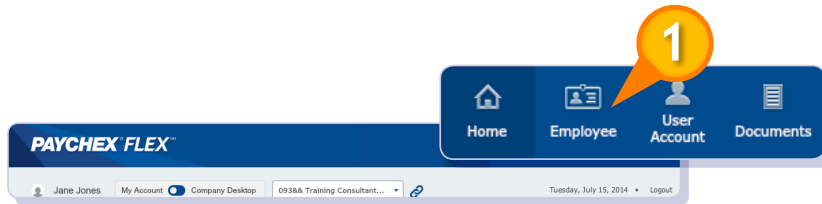


# Accessing Your Personal and Payroll Information

Click the **Employee** icon (1) to view your personal and payroll information.



*Check with your employer to determine whether you can access the Personal and Payroll Information screen.*

Up to six categories display in the left-navigation menu.

CATEGORY	PERSONAL		
<b>Personal</b>	<b>First Name:</b>	<b>MI:</b>	<b>Last Name:</b>
Bank Accounts	Alan	V	Miche
Time Off	<b>Suffix(Sr,Jr,III):</b>	<b>DOB:</b>	<b>SSN:</b>
Taxes		03/27/1967	***-**-7701
Compensation/Pay	<b>Address One:</b>	<b>Address Two:</b>	<b>PO Box:</b>
Deductions			

*Refer to Help content within each category for more information.*

Categories contain the following information:

- **Personal** — Name, address, phone numbers, and employment status
- **Time Off** — Your accrual rate and current balance for any policies maintained by your employer
- **Bank Accounts** — Net pay direct deposit information and any allocations
- **Taxes** — Filing status for federal, state, and local taxes (if applicable)
- **Compensation/Pay** — Pay information, including your rate of pay or salary and additional recurring earnings or compensation
- **Deductions** — Recurring paycheck deductions

*The Time Off category only displays if your company subscribes to the Time Off Accrual product. The Bank Accounts category only displays if you have a direct deposit account.*

# Edit Feature

If you have access to edit personal information, an **Edit (1)** button displays on certain fields in the Personal category.

You may change your address, phone numbers, and email addresses. Changes you make here will update your employer’s payroll records.

***i** Updates to this information may change your state or local tax withholding status. Contact your employer with the effective date of this change.*

PERSONAL			
<b>First Name:</b> Alan	<b>MI:</b> V	<b>Last Name:</b> Miche	<b>Prefix(Reve/Dr):</b>
<b>Suffix(Sr,Jr,III):</b>	<b>DOB:</b> 03/27/1967	<b>SSN:</b> ***-**-7701	<b>Employee ID#:</b> 3
<b>Address One:</b> EE Address 1	<b>Address Two:</b> EE Address 2	<b>PO Box:</b>	
<b>City:</b> Irondequoit	<b>State:</b> NY	<b>Zip Code:</b> 14617	<b>Country:</b> United States
<b>Edit</b>			
<b>Home Phone:</b> (333) 333-3333	<b>Cell Phone:</b> (555) 555-5555	<b>Work Phone:</b> (333) 333-3333	<b>Ext:</b> 444444
<b>Work Email:</b> EEWork@hotmail.com	<b>Home Email:</b> EEHome@hotmail.com	<b>Fax:</b> (999) 999-9999	
<b>Edit</b>			
<b>Employment Status:</b> Active	<b>Hired Date:</b> 09/06/2013	<b>Full/Part Time:</b> Full Time	<b>Organization:</b>
<b>Position:</b>	<b>Location:</b>		

# Support

Direct questions to the following resources:

- If you have questions about your personal and payroll information, contact your employer.
- If you have questions about username and password resets or accessing the site, click the **Forgot Username or Password?** link (2) on the Login page of Paychex® Flex<sup>SM</sup>.