

ePay – View Paycheck

Quick Guide

Welcome to ePay - View Paycheck

PeopleSoft ePay provides convenient online access to your payroll information. All COMFORCE employees are given the opportunity to take advantage of the Self Service Module - ePay. Follow the simple steps below to access and view your paychecks via ePay.

Logging in to the Self Service Module:

It is recommended that you print this document for reference during your initial sign in. Utilizing your internet browser, proceed to the following secure web site <https://eben.comforce.com/>.

Initial Sign In:

Once you have clicked on the hyperlink above, Internet Explorer will open and you will be brought to the Sign In screen. Enter your Username and Password as:

Username – Enter the first four letters of your last name (in all caps) and the last four digits of your social security number (i.e. Lisa Testing, SS# 941-23-4567 – entered as TEST4567, all CAP's).

Note: If your last name contains less than four characters, use your last name (in all caps) and the last four digits of your social security number only (i.e. Tom Li, SS# 941-23-4567 – entered as LI4567, all CAP's).

Password – Enter your birth date in the MMDDYYYY format (i.e. January 1, 1969 – entered as 01011969).

The first time you enter the Self Service module, you will need to change your password. You will see the following message, "**Your password has expired.**" Click on "**Click here to change your password**".

Changing Your Password

Current Password: Type in your current password

New Password: Enter at least 8 characters (all CAP's).

Confirm Password: Re-Enter your new password

Click on **OK**

Click on **Home** on the top of the page

Using ePay – View Paycheck:

You will now be at the Self Service homepage. Click the icon **View Paycheck**.

View Paycheck - your current paycheck will be displayed.

Viewing Previous Paychecks

Click on '**View a Different Payment**' at the top of the page to see previous paychecks.

Choose the date of the paycheck you would like to view (**blue hyperlink**). All Year-to-Date amounts are only shown for the most current paycheck.

Printing the Paycheck

Click the printer icon to print your paycheck. You may need to adjust the print margins of Internet Explorer. To do so, Choose **File > Page Setup**. Change the Left, Right, Top and Bottom margins to .5, choose **OK**. Once changed, these settings will remain for future sessions.

Signing Out of ePay:

When you are finished, Click on '**Sign Out**' at the top of the page.

Helpful Hint:

- Press F11 to view a Full Screen of Internet Explorer. Press F11 again to return the view.