



Employee Self Serve User Instructions

Here are instructions on how to access your payroll information online using Employee Self Serve by Balance Point.

In order for you to access your online pay statements, W2's and demographic info you will need to follow a few simple steps, which are outlined below:

- 1.) Go to www.balancepointpayroll.com Click on the tab that says "EMPLOYEE SELF SERVICE".
- 2.) The first time you login, click on the REGISTRATION INFORMATION button and print out the instructions. You will need to enter information from one of your current pay stubs.
- 3.) Next, go back and click the "ENTER EMPLOYEE SELF SERVICE" button, then click on REGISTER.
- 4.) You will see the following:

SELF-SERVICE

CREATE / RESTORE USERNAME and PASSWORD

Enter pay statement information

Company

Social Security #
(no dashes)

Check number

Current Total Earnings

Create your login

User Name

Password

Confirm Password

Note: all fields are case-sensitive

Sign on

You will now use your current pay stub to complete the following:

- COMPANY: this is **not** your employers name but actually their client number with Balance Point. It will be a letter followed by three numbers, For Example: A008
- SOCIAL SECURITY NUMBER: Just enter it without dashes.
- CHECK NUMBER: Enter your check number. If you have direct deposit, be sure to include the “-“ before the number.
- CURRENT TOTAL EARNINGS: simply enter the amount under the “current” column.

Enter information as it appears on the paystub

Company

Social Security #
(no dashes)

Check number

Total gross wage

Create your login

User Name

Password

Confirm Password

Note: all fields are case-sensitive

Sign on

James Patrick

Company: Golf
 Period Begin: 3/3/2007
 Period End: 3/11/2007
 Social Security #: 009-55-1235
 Hire Date: 5/1/1995

Division: 1
 Stock: 158006
 Department: 20
 Team:

Tigger Would - DO NOT TOUCH

Fed OR addl \$26.00
 Vacation =72.03 Bal HOURS

18 Foreway Drive
 Sandrias, VT 05401

Earnings					Deductions			
Description	Location / Job	Rate	Hours	Current	Year To Date	Description	Current	Year To Date
Salary		12.50	0.00	1572.63	15726.30	Fed (S/O) (19190.00)	439.57	4415.76
Regular		12.50	40.00	500.00	5000.00	OASDI (20226.30)	125.40	1254.00
						Medicare (20226.30)	29.33	293.00
						Yonkers Non-Res.(19190.00)	191.90	1919.00
						Loan	100.00	1000.00
						Pretax Insurance	50.00	500.00
						Simple	103.63	1036.30
						Savings XX6666	100.00	1000.00
Total Earnings			40.00	2072.63	20726.80	Total Deductions	1139.83	11418.86
NET PAY				1032.80		Check Amount	932.80	9307.94

