The Office of Human Resources is pleased to announce self-service access to pay advices and leave balances on-line. An internet-based information system from Paychex, HR Online, provides many self-service options for your convenience.

To assist you in navigating HR Online, please use Internet Explorer to access the system using the directions below:

1. Go to link for HR Online ([https://eservices.paychex.com/secure/default.aspx](https://eservices.paychex.com/secure/default.aspx))
2. Login using the following information:
   - Company ID: 0426 b263
   - Username: first initial and last name (all one word and lowercase)
   - Password: FIRST INITIAL, LAST INITIAL (UPPERCASE), and last four numbers of your SSN.

   e.g., username – j doe
   password – JD1234

3. You will be prompted to change your password at the time of initial login which must include one number.

4. The **HROnline Employee Introduction Guide** is attached to further assist you with this process and the many other capabilities of the system available to employees.

5. Once logged in, click on the menu items listed under the Employee tab, located on the left side of your screen, to access personal employment information.

Please contact the Office of Human Resources at ext. 8059, if you need help to access the system. The Online Utilization Employee Edition guide will be distributed in the near future to further assist you with this new system. Please take the opportunity to explore what HR Online has to offer.