

Welcome to Paperless Payroll!




Through Deaconess' eStubView portal, you will have unlimited access to your payroll data, 7 days a week, 24 hours a day!
You will be able to receive your payroll information through the Internet, email or your cell phone!

Paperless Payroll Advices are available the Thursday of each Payroll Week

Follow these simple steps to gain access to your Paperless Payroll Advice!

\$ Go to www.deaconess.com and select the 'For Employees' tab

\$ Click the  logo. This logo is located within the 'Your Benefits' grouping, about half way down the page.

\$ Click on the eStubView link 'Employee Portal Entrance'



After you select this link, you will see the User Portal Entry.

Your user name is a unique combination of 13 characters that identify you and are based on the following:

		Company of Employment	
		Deaconess Hospital	Deaconess Clinic
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, as it appears on your pay advice, i.e. your legal name per Human Resources. 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

If your first name is less than 4 characters, press the spacebar, e.g. ANN would be entered as ANN and then by pressing the spacebar

Your initial password is as follows and is based on your company of employment:

	Company of Employment	
	Deaconess Hospital	Deaconess Clinic
Initial (Default) Password	deaconessevan	deaconessclinic

After your initial log-in, you will be required to change your password. Please follow the instructions as they are presented.

\$ Once you have entered the eStubView portal, your pay advices will be available by clicking on the 'Payment Listing' link.

\$ To set up access via email or text messaging, click on the 'User Setup' link and follow the instructions.

\$ If you do not have access to view your online paystub, computer terminals have been designated for use at the following locations:

- * Deaconess Hospital (by Employment, and in Finance)
- * Deaconess Gateway Hospital (by Administration)
- * Deaconess Clinic – Downtown (prior HR location)

\$ **Technical Assistance is available at (800) 489-1711**

\$ A detailed user manual is located at www.deaconess.com; under the 'For Employees' tab.