

USA Payroll Employee Self Serve Instructions

Dear Employee,

These are instructions on how to access your payroll information online using Employee Self Serve by USA Payroll. In order for you to access your pay statements, W-2s, and demographic information, you will need to follow a few simple steps:

1. Go to <http://www.usapayrollnj.com/> and click on the "ESS Login" link on the left or use <https://www.evolutionpayroll.com/selfserve/usapaynj> directly. Bookmark one of these.

2. If you have registered already, you can login by entering your User Name and Password on this screen. If you need to register, click on the [Register New User] button and fill in the form using data from your check stub as follows (fields are case sensitive):

Company Code: the company ID #
SSN: your SSN without dashes
Check Number: include the dash if it exists
Current Total Earnings: current gross wages

3. Create a User Name and Password, calculate the last field, and click [Register User].

4. Set up security questions/answers and an email address on the next page. This information will be used if you forget your password and need to have it reset.

Secure Login

Register New User

* denotes required field

Password Requirements:
Minimum length must not be less than 6 characters

Pay statement information

Company Code: *

SSN: *

Check Number: *

Current Total Earnings: *

Create new login

User Name: *

Password: *

Confirm Password: *

Calculate: * 23 + 20 =

Register User

Forgot Password

Victor Jones

Company Number	Period Begin	Division
ZDEMC07	8/4/2008	De
2	Period End	Branch
	8/10/2008	
Social Security #	Check Date	Department
	8/15/2008	
Hire Date	Check Number	Team
1/1/2002	-99994215	

USA Payroll Sample HR

Fed OR addl \$10.00
 Vacation 80.00-0.00=80.00 HOURS
 DL Balance Paid \$500.00

Earnings

Description	Location / Job	Rate	Hours	Current	Year To Date	D
Salary		10:00	0:00	570:00	6200:00	F
Total Earnings			0:00	570:00	6200:00	T
NET PAY		308.55	Total Direct Deposits		308.55	C