

EMPLOYEE SELF SERVICE (ESS) KIOSK

ELECTRONIC PAYSTUB ENROLLMENT



Choose how you want to access the ESS kiosk. (Click on an icon)

PAYROLL PROFESSIONALS

LOG INTO YOUR ACCOUNT

Username
[Forgot username?](#)

Password
[Forgot password?](#)

LOGIN

REGISTER AN ACCOUNT



ENROLLING BY COMPUTER

Dunder Mifflin Paper Co Welcome Toby Flenderson

Home Webclock **PERSONAL** Time Off Time Cards Pay History Changes Performance Expense Tracking

Demographics Depl/Position Benefits Emergency Contacts Taxes **DIRECT DEPOSITS** Deductions Pay Rates

Include Inactive Direct Deposits

Direct Deposit Add Account

CLICK 'PERSONAL'
THEN...
CLICK 'DIRECT DEPOSITS'

PRIMARY ACCOUNT

No Primary Account exists. Click 'Add Account' to create one.

SECONDARY ACCOUNTS

No Secondary Accounts exists. Click 'Add Account' to create one.

Paperless Options

Please ensure you read and understand these disclosures prior to opting in for electronic paystubs.

What is a Direct Deposit Voucher/Statement? Each pay period you are paid, you receive a document outlining the wages and benefits paid. This document is either a paycheck or a voucher. If any of your net pay is paid via check, then it is considered a check, otherwise it is a voucher.

Physical Check You will always receive a physical check anytime your paycheck is not 100% Direct Deposit.

Hardware and Software Requirements In order to access and print your pay stubs you will need a computer with a connected printer and with access to the internet. You will also need the Adobe Acrobat Reader software (v 5.0 or higher).

Restrictions / Limitations The only requirement for you to be eligible is that 100% of your paycheck must be direct deposited into one or more of your bank accounts. If you do enroll and your paycheck is not allocated 100% to direct deposit, you will continue to receive a physical check.

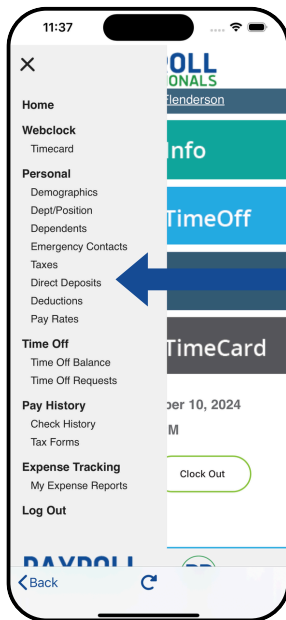
Additional Information If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked below. Any modifications to your election status will take place on the 10/11/2024 check date.

Check to **consent and enroll** in electronic Direct Deposit Vouchers/Statements Deposit Vouchers/Statements

Check to **receive** an email notification when your paycheck is available

CHECK THE 'CONSENT AND ENROLL...' BOX

ENROLLING USING THE APP



11:37

OLL ONALS
Flenderson

Home

Webclock
Timecard

Personal

Demographics
Depl/Position
Dependents
Emergency Contacts
Taxes
Direct Deposits
Deductions
Pay Rates

Time Off
Time Off Balance
Time Off Requests

Pay History
Check History
Tax Forms

Expense Tracking
My Expense Reports

Log Out

DAVROLL

Back

CLICK THE THREE LINE MENU BAR ON TOP LEFT OF APP

CHOOSE 'DIRECT DEPOSITS'

CHECK THE 'CONSENT AND ENROLL...' BOX



9:53

PAYROLL PROFESSIONALS

Welcome, Toby Flenderson

Paperless Options

Please ensure you read and understand these disclosures prior to opting in for electronic paystubs.

What is a Direct Deposit Voucher/Statement? Each pay period you are paid, you receive a document outlining the wages and benefits paid. This document is either a paycheck or a voucher. If any of your net pay is paid via check, then it is considered a check, otherwise it is a voucher.

Physical Check You will always receive a physical check anytime your paycheck is not 100% Direct Deposit.

Hardware and Software Requirements In order to access and print your pay stubs you will need a computer with a connected printer and with access to the internet. You will also need the Adobe Acrobat Reader software (v 5.0 or higher).

Restrictions / Limitations The only requirement for you to be eligible is that 100% of your paycheck must be direct deposited into one or more of your bank accounts. If you do enroll and your paycheck is not allocated 100% to direct deposit, you will continue to receive a physical check.

Additional Information If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked below. Any modifications to your election status will take place on the 10/11/2024 check date.

Check to **consent and enroll** in electronic Direct Deposit Vouchers/Statements Deposit Vouchers/Statements

Check to **receive** an email notification when your paycheck is available

Back

