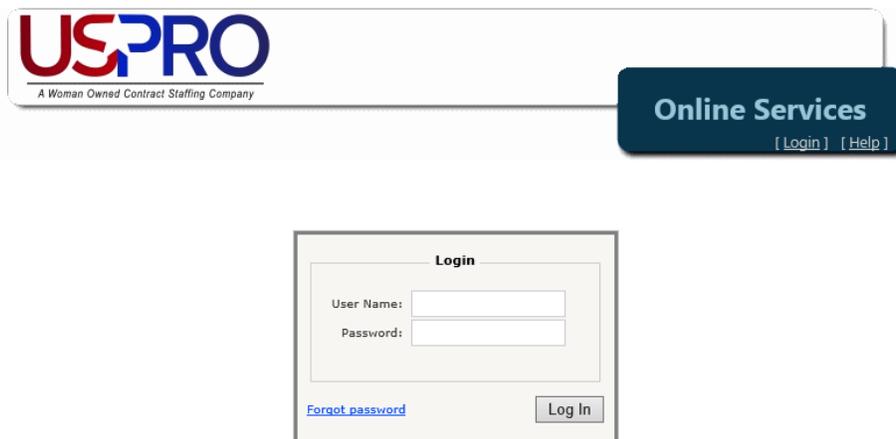


Pay stubs are now electronically available through Employee Self Service via the Internet and therefore accessible at home, the library, or wherever you may choose to access your account.

In addition to making this information more convenient for employees, it also represents a significant step forward in the Company's effort to "go green" and to conserve resources. Direct deposit employees will no longer receive a paper pay stub. Instead, each week, on the evening before your payday, (a day later on a holiday week) your pay stub information will be uploaded to the secure website where it can be easily accessed from your PC. You will be able to view and print both current and loaded historical pay stubs.

As always, if you need any historical information, not accessible on the website (mortgage verification, SSA, etc.) please contact your Payroll Administrator and they can quickly provide the required information to you or the requesting agency.



Please log on to <https://uspropaystubs.madisonrf.com>

- Your User Name is your LAST NAME (first letter capitalized) and the last 4 digits of your social security number. Example: Smith1234
- Your password is the last 4 digits of your social security number.
- Click on "Employee" on the left.
- Click on "Direct Deposit"

The most current pay stub will be presented first. You can see previous stubs by clicking the red "Previous" button at the top left of the screen. To move to the more recent pay stubs click "Next" at the top right of the screen. Click on "Change Password" at the far left to change your password at any time.

If you have any technical issues relative to the website, or any questions relative to your check, hours, rate, bank information, etc., please contact your local branch representative.

Paystubs

Paystubs are typically uploaded to our secure website and should be available online the next business day after your payday. To access, follow the instruction above to log into your account then click on "Paystubs" located at the top of the page; then one of the choices;



"Home" will give you a list of your last 5 paystubs and their date;

Employee ID: 321661
 Employee Name: Jill Smith
 Address: 123 Main Street
 CityStateZip: Anytown, NY 12345
 Employment Type: Shift Leader
 Direct Deposit: Yes
 Email: jsmith@.net

Company Name:
 Company Address:

Marital Staus: M
 Federal Exemptions: 1
 State Exemptions: 1

[Change Password](#) or [Change Email](#)

To make changes to your account please contact your company.

Last 5 Pay Stubs	
Check Number	Check Date
678520	06/18/2013
602382	06/11/2013
632206	06/04/2013
630191	05/28/2013
630105	05/21/2013

Year-To-Date	
Adjustment	YTD
Federal Taxable	\$3,839.22
Gross	\$4,208.34
FSMed	\$ 69.12
FICA	\$823.70
FedIncTax	\$333.13
NHIncTax	\$0.00
NET	\$2,613.27

"My Account" gives you information regarding your account and this is where you can change your password and/or email address.

"Employee Paystub" gives you a listing of all paystubs, year to date,

Year: 2013

Check Number	CheckDate	Gross	Deductions	Net
6052314	06/18/2013	\$271.03	\$38.69	\$232.34
6235896	06/11/2013	\$165.12	\$38.69	\$126.43
5963214	06/04/2013	\$183.62	\$38.69	\$144.93
5789362	05/28/2013	\$244.84	\$38.69	\$206.15

2013

Current Year-To-Date Information	
Adjustment	Year-To-Date
Federal Taxable	\$3,839.22
Gross	\$4,208.34
FSMed	\$ 69.12
FICA	\$823.70
FedIncTax	\$333.13
NHIncTax	\$0.00
NET	\$2,613.27

"YTD" will give you an overall breakdown of Current YTD

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