Employee Self-Service Check Stub Access

You will receive an e-mail from "dominionpayroll@myisolved.com" titled "Dominion Payroll Services Employee Self-Service Account Created"

The User Name will be the e-mail address this was sent to. The e-mail will look as follows:

dominionpayroll@myisolved.com   12:05 PM (20 hours ago)

New Self Service User:

Welcome to Dominion Payroll Services. Below are your login credentials. Your account must be activated before it can be used. To access your payroll information through Dominion Payroll Services, click the activation link below to get started.

https://www.dominionpayroll.net//AuthenticateUser.aspx?ticket=fee095b5-75d8-48de-8034-a8654139dd13&eid=108553&peid=&

In order to activate your account, you will need to provide the following information on the activation form:

Authorization Code/Pin (This will be the last 4 digits of your SSN)

User name: tallendemo@gmail.com
Client Code: NC Demo

The Dominion Payroll Services Team

Following the instructions in the e-mail

Identity Confirmation
Authorization Code/Pin:
This information is located in the activation email sent to you.

Setup Account Password
New Password:
Choose a password for your new account. Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#$%^&()].*

Confirm New Password:
Re-enter your password to ensure it is correct.

Challenge Question:
Enter a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

Challenge Answer:
Specify the answer to the challenge question you created above.

Confirm Answer:
Re-enter the answer from above to ensure it is correct.

[Continue]   [Cancel]

-Click on the activation link (or copy and paste into your browser). This is unique to you.
-Enter in the appropriate information

-Authorization Code/Pin: the last 4 of your SSN

-Set up your password

-Create your challenge question and answers (and take note of what they are). If you forget your password this will be used to reset your login.

-Once you hit "Continue" you will be taken to the general log in screen and the account created.

New User Account Setup
Your account is now activated. Click the login button below to return to login form and begin using your account.

Login

General Login Screen for Employee Self –Service (www.dominionpayroll.net):
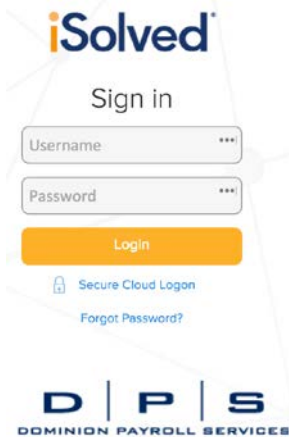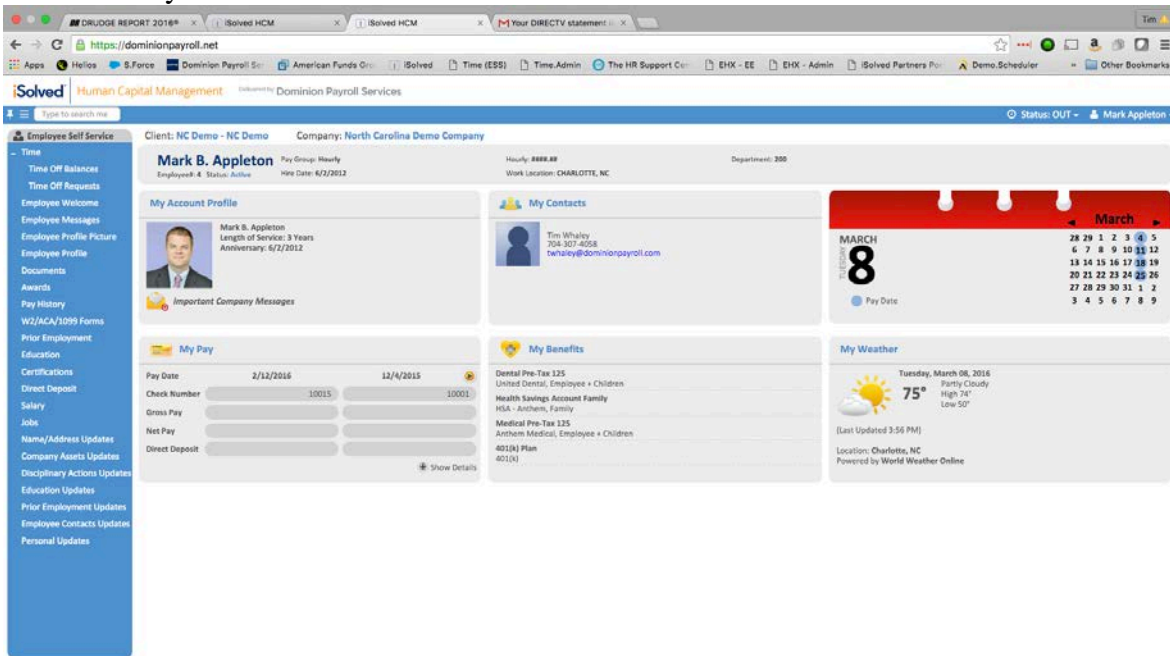

After the initial set up, you will log in to ESS by going to **www.dominionpayroll.net**.
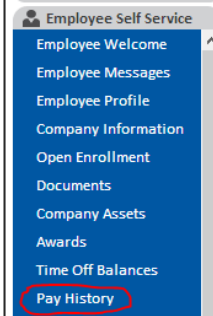Username: In initial activation email: (Example: tallendemo@gmail.com).
Password: what you entered during the set up

This will be your welcome screen:

www.dominionpayroll.com
customerservice@dominionpayroll.com

DOMINION PAYROLL SERVICES

-Your company's messages to you are on the top right. Hit the envelope to see them.
-My Contacts: who to contact in your company should you have an issue.
-My Pay: a brief overview of your most recent checks.
-My Benefits: lets you know the benefit programs you are enrolled in, if applicable.

Your check stubs are available by going to Employee Self Service - Pay History through the navigation menu on the left (you may not see everything on this screen shot).

Employee Self Service
- Employee Welcome
- Employee Messages
- Employee Profile
- Company Information
- Open Enrollment
- Documents
- Company Assets
- Awards
- Time Off Balances
- Pay History

Checks are ordered most recent on top. Your check detail will be at the bottom of the screen. Click the button to View/Print Pay Stub.

Jonathan Zoola   Pay Group: Semi   Hourly: ####.##   Department: 500
Employee#: 0021 Status: Active Hire Date: 3/8/1999   Work Location: FAIRVIEW PARK, OH   Class Code:

Pay History

⇕ Check Date	⇕ Gross Pay	⇕ Net Pay	⇕ Check\Voucher #	⇕ Check Amount	⇕ Description	⇕ PR Run #
9/30/2013	0.00	52.51	V006721	0.00	Regular Check	97
9/16/2013	0.00	52.51	66112	52.51	Regular Check	96
8/31/2013	550.00	500.92	V005181	0.00	Regular Check	95
4/29/2011	1100.00	769.70	V000155	0.00	Regular Check	32
4/15/2011	1100.00	769.70	V000124	0.00	Regular Check	31
3/31/2011	1100.00	769.70	V000093	0.00	Regular Check	30
3/15/2011	1100.00	769.71	V000062	0.00	Regular Check	29

View/Print Pay Stub

CHECK SUMMARY - Regular Check

Check Date:	9/30/2013	Gross Pay:	0.00	JONATHAN ZOOLA	Employee #:	0021	Fed Mar:		Single
Period End:	9/30/2013	Gross Wage:	0.00	132 MAIN STREET	Department	500	St Mar:		
Period Begin:	9/16/2013	Net Pay:	52.51	FAIRVIEW PARK, OH 44126	Department		Fed Ex:	0	
Voucher #:	V006721	Check Amt:	0.00	ACME CORPORATION	Soc Sec #:	XXX-XX-0021	St Ex:	0	

EARNINGS & MEMOS*

	Current		Year-to-Date		DEDUCTIONS			TAXES				
Title	Hours	Dollars	Hours	Dollars	Title	Current Dollars	YTD Dollars	Title	Current Dollars	Wages	Year-to-Date Dollars	Wages
Hourly Regular			40.00	550.00	Pretax Dental	13.50	40.50	SOC SEC EE	-3.47	-56.00	23.69	382.00
401K Match*	0.00	-3.64	0.00	-10.92	Pretax Med	42.50	127.50	MED EE	-0.81	-56.00	5.54	382.00
Per Diem (Non T	0.00	100.00	0.00	300.00	401K	-2.80	-8.40	FEDERAL WH	0.00	-53.20	42.18	390.40
								OHIO WH	-0.31	-53.20	5.41	390.40
								FAIRVIEW PARK	-1.12	-56.00	7.64	382.00

CURRENT PERIOD LEAVE ACCRUALS

	Hours	Hours	Available	DIRECT DEPOSIT		Deposit	EMPLOYER TAXES				
Title	Accrued	Taken	Balance	Type	Account	Amount	Title	Current Dollars	Wages	Year-to-Date Dollars	Wages
PTO	10.00	0.00	120.96	checking	####0006	52.51	SOC SEC ER	-3.47	-56.00	23.69	382.00
							MED ER	-0.81	-56.00	5.54	382.00
							FUTA ER	-0.34	-56.00	2.28	382.00
							OHIO SUI ER	-1.79	-56.00	12.23	382.00

www.dominionpayroll.com
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