

# Memo

<b>To:</b>	Dataworkforce Employees
<b>From:</b>	<b>Human Resources</b>
<b>Re:</b>	Employee Self-Service at <a href="https://eservices.paychex.com/secure">eservices.paychex.com/secure</a>

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We want to introduce you to our Employee Self-Service Web Site provided to us with our payroll services. To utilize the system, please complete the initial process below:

- Go to web address: <https://eservices.paychex.com/secure>
- Your Company ID:
- Your user name is the first initial of your legal first name and your entire last name (example: jbean).
- Your initial password is the capitalized first initial of your first name combined with the capitalized first initial of your last name and the last four digits of your Social Security number (example: using Joseph Bean with a Social Security # 044-55-6677, the password would be JB6677).
- After logging in for the first time, be sure to change your password; note your new password should be alpha/numeric and a minimum of 6 characters.
- Upon clicking the Secure Login button, you will enter the Employee Self Service site (the employee tab).
- You can select any item by clicking on the left menu links.
- Upon your successful log-in; please complete the EEO Self Survey tab.
- Please review and complete the personal information on tabs: Home Information, Work Information, Emergency Contacts, and Dependents.

Refer to the attached Employee Self-Service Guide for directions on using this application.

Please log in and check out this new service. As an ongoing activity we will be adding additional tabs; uploading of the Company documents you may need from time-to-time, as well as, your employee handbook for review at any time.