

PaySphere Employee Self Service Enrollment Instructions

Start at www.payspherepayroll.com and click Login – Employees – Self Service. You'll then see the login screen where you'll click "New User Registration" and follow the instructions outlined below:

532 Sample St.

Joe Smith		Sample Client	
1 Company Number	*SAMPLE 100008	Period Begin	7/26/2015
2 Social Security #		Period End	8/1/2015
3 Hire Date	11/2/20	Check Date	8/7/2015
		Check Number	238
		Division	Sick 1 =0.75 Bal
		Branch	Vacation =20.00 Bal
		Department	310
		Team	474

Description	Location / Job	Rate	Hours	Current	Year To Date
Salary	1/1/310	0:00	0:00	1200.00	2400.00
MEMOS		0:00			
Safe Harbor Match	1/1/310	0:00	0:00	60.00	
Total Earnings				1200.00	2400.00
NET PAY				900.15	1800.30

NET PAY 900.15 Total Direct Deposits 0:00 Check Amount 900.15 1800.30