

PayStubs

Direct Deposit

My Other Solutions

Income Verification

W-2 Services

ePayroll

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

PRO STAFF talent that WORKS: 1.800.938.WORK APPLY NOW

FIND YOUR JOB Expertise Location Type Keyword Search

Locations
Career Resources
Client Resources
About Us
My Pro Staff

Prompt

ePayroll Login
Employment Verification
Printable Timecard

BE A PART OF ONE OF THE FASTEST GROWING INDUSTRIES

Find your perfect job within the Pro Staff team!

GO

THERE'S NO DISGUISED INEXPERIENCE.

CHOOSE A PARTNER WITH PROVEN RESULTS: PRO STAFF TALENT MANAGEMENT SERVICES

LEARN MORE

NEED WORK?

Pro Staff is a professional services firm that gives you the ability to take advantage of better work situations by offering long-term, short-term, contract and permanent work arrangements in leading companies. With extensive resources and access to the newest and best employment opportunities, our experts will market your skills to place you in a position that meets your needs and maximizes your potential. Whatever you're working for, Pro Staff is working for you.

Apply Now.

NEED TALENT?

TESTIMONIALS

What our Talent

I'm proud to have As a skilled professional staff is dedicated to placements assignments. I'm their clients, but I Staff team. Joy

To find a rewarding until I met with Pro professional staff abilities, and placing paying job that m Staff also does all the work of finding me my next

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?](#)

[Login](#)

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.

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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'.

Your ePayroll Main Menu

ePayroll | My Other Sites | My Other Solutions | Hide Screen | My Account | Log Out

PRO STAFF Alerts and Settings | Help | March 03, 2010
English Español

Main Menu | PayStubs | Direct Deposit | More

Main Menu

Welcome [Name] of Pro Staff

PayStubs | Direct Deposit

My Other Solutions

Income Verification

W-2 Services

Messages | Pay Analysis | Distribution | Withholdings

02/12/2010 --

Get your W-2 online. Go to prostaff.com & click on ePayroll Login.

Print PayStub | Pay History | PayS

Alerts and Settings | Personal Informa

You **are not** currently enrolled to receive alerts! | Is your Personal I

Employment and Income Verification

The Income Verification section provides easy access to The Work Number. By clicking on Income Verification, you can obtain a Salary Key, which you must provide to anyone who needs to verify your income, including mortgage companies, lenders or apartment managers, among others.

- To get general information regarding employment verification, or to create a Salary Key that can be used to verify your income, click 'Income Verification'.

ePayroll

Verifying Your Employment and Income

PRO STAFF

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Pro Staff Personnel Services, Inc.

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Main Menu



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- [Change Your PIN](#)
- [PIN Reset Options](#)
- [Review Account Activity](#)



Customer Service

Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Your Other Services:



ePayroll gives you access to your PayStub and lets you manage other payroll related items online. [Go there now.](#)



Reprints of your W-2 as well as a variety of additional W-2 and tax related services. [Go there now.](#)



Resource Center

Tools, advice, and Tax®, are just a click away.

Employment and Income Verification

Upon clicking the 'Income Verification' button on the ePayroll home page, you will be redirected to The Work Number main page. You will find a new main menu located within The Work Number. From this menu, you can choose to:

- Verify your employment only, or
- Verify your employment plus income.

[Terms and Conditions](#) →

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Verifying Your Employment and Income

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Customer Service

Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Your Other Services:

- ePayroll**: ePayroll gives you access to your PayStub and lets you manage other payroll related items online. [Go there now.](#)
- W-2 eXpress**: Reprints of your W-2 as well as a variety of additional W-2 and tax related services. [Go there now.](#)

Resource Center

Tools, advice, and more. Tax®, are just a click away.

Verification of Your Employment Only

When you apply for a mortgage, a car loan, an apartment or for social services, you are generally required to verify your employment. The Work Number gives you detailed information explaining how you can verify your employment with Pro Staff to anyone who requires it.

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- To get general information detailing how you can verify your employment with Pro Staff, click 'Prove Your Employment'.

Verifying Your Employment and Income

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Instructions for Providing Proof of Employment Only

The Work Number will allow you to provide any third-party verifier with proof of your employment.

1. Give your verifier employer code **11424**.
2. Give your verifier your Social Security Number.
3. Tell your verifier to go to www.theworknumber.com and click on the verifier icon to get proof of your employment (no income).

If your verifier does not have Internet access or would prefer to use the telephone, have them call 800-367-5690.

If they have questions about service, complete instructions and information are available at www.theworknumber.com or by calling 800-996-7566 (Voice) / 800-424-0253 (TTY/Deaf).

[Return to Main Menu](#)

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Your Other Services:

[ePayroll](#) - ePayroll gives you access to your PayStub and lets you manage other payroll related items online.

[W-2 eXpress](#) - Reprints of

Verification of Your Employment Only

If you are asked to provide verification of your employment only, you may print these instructions and provide them to the person who requested your information. The instructions detail how he or she may verify your employment with Pro Staff.

- Print or write down the instructions listed on this page.
- Provide this information to the person who needs to verify your employment.
- Click the 'Return to Main Menu' button.

Verifying Your Employment and Income


The screenshot shows the Pro Staff website interface. At the top left is the 'PRO STAFF' logo. To the right, it says 'Powered by The Work Number®' with 'THE WORK NUMBER' logo. Below this are links for 'Privacy Policy', 'Help', and 'Logout'. The main navigation menu on the left includes 'Main Menu', 'Verifications', 'My Account', 'Customer Service', and 'Resource Center'. The main content area is titled 'Main Menu' and features three sections: 'Verifications', 'My Account', and 'Customer Service'. The 'Verifications' section lists: 'Prove Your Employment', 'Prove Your Income', 'Create a Salary Key' (circled in red), 'Immigration verification', and 'Disability/Workers' Comp Verification'. The 'My Account' section lists: 'Notifications & E-Mail', 'Change Your PIN', 'PIN Reset Options', and 'Review Account Activity'. The 'Customer Service' section includes a brief description and a 'more' link. On the right side, there are sections for 'Your Other Services' (ePayroll and W-2eXpress) and 'Resource Center'. At the bottom, there are links for 'Terms and Conditions' and a copyright notice for 2010 TALX.

Verification of Your Employment *and* Income

If you are asked to provide evidence not only of your employment with Pro Staff, but also of your income, you will need to create a Salary Key. A Salary Key is a six-digit code that you will provide to the person who requires proof of your income. This allows you to maintain control over those individuals who have access to your personal information.

- To create a Salary Key, click 'Create a Salary Key'.

Verifying Your Employment and Income

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Create a Salary Key

1. Create a "Salary Key". Just click the button below. Giving a Salary Key to someone gives them permission to get proof of your employment and income one time.
2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key.
3. Tell that person to go to the verifier section of www.theworknumber.com

Your Other Services:
[ePayroll](#) - ePayroll gives you access to your PayStub and lets you manage other payroll related items online.
[W-2 eXpress](#) - Reprints of your W-2 as well as a variety of additional W-2 and tax related services.

Cancel **Create a Salary Key**

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Verification of Your Employment *and* Income

Once you have created your Salary Key, provide it to the person requesting verification of your income. This key is proof that you have given them permission to obtain your personal salary information.

- Click 'Create a Salary Key'.

Verifying Your Employment and Income

PRO STAFF Powered by The Work Number

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Verifications

! For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.

Your new Salary Key is displayed below.

To provide someone with proof of your employment and income you will need: (1) A Salary Key which is shown below. (2) Your employer's name. (3) Tell that person to go to the verifier section of www.theworknumber.com

Salary Key	Date & Time Created	Expiration Date	Status	Actions
519051	3/3/2010 2:45:14 PM	8/31/2010	New	Delete Print Email

* All times are Central Standard Time

Create Another Salary Key

Return to Main Menu

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Verification of Your Employment and Income

Your Salary Key is a randomly generated six-digit number. It is listed in the left-hand column of the chart.

Note: You can only use a salary key once, so if you have more than one person who needs to verify your income, you will need to create more than one salary key. You can create up to three salary keys at any time. Once a salary key has been used, the status will change to 'Used' and it will no longer be available.

- To delete, print or e-mail the Salary Key you created, select the appropriate link in the right-hand column.
- To create a new Salary Key, click the 'Create Another Salary Key' button.
- To return to The Work Number home page, click the 'Return to Main Menu' button.

Verifying Your Employment and Income

The screenshot shows the PRO STAFF website interface. At the top left is the PRO STAFF logo. To the right, it says "Powered by" followed by a partially visible logo. Below this are links for "Privacy Policy", "Help", and "Logout". A main navigation bar on the left contains "Main Menu", "Verifications", "My Account", "Customer Service", and "Resource Center". The main content area is titled "Main Menu" and features three primary sections: "Verifications", "My Account", and "Customer Service".

Verifications

- [Prove Your Employment](#)
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My Account

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- [Review Account Activity](#)

Customer Service

Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Your Other Services:

- ePayroll**: ePayroll gives you access to your PayStub and lets you manage other payroll related items online. [Go there now.](#)
- W-2 eXpress**: Reprints of your W-2 as well as a variety of additional W-2 and tax related services. [Go there now.](#)

Resource Center

Tools, advice, and Tax Manager by Turbo Tax®, are just a click away. [more](#)

At the bottom, there are links for "Terms and Conditions" and "Copyright © 2010 TALX".

Where Can I Go from Here?

From The Work Number main menu, you may choose to log out, or you may go to either the ePayroll home page or to W-2 eXpress.

- To return to the ePayroll home page, click 'Go There Now' next to the ePayroll logo.
- To go to the W-2 eXpress page, click 'Go There Now' next to the W-2 eXpress logo.
- To logout, click 'Logout' on the upper navigation bar.