

Electronic Pay Stub (E-Stub)

EE First Login

Go to the Online Wage Statements website at:
<https://www.onlinewagestatements.com/parallon>

Enter your 3-4 Id in the User Name field. Enter your Social Security Number in the Password field.

Click the Log In button.

Your 3-4 Id can be found in your Outlook e-mail properties, under the General tab, in the Alias field. Otherwise, see your manager if you do not know your 3-4 ID

Click the Frequently Asked Questions link on the Log In page for answers to questions you may have.

Enter your Employee ID in the Employee Id field (EID). Please note that the EID must be 9 digits. Enter your full birth date in the Employee Birth Date field in the MMDDYYYY format (i.e. 01011981).

Click the **Submit** button

NOTE:

EID can be found in the upper left corner on any previous check stub. You must enter any leading zeros (0's). EID field must equal 9 digits.

You will be asked to create a new password. Your new password must be 6-16 characters in length. Include at least one lower case letter, one upper case letter and one number.

Click the Change Password button.

NOTE:

Your Social Security Number is used as the password for your first time login to E-Stub, as well as any time your password is reset. This includes using the forgot password option.

Electronic Pay Stub (E-Stub)

EE Edit Profile – W2 Election

E-W2 Election

Read terms and conditions displayed.
Accept or decline to receive future W2s electronically.

Please note you must provide an e-mail address if accepting.

You will receive an email confirming your acceptance and will receive emails if you change your election.

E-Stub

Current Pay Period
Statement History
W2 History
Messages
My Profile
Change Password
Logout

E-W2 Election

Disclosure Notice

I understand and accept these terms and conditions.

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee only needs to sign up once. If you have signed up previously and not withdrawn your consent to receive your W-2 electronically, you do not need to sign up again. Your election remains in effect until you change it.

An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting the Human Resources Department at your facility. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements. Please only contact the Human Resources Department, if necessary.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent of online delivery. Consent may be withdrawn by logging on to the E-stub website, going to My Profile screen and click on link "Change My W2 Election".

An employee's withdrawal of consent will be effective within 7 business days of receipt. You will receive a confirmation of withdrawal either in writing or by e-mail. You may wish to e-mail or call the Human Resources department to request a paper copy if request is made after December 20th.

If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

The provision of an employee's Form W-2 by electronic format will cease upon an individual's termination of employment with all entities or withdrawal from the e-stub program.

The W-2 statements will remain on the e-stub website or through Human Resources for a period of 5 years.

The following hardware/software is required to access your electronic W-2: Internet Explorer 8.0 or higher and Firefox 3.0 or higher.

All employees should be aware that the Form W-2, even when provided electronically, may be required to be attached to their annual tax return, usually the Form 1040. If the W-2 is provided electronically, the employee should print the W-2 and attach it to his/her tax return documents.

[Terms and Conditions](#)

Please Enter a Valid Email Address

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EE Edit Profile – W2 Election

Once you have changed your Password after your first login, you will be required to select and answer 5 secret questions. Click drop-down arrows to select questions. Type answers in boxes provided. These will be used in case you forget your password.

The W2 History link will only appear if you have had a W2 posted.

It is a good idea to include an e-mail address in your profile. It lets you receive important information as soon as it is available. The email will be required if you elect to receive electronic W2s.

You will return to the **My Profile Page**. Then click Update at the bottom of the screen.

Click **Current Pay Period** to view current statement.

The screenshot shows the 'E-Stub' interface. On the left is a navigation menu with links: Current Pay Period, Statement History, W2 History, Messages, My Profile, Change Password, and Logout. The 'My Profile' page is active, displaying a 'General' section. At the top, a green message box says 'Password change successful' and a red warning box says 'A confirmation could not be sent because your profile does not have an email address.' Below this, a red banner states 'You must configure your profile before proceeding. The highlighted items are required.' The 'My Profile' section includes fields for Name (Armand D. Derousseau), Secret Question Language (English/Español), and five secret questions with dropdown menus and text input boxes for answers. The 'Notifications' section has a checkbox for 'Receive Email Notifications' (checked) and an email address field (stacy.smith@paragon.net) with a 'Send Test Email' button. The 'W2 Election' section has a checkbox for 'Receive W2 Electronically' (checked) and a 'Change W2 Election Terms and Conditions' link. An 'Update' button is at the bottom.

This screenshot shows the 'E-Stub' interface after updates. The 'My Profile' page now displays a green message box: 'Your profile was updated successfully'. The 'General' section shows the Name as Armand D. Derousseau. The secret questions and answers are now populated: Secret Question 1 is 'What was the make of your first car?' with answer 'test'; Secret Question 2 is 'What is your favorite movie?' with answer 'test'; Secret Question 3 is 'What was the first and last name of your first boyfriend or girlfriend?' with answer 'test'; and Secret Question 4 is 'What was your favorite place to visit as a child?'. The 'W2 Election' section remains the same with the 'Receive W2 Electronically' checkbox checked.

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Employee Statement History

Statement History allows you to view and print prior pay statements.

Click **Statement History** from the left navigation bar.

Check the box(es) next to the statement(s) you want to view.

Click **View Selected Wage Statements**.

Now is that easy, or is that easy?

E-Stub

Current Pay Period: Print | Save as PDF | Decrease Font | Increase Font | Reset Font

PAID ON BEHALF OF: DB/IA

PROCESS LEVEL: EMPLOYEE ID:

STATEMENT OF EARNINGS AND DEDUCTIONS

DESCRIPTION	HOURS	RATE	EARNINGS	YEAR-TO-DATE	DESCRIPTION	TAXES/DEDUCT	YEAR-TO-DATE
Producty	70.50	31.4500	2,220.05	21,510.09	SS EE	146.35	1,903.93
CalBA %	6.25	15.7456	98.41	1,256.09	Medicare	34.22	445.27
SH 2.5	32.00	3.0000	96.00	913.50	FIT WH	408.13	5,034.26
On-Call \$	26.75	3.0000	80.25	1,353.75	Dental	25.25	375.75
Charge \$	44.00	1.0000	44.00	562.25	Vision	6.23	93.45
ChocGrs	0.00	0.0000	15.00	225.00	Emp Life	10.13	149.64
Weekend	5.00	1.5000	7.50	64.89	Dep Life	3.91	58.65
LeVsrHrs	8.00	0.0000	0.00	0.00	LTD	12.27	180.75
EB	0.00	0.0000	0.00	3,914.34	HC FSA	161.84	2,218.62
PTO	0.00	0.0000	0.00	2,587.90	401K %	0.00	460.96
LeVsrPTO	0.00	0.0000	0.00	675.84	401KLean	125.09	1,876.35
Overtime	8.00	0.0000	0.00	216.78	CSTDPH	18.87	283.65
Educ	0.00	0.0000	0.00	168.96	CPLegals	3.14	47.10
MedDFTL	0.00	0.0000	0.00	30.72	Fitness	27.82	396.23
SH 1.5	0.00	0.0000	0.00	0.00	Unemploy	0.00	40.00
FamMedLv	0.00	0.0000	0.00	0.00			
TOTAL EARNINGS			2,581.21	33,559.11	Total Deductions	983.15	13,567.01
NON CASH DEDUC					NET PAY ***		1,578.86
Imp Inc			18.92	279.29	PAY PERIOD	07/11/2010 - 07/24/2010	
					ACCUMULATED PLAN		
					PTO	9.06	34.09
					EB	2.77	24.93

E-Stub

Current Pay Period: Print | Save as PDF | Decrease Font | Increase Font | Reset Font

PAID ON BEHALF OF: DB/IA

PROCESS LEVEL: EMPLOYEE ID:

Wage Statement History

Check All Pay Date

☐ 7/23/2010

☐ 7/9/2010

View Selected Wage Statements

E-Stub

Current Pay Period: Print | Save as PDF | Decrease Font | Increase Font | Reset Font

PAID ON BEHALF OF: DB/IA

PROCESS LEVEL: EMPLOYEE ID:

STATEMENT OF EARNINGS AND DEDUCTIONS

DESCRIPTION	HOURS	RATE	EARNINGS	YEAR-TO-DATE	DESCRIPTION	TAXES/DEDUCT	YEAR-TO-DATE
Producty	70.50	31.4500	2,220.05	21,510.09	SS EE	146.35	1,903.93
CalBA %	6.25	15.7456	98.41	1,256.09	Medicare	34.22	445.27
SH 2.5	32.00	3.0000	96.00	913.50	FIT WH	408.13	5,034.26
On-Call \$	26.75	3.0000	80.25	1,353.75	Dental	25.25	375.75
Charge \$	44.00	1.0000	44.00	562.25	Vision	6.23	93.45
ChocGrs	0.00	0.0000	15.00	225.00	Emp Life	10.13	149.64
Weekend	5.00	1.5000	7.50	64.89	Dep Life	3.91	58.65
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PTO	0.00	0.0000	0.00	2,587.90	401K %	0.00	460.96
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TOTAL EARNINGS			2,581.21	33,559.11	Total Deductions	983.15	13,567.01
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					EB	2.77	24.93

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Messages

Select Messages to see a list of any messages that have been sent previously.

The screenshot shows the 'E-Stub' interface with a sidebar menu on the left containing 'Current Pay Period', 'Statement History', 'W2 History', 'Messages', 'My Profile', 'Change Password', and 'Logout'. The main content area is titled 'Message Archive' and features a table with columns 'Subject', 'Start', and 'End'. The table is currently empty.

My Profile

Select My Profile if you need to update or change any of your secret questions or answers; email information; or W2 election.

The screenshot shows the 'E-Stub' interface with the 'My Profile' section selected in the sidebar. The main content area displays a 'My Profile' form. At the top, there are two green success messages: 'Password change successful' and 'A confirmation could not be sent because your profile does not have an email address.' Below these is a red error message: 'You must complete your profile before proceeding. The highlighted items are required.' The form has two main sections: 'General' and 'Specific values'. The 'General' section includes fields for 'Name' (JENNIFER D. DEMASKEA), 'Secret Question Language' (English), and five 'Secret Question' pairs, each with a 'please select' dropdown and a text input field. The 'Specific values' section includes a 'Receive Email Notification' checkbox (checked), an 'Email Address' field (jenny.demaskea@paragon.net), and a 'Send Test Email' button. Below this is a 'W2 Election' section with a 'Receive W2 Electronically' checkbox (checked) and a 'Change W2 Election Terms and Conditions' link. An 'Update' button is at the bottom.

Change Password

Select Change Password if you need to change your password.

The screenshot shows the 'E-Stub' interface with the 'Change Password' section selected in the sidebar. The main content area is titled 'Change Password' and contains a form with three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Below these fields is a 'Change Password' button. Underneath the button, there are 'Password Rules' listed: 'Must be between 8 and 16 characters long.', 'Must contain at least 1 lower case letter(s).', 'Must contain at least 1 upper case letter(s).', and 'Must contain at least 1 numeric character(s).'

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Password Assistance

You will have three attempts to enter your password.

After your third incorrect attempt you will receive a message that your account has been locked.

You will be prompted to enter your User Name (3-4 ID) then click Submit to reset your password.

Then you will be asked one of your secret questions.

The screenshot shows the 'E-Stub' login interface. At the top, a red error message states: 'The system was unable to log you in. Please check your credentials and try again.' Below this, the heading 'Please enter your Username and Password' is displayed. There are two input fields: 'Username' with the value 'euf9482' and an empty 'Password' field. A 'Login' button is to the right of the password field. Below the fields, there is a link 'Forgot Your Password? | FAQ'. At the bottom, 'Login Hints' are provided: 'User Name= 3-4 ID' and 'Password = Full SSN (no slashes/dashes/spaces) on initial log in or reset, or enter password you setup, or click forgot password'.

The screenshot shows the 'E-Stub' password reset interface. A red error message at the top states: 'Your Account has been locked. Please reset your password.' Below this, the heading 'Please enter your Username to reset your password' is displayed. There is a 'Username' input field with the value 'euf9482' and a 'Submit' button to its right.

The screenshot shows the 'E-Stub' secret question interface. The heading is 'Please answer the secret question below to reset your password'. Below this, the question is 'What was the first and last name of your first boyfriend or girlfriend?'. There is an empty text input field and a 'Submit' button to its right.

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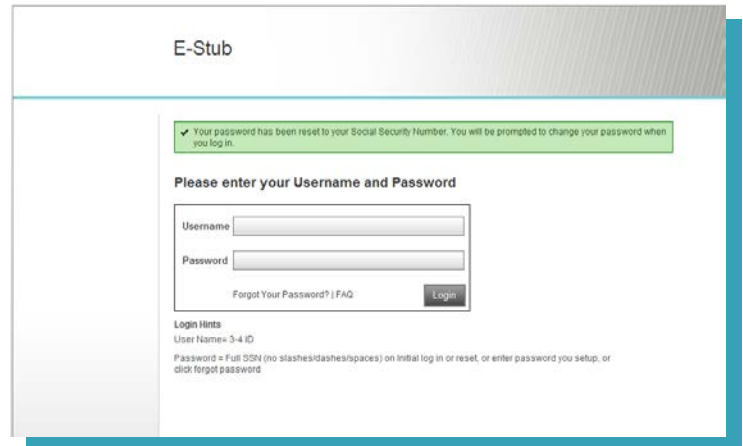
Password Assistance

Upon successfully answering one of your secret questions, your password will be reset to your Social Security Number.

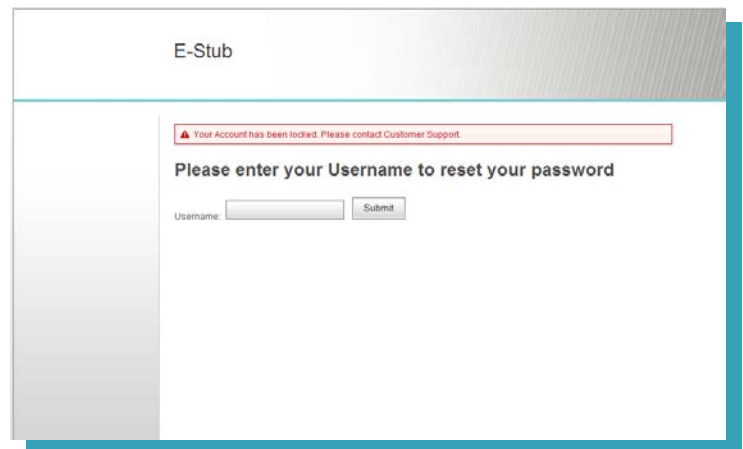
You will have six separate attempts to give a correct answer. Each incorrect attempt will result in another randomly selected secret question.

The six questions are chosen at random from the five secret questions you answered when creating your account.

If all six attempts are unsuccessful, you will need to contact Customer Support for your password to be reset.



The screenshot shows the E-Stub login interface. At the top, a green notification bar states: "✓ Your password has been reset to your Social Security Number. You will be prompted to change your password when you log in." Below this, the heading "Please enter your Username and Password" is displayed. There are two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the input fields, there is a link "Forgot Your Password? | FAQ". At the bottom, "Login Hints" are provided: "User Name = 3-4 ID" and "Password = Full SSN (no slashes/dashes/spaces) on initial log in or reset, or enter password you setup, or click forgot password".



The screenshot shows the E-Stub login interface after an account lockout. A red notification bar at the top states: "▲ Your Account has been locked. Please contact Customer Support." Below this, the heading "Please enter your Username to reset your password" is displayed. There is a single input field labeled "Username:" and a "Submit" button to its right.