

ePayroll Training Manual

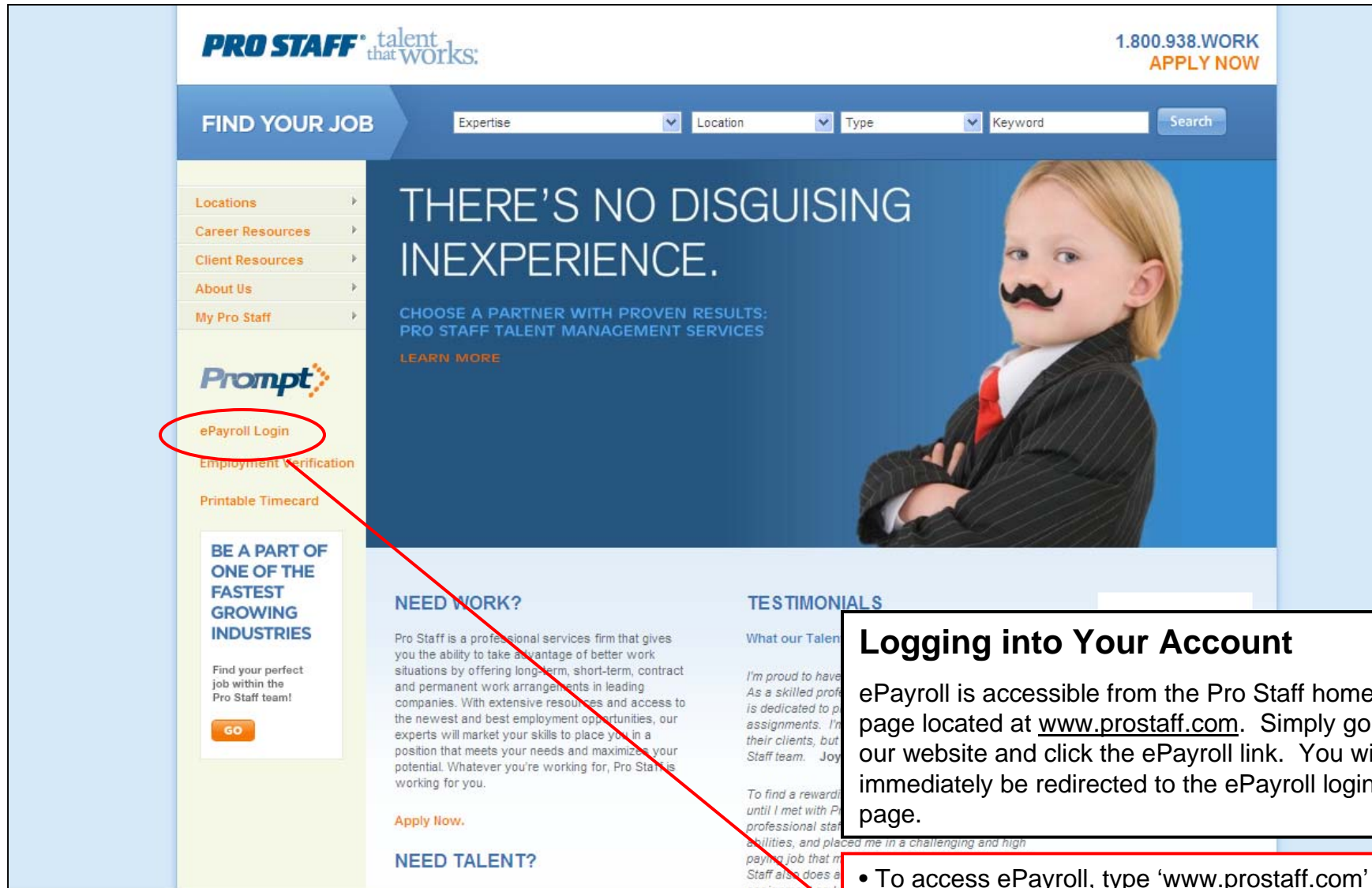
ePayroll gives Pro Staff employees access to:

- W-2 Services
- Paystub Review
- Direct Deposit
- Income Verification

PRO STAFF

March 2010

Accessing Your ePayroll Account



The screenshot shows the Pro Staff website home page. The top navigation bar includes the Pro Staff logo, the tagline "talent that works:", the phone number "1.800.938.WORK", and a button labeled "APPLY NOW". Below this is a search bar with fields for "Expertise", "Location", "Type", and "Keyword", and a "Search" button. The main content area features a large banner with the text "THERE'S NO DISGUIISING INEXPERIENCE." and a photo of a young child with a mustache. The left sidebar contains a menu with links for "Locations", "Career Resources", "Client Resources", "About Us", and "My Pro Staff". Below the menu is the "Prompt" logo and a red circle around the "ePayroll Login" link. Other links in the sidebar include "Employment Verification" and "Printable Timecard". The main content area also includes sections for "NEED WORK?", "TESTIMONIALS", and "NEED TALENT?".

Logging into Your Account

ePayroll is accessible from the Pro Staff home page located at www.prostaff.com. Simply go to our website and click the ePayroll link. You will immediately be redirected to the ePayroll login page.

- To access ePayroll, type 'www.prostaff.com' in the address bar and hit <Enter>.
- Click the 'ePayroll' link.

Accessing Your ePayroll Account

ePayroll | [My Other Sites](#)

PRO STAFF English [Español](#)

ePayroll Login

Welcome to ePayroll.

This site provides secure access to view your payroll information and manage your account.

To begin, enter your SSN and PIN.
* Required field

* SSN:
* PIN: [Forgot PIN?](#)

Enter your Social Security Number and PIN. This information is only used to identify your account, and it is protected by industry standard SSL encryption.

[<More About Security>](#)

[<Minimum Requirements>](#) to use ePayroll.

[Add this page](#) to your favorite sites.

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Logging into Your Account

All Pro Staff employees are provided a personal ePayroll account where pay stubs, direct deposit details, employment and income verification information and W-2 forms are accessible.

- To log in, enter the following:
 1. Your Social Security Number
 2. Your PIN (*Your PIN is your Employee ID.*)
- Click 'Login'.

Accessing Your ePayroll Account

ePayroll | [My Other Sites](#)

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[English](#) [Español](#)

You may choose to view ePayroll in English or Spanish

ePayroll Login

New PIN:

Confirm New PIN:

Your new PIN must be at least 4 characters and no more than 8 characters long.
Your new PIN can contain only numbers.

[Save](#)

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Logging into Your Account

For your security, you are required to change your PIN upon your initial log in. You must select a PIN that is a minimum of four characters, but not more than eight characters in length. Your PIN must be entirely numeric. This is the same password that you will use to log on to our toll-free phone line.

- Enter your new PIN.
- Re-enter your new PIN for confirmation.
- Click the 'Save' button.

Your ePayroll Main Menu

The screenshot shows the Pro Staff ePayroll Main Menu. At the top, there is a navigation bar with links for "ePayroll", "My Other Sites", "My Other Solutions", "Hide Screen", "My Account", and "Log Out". The date is "March 03, 2010" and the language is set to "English". Below the navigation bar is a secondary menu with icons for "Main Menu", "PayStubs", "Direct Deposit", and "More". The main content area is titled "Main Menu" and features a "Welcome" message from Pro Staff. A "Messages" section contains a message dated "02/12/2010" with a dropdown arrow, stating: "Get your W-2 online. Go to prostaff.com & click on ePayroll Login." Below this message are three buttons: "Print PayStub", "Pay History", and "PayStub Details". On the left side, there are several menu items: "PayStubs", "Direct Deposit", "Income Verification", and "W-2 Services". At the bottom left is the "ePayroll" logo. On the right side, there are two sections: "Alerts and Settings" with the text "You are not currently enrolled to receive alerts!" and "Personal Information" with the text "Is your Personal Information up-to-date?".

ePayroll Main Menu

When you have finished the login process, you are directed to the ePayroll main menu.