

Sample Notice to Employees

Effective September 30, 2022, we will be transitioning our payroll provider from IOI/PrimePay to Paylocity.

As of this date, RCAB, location administrators and employees will no longer have access to the PrimePay system for records such as paystubs and W-2 forms.

Both the Pastoral Center and business managers are working to store a substantial amount of data and reports. However, we ask for your assistance to also retain your paystubs and W-2 forms through PrimePay. Please see the enclosed instructions on how to log into PrimePay ESS to save these documents.

Note, if you have transferred locations within RCAB and/or have worked for multiple locations within RCAB, you will have a separate PrimePay login for each location.

In addition, we are asking each employee to verify the information currently on file within PrimePay to assist with a smooth transition of accurate data. Please review the following and notify _____ of any changes needed. As always, please continue to provide any updates such as address/e-mail changes as soon as possible.

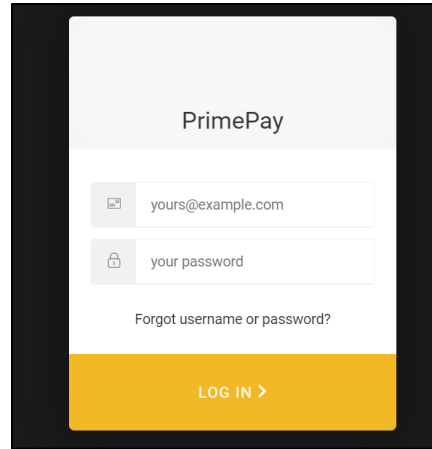
Employee Legal Name:
Social Security Number:
Mailing Address:
E-Mail Address:
Date of Birth:
Location Hire Date:
PTO/Sick/Vacation Balance:

Once you have retrieved your most recent pay stub, please ensure your pay rate, tax elections, and deductions including 401k contributions are listed correctly.

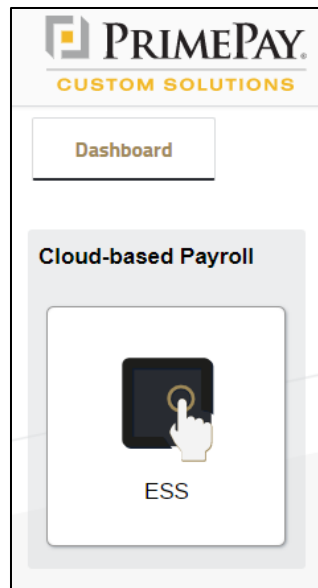
How to Log Into PrimePay Employee Self Service (ESS)

Go to <https://cs.primepay.com>

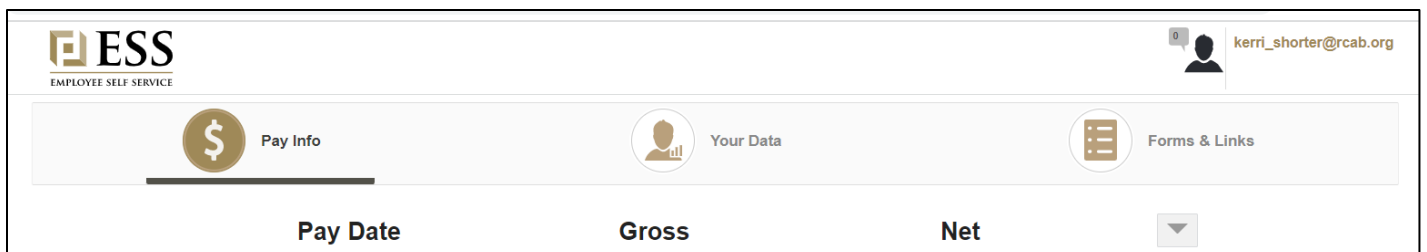
If you do not recall your username and/or password, click **Forgot username or password?**



Click on the **ESS** tile



You will land on the **Pay Info** tab where you can view your recent pay information



Use the menu on the right to:

Filter based on a date range

Select Date Range

Start Date

End Date

Filter

Print Check Stubs - you can select an individual check stub to print or select all to print all

Select Check Stub to Print

Select All

05/13/22 04/29/22 04/15/22

04/01/22 03/18/22 03/04/22

02/18/22 02/04/22 01/21/22

01/07/22

Print

Use the **calendar** to view Accrual Information

Accrual Info

Vacation
202.39 hrs

Sick
100.61 hrs

Misc 1
0.00 hrs

Misc 2
0.00 hrs

Use the **W2** icon to retrieve/save/print form W-2s - use the arrow drop down to select the year and click Retrieve W2



Lastly, the **Your Data** tab at the top center of screen contains your personal information and Emergency Contact Information. If any of these fields appear to be incorrect, please notify your locations payroll contact.

