

# Deaconess Health System

Presents

## Electronic Payroll Advice Service



# Introduction

Deaconess Health System proudly presents the new innovative way for you to receive your payroll advice electronically. Through partnership with Paperless Pay Corporation, Deaconess now offers the eStubView product. This product is available for employees of Deaconess Hospital, Deaconess Clinic as well as The Women's Hospital.

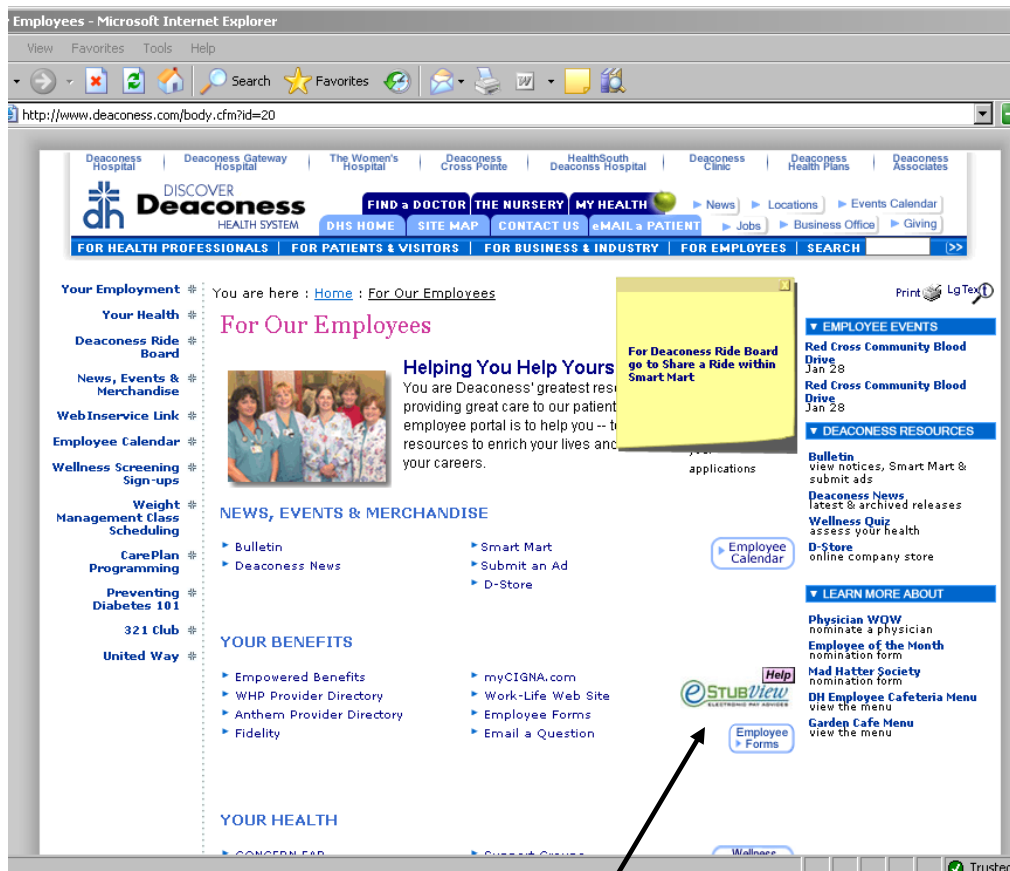
eStubView is a comprehensive, on-line payroll advice portal which enables you to receive your payroll advice through a secured web-site, on your phone, or even sent to your home computer.

Viewing your pay advice is now as simple as going to a website and logging in. You will have access to all your Deaconess payroll advices since December 2008. Your pay advice will be available for your review 24 hours a day, 7 days a week and will be stored on-line for 4 years. Imagine being able to pull last year's payroll advice without any hesitation... When you want the information, it's at your fingertips! Need a reprint? Go online. No longer a need to wait!

The following pages will further explain how eStubView.com works!

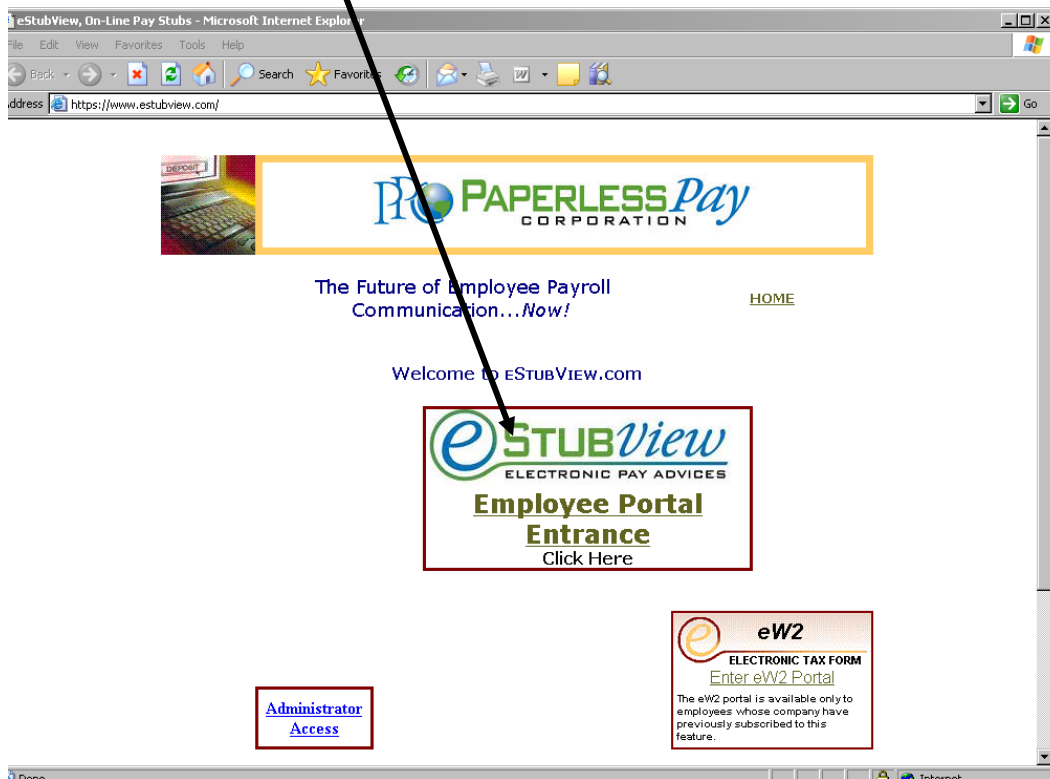
# Accessing Electronic Payroll Advices

To Access Your Electronic Payroll Advice, simply go to [www.deaconess.com/employees](http://www.deaconess.com/employees)



Once this page loads, click on the eStubView logo, shown above. To access the user manual, please click on the HELP button just above the eStubview logo.

After you click on the eStubView logo, you will see the page shown below. Click on the 'Employee Portal Entrance' link, located in the center of this page. The eW2 product is not yet available for use and is currently scheduled for release January 2010.



After you have clicked on the 'Employee Portal Entrance' link, the instructions on the following pages will take you to your paperless payroll advice.

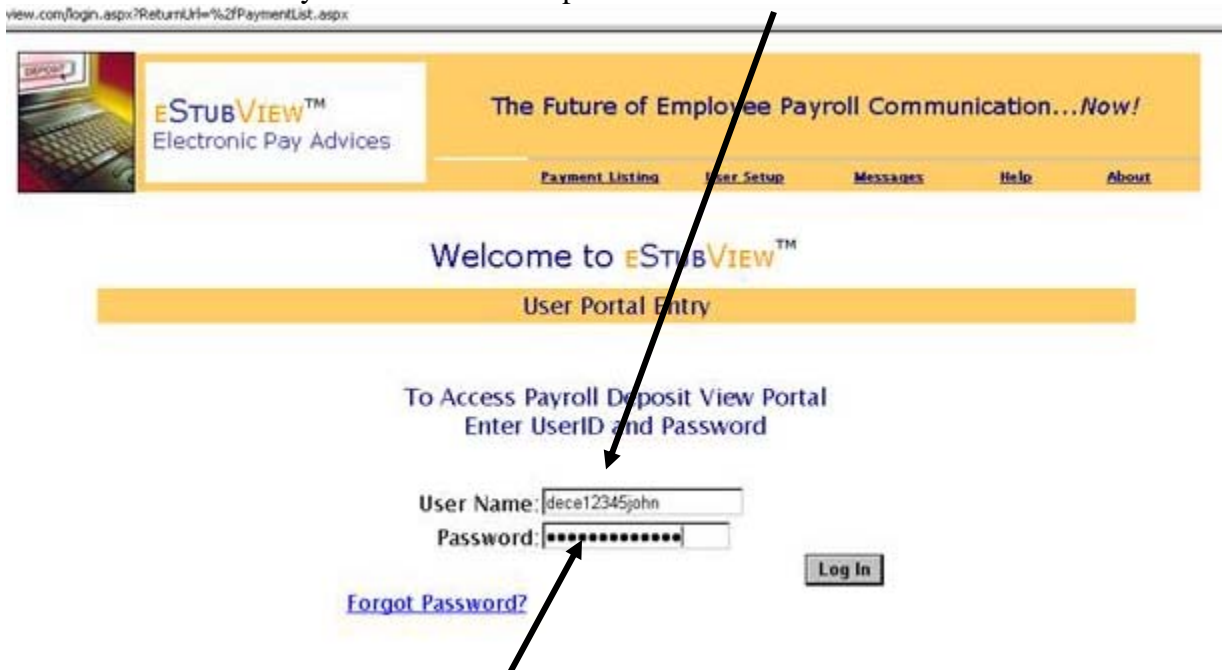
# Logging In

The following screen will then open. In this screen, complete your user name and password. **Your username is 13 characters** and is made of the following 3 parts:

	Company of Employment	
	Deaconess Hospital, Inc.	Deaconess Clinic, Inc.
1. First 4 characters (not case sensitive)	DECE	DECC
2. Next 5 characters are the last 5 digits of your social security number	XXX-X1-2345	XXX-X1-2345
3. Next 4 characters are the first 4 characters of your first name, <b>as it appears on your pay advice, i.e. your legal name per Human Resources</b> . If your first name has only 3 characters, the last character would be satisfied by pressing the spacebar.	JOHN	JOHN

For each example above, the User ID would be:                      DECE12345JOHN                      DECC12345JOHN

Please be sure to enter your user ID in the space shown below:



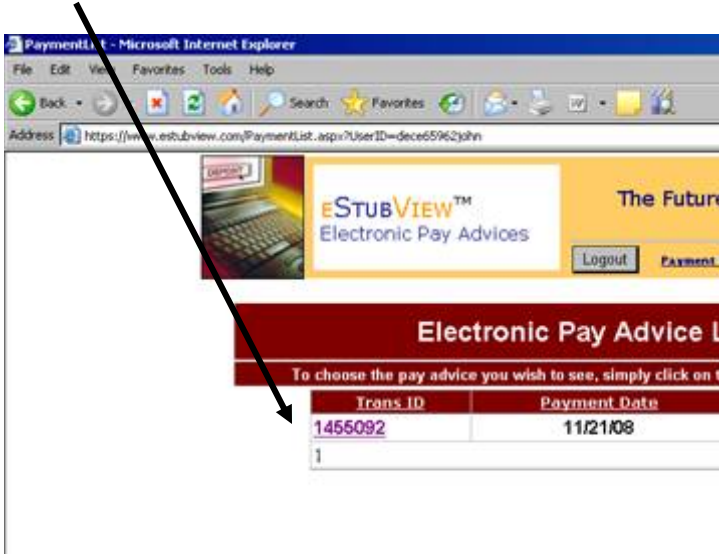
Depending on where you work (Deaconess Hospital or Deaconess Clinic, your **initial** user password is listed below. Please be sure to enter your password where shown above.

	Company of Employment	
	Deaconess Hospital, Inc.	Deaconess Clinic, Inc.
Password	deaconessevan	deaconessclinic

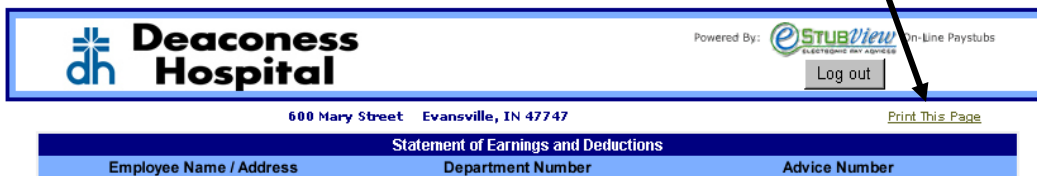
**(After you log in, you will be required to reset the password to a personalized one in the user setup section)**

# Viewing your stub

After you click the “log in” box on this screen, you will be directed to your automated pay advice listing, see screen below. Click on the ‘TRAN ID’, in this case, the number 1455092. Please note, the numbers in your profile will be specific to your payroll files. Clicking on this link will take you to your electronic payroll advice!



To print your pay advice, click on the link ‘Print this Page’, shown below:



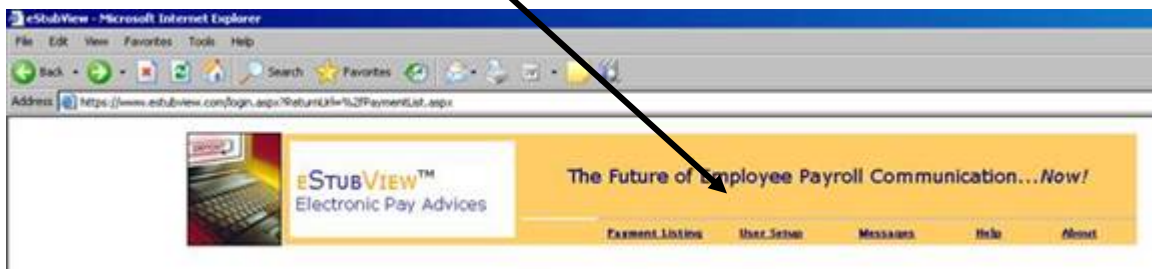
# USER SETUP

Directs you to the following options

- Change your password
- E-mail message capabilities
- Set up text messages

## Changing your password

To [change your password](#), please click on the User Set Up link, in the top of the webpage. The system will require you to change your password the first time you log into eStubView.com. This step is used to change your password after initial set up.



To change your user password, click on the change user password button

Please Change eStubView Information Here

**Change User Password**

eStubView Delivery Method  Email   
 None

Do not send my Stub, notify me when I can retrieve it.  Check this to select this option (default)  
Send my stub as a password protected PDF file.  Check this to select this option

Sign Up To Have eStubView Information Texted To Your Cell Phone.  
\*\*\*\*\*Pick No More Than Six Options.\*\*\*\*\*

Employee Wages, Taxes and Adj  Gross Pay  
 Net Pay - this pay-period  Payroll Cycle  
 Base Salary  401k 5%  
 Fed Income Tax  Fed Med Tax  
 Fed SS Tax  Vac Accrual  
 401k Match  Parking  
 Sick Used  Vacation Used

Select Cellular Provider Alltell   
Enter Cellular Number: (including area code)  Send Test Text Message  
Enter Just the Number with Area Code Format 9045552121, No -, /, ( ), or 1

Save

You will be directed to a new screen that will allow you to change your password, see the next page.

Untitled Page - Microsoft Internet Explorer provided by AT&T WorldNet Service

Address <https://www.estubview.com/ChangePassword.aspx>

**eSTUBVIEW™**  
Electronic Pay Advices

The Future of Employee Payroll Communication...Now!

Please Change Password.  
Use of default password not allowed.

Password:   
New Password:   
Confirm New Password:

Change Password Cancel

Click Change Password to save change.

## E-mail message capabilities

You have the option to add an email address that will receive your pay advice. This email address can be home, work, etc. **You decide where you want your pay information to be delivered!** The stub can be sent in a password protected .pdf form or you can just receive notification via email to go and view your paystub on the website.

To enter an email address you would like to direct these notifications to, simply:

- 1) click the button for e-mail.
- 2) Type your e-mail address.

The screenshot shows a web browser window titled "eStubView - Microsoft Internet Explorer provided by AT&T WorldNet Service". The address bar shows "https://www.estubview.com/usersetup.aspx". The page content includes a "Change User Password" button, an "eStubView Delivery Method" section with radio buttons for "Email" and "None", and checkboxes for "Do not send my Stub, notify me when I can retrieve it." and "Send my stub as a password protected PDF file.". A red banner reads "Sign Up To Have eStubView information Texted To Your Cell Phone. \*\*\*\*Pick No More Than Six Options.\*\*\*\*". Below this are two columns of checkboxes for various pay items: Employee Wages, Taxes and Adj; Net Pay - this pay-period; Base Salary; Fed Income Tax; Fed SS Tax; 401k Match; Sick Used; Gross Pay; Payroll Cycle; 401k 5%; Fed Med Tax; Vac Accrual; Parking; and Vacation Used. At the bottom, there is a "Select Cellular Provider" dropdown (set to "Alltell"), an "Enter Cellular Number: (including area code)" field, and a "Send Test Text Message" button. A "Save" button is located at the bottom right of the form area.

- 3) Click the option you would like
- 4) Click Save

# Set up text messages

If desired, you can add a cell phone number you would like to receive text messages for your payroll related information. You can select up to six relevant options, by following the directions below. Note, if you do not have parking, please do not select parking, etc.

- 1) Click on the box to sign up for eStubView information texted to your Cell Phone.

Please Change eStubView Information Here

Change User Password

eStubView Delivery Method

Email

None

Do not send my Stub, notify me when I can retrieve it.  Check this to select this option (default)

Send my stub as a password protected PDF file.  Check this to select this option

Sign Up To Have eStubView Information Texted To Your Cell Phone.  
\*\*\*\*Pick No More Than Six Options.\*\*\*\*

Employee Wages, Taxes and Adj

Net Pay - this pay-period

Base Salary

Fed Income Tax

Fed SS Tax

401k Match

Sick Used

Gross Pay

Payroll Cycle

401k 5%

Fed Med Tax

Vac Accrual

Parking

Vacation Used

Select Cellular Provider: Alltel

Enter Cellular Number: (including area code)

Enter Just the Number with Area Code Format 904555121, No -, /, (, ) or 1

Send Test Text Message

Save

- 2) Select up to six relevant fields for the data you would like to have sent to your cellular phone via text messaging.

3) Select a cell phone provider.

Please Change eStubView Information Here

Change User Password

eStubView Delivery Method  Email   
 None

Do not send my Stub, notify me when I can retrieve it.  Check this to select this option (default)  
Send my stub as a password protected PDF file.  Check this to select this option

Sign Up To Have eStubView Information Texted To Your Cell Phone.  
\*\*\*\* Pick No More Than Six Options.\*\*\*\*

Employee Wages, Taxes and Adj  
 Net Pay - this pay-period  
 Base Salary  
 Fed Income Tax  
 Fed SS Tax  
 401k Match  
 Sick Used

Gross Pay  
 Payroll Cycle  
 401k 5%  
 Fed Med Tax  
 Vac Accural  
 Parking  
 Vacation Used

Select Cellular Provider: Alltel

Enter Cellular Number: (including area code)

Enter Just the Number with Area Code Format 9045552121, No -, /, (, ) or 1

Send Test Text Message

Save

4) Enter your cellular Number including the area code. 5) Click Save.

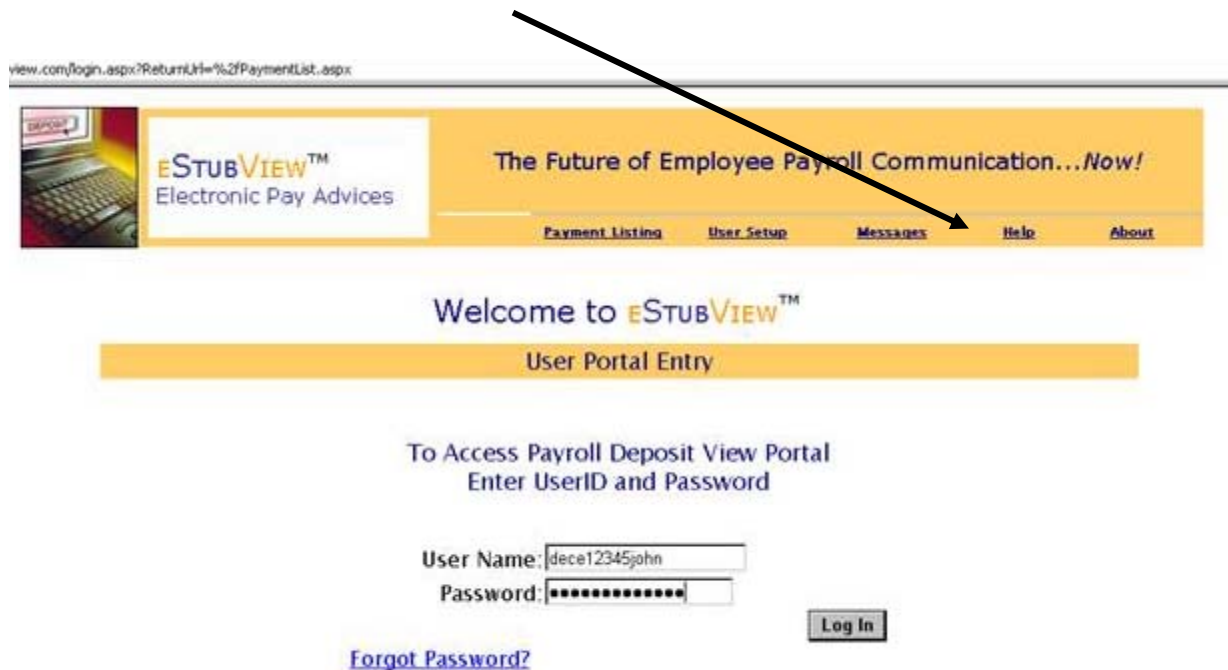
# Forget Password

Should you forget your password, there are two options:

1. Select the 'Forgot Password' link and follow the instructions. Your password will be emailed to you within seconds. The forgot password link is found at the User Portal Entry screen, shown below:
2. Simply call the 1 – 800 support number listed below:

1 (800) 489-1711

This phone number is also listed under the user option **help**, see below:



## HELP

Should you require help, you can contact the support number at **1 (800) 489-1711**

The support center can assist you with questions such as:

1. Your user login
2. Your user password
3. Your user account set up options
4. Any other technical issues you may have, as related to viewing your pay advice on-line through this service.

For Technical Assistance contact **1 (800) 489-1711**

# Features Currently Under Development

Currently, the following features are under development:

1. eNews Company News Letter
2. eW2 – electronic W2 for your tax reporting and record keeping needs

As additional features become operational, we will notify you through company wide communication as well as by updating this user manual.