

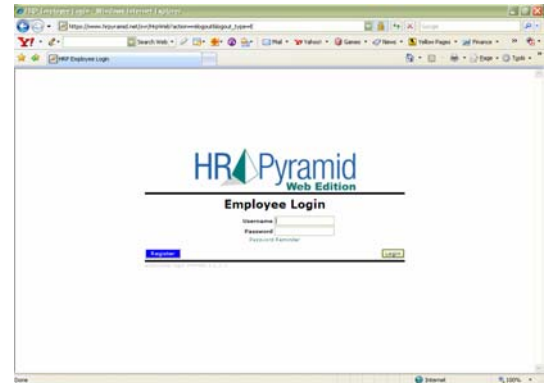


GETTING YOUR PAYSTUB INFO!

To: All Servant HR Employees
From: Servant HR Payroll Department
Re: Employee Website Access

In order to make delivery and access of your payroll information quick and simple we are pleased to offer HR Pyramid web access for all employees of Servant HR.

- The website link is www.servanthr.com
- Click on the **Employee** link in the upper right-hand side of the page.
- When logging in for the first time, **your Username is your Social Security Number (INCLUDING the dashes)** and your **Password is the last four digits of your Social Security Number**. You will have the option of changing your password once you are logged (under the Administration tab).



By clicking on menu choices to the left of the screen, you will have access to a wealth of information regarding your employment with Servant HR and your worksite employer. For example, you can review your personal employee data and payroll summaries, view and print pay stubs, look up available PTO balances, etc.

As a result of this online access, you will not be receiving a printed copy of your pay stub in the mail. Instead, you will simply log onto the website above to view and print any needed pay stub information. This information will be available to you 24/7, from any computer with Internet access. You can print any and as many pay stubs as you need!

Please call us with any questions you may have at (317) 585-1688.