

Hello,

I wasn't sure if Lyncee from my office had contacted you guys about this or not, but I wanted to make sure you guys were in the loop.

Starting with this week's payroll, we will no longer be printing check stubs for employees with direct deposit. There was an orange flyer sent out in the past 2 weeks of pay stubs, so all employees who currently receive them have been made aware. There are two options for employees to view their pay stubs...

1. You can view your pay stub by logging into the employee portal at www.MyPayESG.com

Your username is the first four letters of your last name followed by the last four numbers of your SSN
For example: John Woods SSN: 111-22-3333 would have a username of Wood3333

Your password will initially be Temp1234, and you will be directed to change it when you first log in. Please be sure to write down and keep your log-in information in a secure location.

2. You can also receive your check stub by email. Please email MyPayESG@MyPayESG.com to inform us of your email address and all of your check stubs will be sent directly to your email.
*****Please include your last name and last four digits of your social security number (SSN#)**

Please let us know if you have any questions about this. Thank you!

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