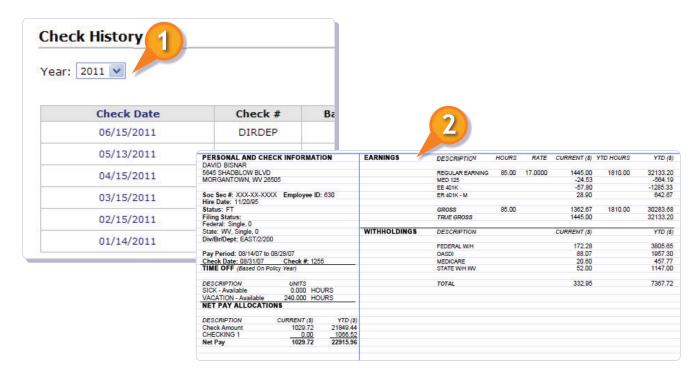Once you have logged in, you can access the following options. **(1)**

CHECK HISTORY

The Check History screen provides you with the option to view your check stub images online.
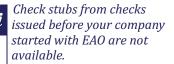
Select the desired calendar year from the drop-down menu. **(1)**

Links available to check stub images are displayed in descending order, with the most recent check date at the top of the list.

To view a check stub image, select the appropriate check date.

The image displays as a PDF in a separate window. **(2)**

Check stubs from checks issued before your company started with EAO are not available.

New check stubs images are available at 8:00 a.m. ET on the check date.

CALCULATORS

The EAO application provides you with access to paycheck calculators. These calculators can be used to answer common questions, such as, "How will different deduction amounts affect my net pay?"

Use the following calculators to determine specific, payroll-related calculations.

Calculators

Paycheck Calculator

Calculates net pay or take-home pay for salaried employees, which is wages after withholdings and taxes.

Hourly Paycheck Calculator

Calculates take-home pay based on up to six different pay rates that are entered.

Gross-Up Calculator

Determines the amount of gross wages before taxes and deductions are withheld given a specific take-home pay amount.

401(k) Calculator

Estimates the value of your money in the future. You can adjust the rate of return, contribution percentage and current plan balance.

Dual Scenario Calculator

Calculates the impact of various scenarios with two calculators appearing on one screen answering questions about how net pay will be altered because of benefit changes, relocation, pay raises, withholding adjustments, etc.

Often used to determine the effect of an upcoming raise:

- The **Paycheck Calculator** calculates net pay ("take-home" pay) for a salaried employee.
- The **Hourly Paycheck Calculator** calculates net pay for an hourly employee based on up to six different pay rates.

Often used to determine a bonus amount:

- The **Gross-Up Calculator** determines the amount of gross wages required before taxes and deductions are withheld to achieve a specific take-home amount.
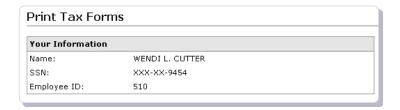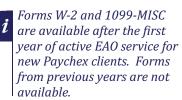
Other useful options:

- The **401(k) Calculator** estimates the future value of retirement savings. Users can change the rate of return, contribution percentage, and the current balance.
- The **Dual Scenario Calculator** is similar to the Paycheck Calculator, but it allows you to run two scenarios at once and compare various deduction and tax options.

PRINT TAX FORMS

The Print Tax Forms screen provides you with a place to view and print your Forms W-2 or 1099-MISC.

You can view and print replacement Forms W-2 or 1099-MISC quickly, easily, and free of charge. Printed forms can be filed with your tax return. Forms W-2 and 1099-MISC are available for four years.

Print Tax Forms	
Your Information	
Name:	WENDI L. CUTTER
SSN:	XXX-XX-9454
Employee ID:	510

i *Forms W-2 and 1099-MISC are available after the first year of active EAO service for new Paychex clients. Forms from previous years are not available.*

BLANK FORMS

The Blank Forms screen provides you with online access to common payroll-related forms.

You can print a Form W-4 (Employee's Withholding Allowance Certificate), state-specific withholding forms, or a request for time off. All you have to do is complete the form and submit the paper copy to your payroll department.

Blank Forms
Note: All forms require Adobe Acrobat Reader 4.0 or higher. Download it for free by clicking on the Acrobat Reader button at the bottom of this page.
📄 Employee's Withholding Allowance Certificate (W-4)
📄 Request for Time Off
State Withholding Forms
📄 [▾]
[Get Acrobat Reader]

E-MAIL ADDRESS

Use the E-Mail Address screen to change your email address in EAO.

The email address entered on the E-Mail Address screen is used for all notifications. **(1)**

E-MAIL PREFERENCES

Set your email notification preferences in the E-Mail Preferences screen.

If you select an item, you will receive an email notification when that item is available for viewing in EAO. **(2)**

NOTIFICATIONS

To disable the email notifications, de-select the checkboxes on the E-Mail Preferences screens.

If you receive a notification in error, click the link provided in the email to disable future notifications.
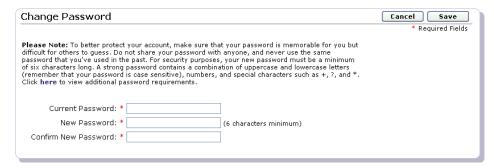
If the link in the email does not display the unsubscribe Web page:

1. Highlight the URL provided in the email.

2. Right-click the URL and select **Copy**.

3. Open Internet Explorer.

4. Select the Address field.

5. Right-click the Address field and select **Paste**.

6. Press **Enter**.

7. The unsubscribe Web page displays. Click **Submit** to unsubscribe from email notifications.

CHANGE PASSWORD

Use the Change Password screen to change your password to log in to EAO.

You will be required to enter your current password, then enter and confirm a new password.

Change Password   Cancel   Save
                                                                 * Required Fields

Please Note: To better protect your account, make sure that your password is memorable for you but difficult for others to guess. Do not share your password with anyone, and never use the same password that you've used in the past. For security purposes, your new password must be a minimum of six characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and *. Click **here** to view additional password requirements.

Current Password: * [   ]
New Password: * [   ] (6 characters minimum)
Confirm New Password: * [   ]

Do You Have Questions?

Please contact your system administrator for assistance.