

## INTRODUCING

# Employee Self Serve

*Ever had a situation where an employee requested past check stubs and W-2s for a tax filing or a loan application?*

With ASAP's Employee Self-Serve (ESS) you can provide employees with ***view and print only access to W2s, pay stubs, personal data, and time off balances securely online.***



### **Pay Stubs**

View pay statements



### **W-2/1099**

View W-2 or 1099 forms



### **Personal Info**

View Employee Personal Information



### **Personal Time Off**

View Time Off Balance



### **Password**

Change Password

### The Benefits to you...The Employer:

- ⇒ Reduce time required to field employee questions and requests.
- ⇒ Empower employees with greater access to their payroll information.
- ⇒ Enable paperless payroll processing; providing convenience to employees and you.
- ⇒ Enhance access for employees that are geographically dispersed.
- ⇒ Works with PC or Mac – use from any internet connection. Confidential, safe and secure.

***Give them access, and save you time! Let ASAP demo and set up today!***

Making Business **As Simple As Possible**

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