

DATE: September 4, 2008
TO: All PESG Employees with Direct Deposit
FROM: PESG Payroll Department
RE: 2008-09 DIRECT DEPOSIT PROCESS CHANGE

As of this school year, you will no longer be mailed a paper check stub if you have signed up for direct deposit with PESG. A visible check stub will be available on the assigned payday at the Paychex website. If you work with PESG in more than one county, you will need to log into the appropriate County ID listed below if they are not the same ID number. The following are instructions to access your paycheck information online:

The screenshot shows the Paychex eServices login page. It includes the Paychex eServices logo, a 'SECURE LOGIN' button, and a VeriSign Secured logo. The login form has three input fields: 'Company ID', 'Username', and 'Password'. The 'Company ID' field is split into two boxes, '0453' and 'G123'. The 'Username' field contains 'jsmith' and the 'Password' field contains 'JS1234'. Five numbered callouts point to these fields with the following instructions:

1. Log into: **eservices.paychex.com**
(Do not use "www")
2. Company ID First Box: **0453**
(This number never changes and is the same for all counties.)
3. Company ID Second Box: **G** _____
(This always starts with a capital "G" followed by the county specific 3 digit number listed below.)
4. User Name Box

(Your user name is the first initial of your first name and your entire last name using lowercase letters.)
5. Password: _____
(Upper case first and last initials combined with the last 4 digits of the social security number)

Once a new user logs in, it will prompt for a password change.

This login information is also available at www.subpass.com within the "Announcements and News" section. If you have any questions or need to change your direct deposit profile, please do not contact Paychex E-Service, but rather contact our Payroll Department at payroll@contractsubs.com.

COUNTY ID NUMBERS

Allegan	G527	Kent	G504
Barry	G504	Lenawee	G622
Berrien	G525	Livingston	G516
Branch	G633	Macomb	G530
Cass	G525	Montcalm	G504
Clinton	G631	Muskegon	G528
COOR	G520	Oakland-Farmington	G626
Eastern UP	G635	Oakland-Lake Orion	G625
Eaton	G630	Oakland-All Other Districts	G526
Genesee	G629	Ottawa	G517
Hillsdale	G624	St. Joseph	G522
Huron	G515	Van Buren	G525
Ingham	G632	Washtenaw	G529
Jackson	G523	Wayne	G524
Kalamazoo	G627		