

NEW STUDENT EMPLOYEE **PAYCHEX ENROLLMENT PROCEDURES**

Payroll reporting is paperless at Gwynedd Mercy University thru MyPaychex.com. Upon handing in all of your hiring paperwork (Employment Authorization, Confidentiality Agreement, I9, W4, Local Tax form Direct Deposit and IT Release) to the Campbell Solution Center, you will be enrolled into the Paychex System. At that time it is imperative that you sign on to www.mypaychex.com and register with the following steps in order to record your time in/out daily and view your paychecks online.

Look for the **REGISTER NOW** box at www.MyPaychex.com to complete this process. It takes approximately 5 minutes to register. See the attached document as an example and follow the directions below:

CLICK **REGISTER** TO BEGIN

Security Check (enter the characters shown in the box)

Enter your personal information

MyPaychex Login Information (create your own username, password then select a challenge question and security image)

Add Services (select **Time and Labor** Online only)

This tab on your MyPaychex page will be used to view/record time worked.

Click "Create Your MyPaychex Account"

- a. Our client Id is: 0426X495
- b. Default log in ID: enter your first and last name together without any spaces (ex JohnSmith)
- c. Default password: enter your first name and last name together without any spaces and all lower case (ex johnsmith)

Add Services (select **Human Resources** Online only)

This tab on your MyPaychex page will be used to view/print pay stubs and tax documents.

Click "Create Your MyPaychex Account"

- a. Our client Id is:
- b. Default log in ID: enter your first initial of first name and full last name together without any spaces (ex jsmith) *If this does not work, please see exception information below.*
- c. Default password: enter your first initial and last initial together without any spaces (caps) and last four of your social (ex: JS1234)

Exceptions: Your username is taken from the payroll records. All hyphens and suffixes are included but apostrophes and periods are not. If there is more than one employee with the same default username, your username may have a 1 or 2 at the end of it. You can check with Maryellen Burns at burns.m@gmercyu.edu to confirm your username.

NEW STUDENT EMPLOYEE **PAYCHEX ENROLLMENT PROCEDURES**

Departmental supervisor will help you get started with the daily log-in/out process.

You will log in when you arrive at work at any available computer with internet access. At the completion of your shift, you will log out. Ask your department supervisor for help signing in and/or out initially if needed. You can also contact, Maryellen Burns, FWS coordinator at burns.m@mercyu.edu or 215-641-5595.

Daily Log-in Procedure:

Sign-on to www.mypaychex.com account. Utilize the Punch tab to clock in. Your shift will begin.

Daily Log-out Procedure:

Sign back on to www.mypaychex.com account. Utilize the Punch tab to clock out. Your shift will end.

If you forget to log-in/out a shift, please notify your supervisor as soon as possible. They will have to manually enter your time.

If account access is still in process (paperwork has not been processed by Payroll or HR) upon starting your position, you will have to let your department supervisor know that you are not able to register a Paychex account yet and manually keep your time on paper with their approval each day. Check to see if you can register everyday thereafter. Let your supervisor know when your registration is complete. They will have to log your time in manually into the current pay period.