



ePayroll Training Manual

ePayroll gives Pro Staff employees access to:

- W-2 Services
- Paystub Review
- Direct Deposit
- Income Verification

PRO STAFF

December 2006

Accessing Your ePayroll Account

The screenshot shows the Pro Staff website home page. At the top left is the logo "PRO STAFF talent that works:". To the right is a "Send Resume" link. Below the logo is a navigation bar with "FIND YOUR JOB" and search filters for Expertise, Location, Type, and Keyword, along with a Search button. A left sidebar contains links for "Our Locations", "Career Resources", "Client Resources", "About Us", and "My Pro Staff". The "ePayroll" logo is circled in red in the sidebar, with a red line pointing to a text box. Below the sidebar is a section titled "Need employment verification? Click here." and another titled "BE A PART OF ONE OF THE FASTEST GROWING INDUSTRIES" with a "GO" button. The main content area features a woman at a desk, the headline "IT'S ALL ABOUT YOU.", and sub-headlines "THE FLEXIBILITY TO WORK THE WAY YOU WANT TO." and "THE HANDS-ON SUPPORT TO LEARN AND EARN." with a "FIND OUT MORE" link. Below this are sections for "NEED WORK?" and "TESTIMONIALS". At the bottom left, a browser status bar shows "Done".

Logging into Your Account

ePayroll is accessible from the Pro Staff home page located at prostaff.com. Simply go to our website and click the ePayroll logo. You will immediately be redirected to the ePayroll login page.

- To access ePayroll, type 'prostaff.com' in the address bar and hit <Enter>.
- Click the 'ePayroll' logo.

Accessing Your ePayroll Account

PRO STAFF 12/8/2006
| [PRO STAFF HOME](#) | [WORK NUMBER HOME](#) |

Pro Staff
Welcome to Your ePayroll Web Site
powered by TALX

Secure access to view your PayStub, manage your Direct Deposit Accounts, authorize Income Verifications, and order your W-2.

Social Security Number: [Why my SSN?](#)

PIN: [Forgot your PIN](#)

[CONTINUE >>>](#) [Bookmark this page](#)

To begin, enter your SSN and PIN ... then click "Continue".

Logon Instructions
Enter your Social Security Number and PIN. This information is only used to identify your account, and it is protected by industry standard SSL encryption.
[<More About Security?>](#)
[<Minimum Requirements>](#) to use ePayroll.

Logging into Your Account
All Pro Staff employees are provided a personal ePayroll account where pay stubs, direct deposit details, employment and income verification information and W-2 forms are accessible.

- To log in, enter the following:
 1. Your Social Security Number
 2. Your PIN (*Your PIN is your Employee ID.*)
- Click 'Continue'.

Logging into Your Account

All Pro Staff employees are provided a personal ePayroll account where pay stubs, direct deposit details, employment and income verification information and W-2 forms are accessible.

- To log in, enter the following:
 1. Your Social Security Number
 2. Your PIN (*Your PIN is your Employee ID.*)
- Click 'Continue'.

Your ePayroll Main Menu

PRO STAFF

12/11/2006
Homer Simpson
| [PRO STAFF HOME](#) | [WORK NUMBER HOME](#) |

My Account

- ▶ [Main Menu](#)
- ▶ [PayStub Review](#)
- ▶ [Direct Deposit](#)
- ▶ [Income Verification](#)
- ▶ [W-2 Services](#)
- ▶ [webManager](#)

Income Verification

Employee Main Menu

Welcome to your Pro Staff ePayroll Main Menu. Choose any option.

If you have questions, specific help is available on most pages, and you can always get help by clicking the Help link on the left side of your screen.

Important Notice:

Your last successful logon was December 11, 2006 at 10:38:53 AM Central Time

Employment and Income Verification

The Income Verification section provides easy access to The Work Number. By clicking on Income Verification, you can obtain a Salary Key, which you must provide to anyone who needs to verify your income, including mortgage companies, lenders or apartment managers, among others.

- To get general information regarding employment verification, or to create a Salary Key that can be used to verify your income, click 'Income Verification'.

Verifying Your Employment and Income

The screenshot displays the 'The Work Number' website interface. At the top left is the logo 'THE WORK NUMBER'. To its right are links for 'Privacy Policy', 'Help', and 'Logout'. The user is identified as 'Homer Simpson' from 'Pro Staff Personnel Services, Inc.'. A main menu bar is visible, and a sidebar on the left contains links for 'Main Menu', 'Verifications', 'My Account', 'Customer Service', and 'Resource Center'. The main content area features a 'Main Menu' section with three categories: 'Verifications' (with links for 'Prove Your Employment' and 'Prove Your Income With a Salary Key'), 'My Account' (with links for 'Notifications & E-Mail', 'Change Your PIN', 'PIN Reset Options', and 'Review Account Activity'), and 'Customer Service' (with a link for 'more'). To the right, there are sections for 'Your Other Services' including 'ePayroll' and 'W-2eXpress', and a 'Resource Center' section. The footer contains 'Terms and Conditions' and a copyright notice for 2006 TALX Corporation.

Employment and Income Verification

Upon clicking the 'Income Verification' icon on the ePayroll home page, you will be redirected to The Work Number main page. You will find a new main menu located within The Work Number. From this menu, you can choose to:

- Verify your employment only, or
- Verify your employment plus income.

Verifying Your Employment and Income

The screenshot displays the 'THE WORK NUMBER' website. At the top left is the logo. A navigation bar includes links for 'Privacy Policy', 'Help', and 'Logout'. The user is identified as 'Homer Simpson' from 'Pro Staff Personnel Services, Inc.'. A left sidebar contains a 'Main Menu' and categories: 'Verifications', 'My Account', 'Customer Service', and 'Resource Center'. The main content area features a 'Main Menu' banner, a 'Verifications' section with links for 'Prove Your Employment' (circled in red) and 'Prove Your Income With a Salary Key', a 'My Account' section with links for 'Notifications & E-Mail', 'Change Your PIN', 'PIN Reset Options', and 'Review Account Activity', and a 'Customer Service' section. To the right, there are sections for 'Your Other Services' including 'ePayroll' and 'W-2 eXpress', and a 'Resource Center'. A footer contains 'Terms and Conditions' and copyright information for TALX Corporation. A red arrow points from the 'Prove Your Employment' link to a text box on the right.

Verification of Your Employment Only

When you apply for a mortgage, a car loan, an apartment or for social services, you are generally required to verify your employment. The Work Number gives you detailed information explaining how you can verify your employment with Pro Staff to anyone who requires it.

- To get general information detailing how you can verify your employment with Pro Staff, click 'Prove Your Employment'.

Verifying Your Employment and Income

THE WORK NUMBER

Privacy Policy → Help → Logout →

Homer Simpson
Pro Staff Personnel Services, Inc.

Main Menu

- Verifications
- My Account
- Customer Service
- Resource Center

Instructions for Providing Proof of Employment Only

The Work Number will allow you to provide any third-party verifier with proof of your employment.

1. Give your verifier employer code **11424**.
2. Give your verifier your Social Security Number.
3. Tell your verifier to go to www.theworknumber.com and click on the verifier icon to get proof of your employment (no income).

If your verifier does not have Internet access or would prefer to use the telephone, have them call 800-367-5690.

If they have questions about service, complete instructions and information are available at www.theworknumber.com or by calling 800-996-7566 (Voice) / 800-424-0253 (TTY/Deaf).

[Return to Main Menu](#)

Terms and Conditions →

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Your Other Services:

- [ePayroll](#) - ePayroll gives you access to your PayStub and lets you manage other payroll related items online.
- [W-2 eXpress](#) - Reprints of your W-2 as well as a variety of additional W-2 and tax related services.

Verification of Your Employment Only

If you are asked to provide verification of your employment only, you may print these instructions and provide them to the person who requested your information. The instructions detail how he or she may verify your employment with Pro Staff.

- Print or write down the instructions listed on this page.
- Provide this information to the person who needs to verify your employment.
- Click the 'Return to Main Menu' button.

Verifying Your Employment and Income

THE WORK NUMBER

Privacy Policy → Help → Logout →

Homer Simpson
Pro Staff Personnel Services, Inc.

Main Menu

Verifications

My Account

Customer Service

Resource Center

Main Menu

Verifications
[Prove Your Employment](#)
[Prove Your Income With a Salary Key](#)

My Account
[Notifications & E-Mail](#)
[Change Your PIN](#)
[PIN Reset Options](#)
[Review Account Activity](#)

Customer Service
Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Your Other Services:

ePayroll
ePayroll gives you access to your PayStub and lets you manage other payroll related items online. [Go there now.](#)

W-2 eXpress
Reprints of your W-2 as well as a variety of additional W-2 and tax related services. [Go there now.](#)

Resource Center
Tools, advice, and Tax Manager by Turbo Tax®, are just a click away. [more](#)

Verification of Your Employment and Income

If you are asked to provide evidence not only of your employment with Pro Staff, but also of your income, you will need to create a Salary Key. A Salary Key is a six-digit code that you will provide to the person who requires proof of your income. This allows you to maintain control over those individuals who have access to your personal information.

- To create a Salary Key, click 'Prove Your Income With a Salary Key'.

Verifying Your Employment and Income

The screenshot shows the user interface of 'THE WORK NUMBER' website. At the top left is the logo. The top navigation bar includes links for 'Privacy Policy', 'Help', and 'Logout', and the user's name 'Homer Simpson' with 'Pro Staff Personnel Services, Inc.' below it. A left sidebar contains a 'Main Menu' with categories: 'Verifications', 'My Account', 'Customer Service', and 'Resource Center'. The main content area is titled 'Create a Salary Key' and features a green warning icon with an exclamation mark. Below the icon is a text box with instructions: 'To provide someone with proof of your employment and income, follow three simple steps below. Please review each step and then click on the "Create a Salary Key" button.' A numbered list follows: 1. Create a "Salary Key". Just click the button below. Giving a Salary Key to someone gives them permission to get proof of your employment and income one time. 2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key. 3. Tell that person to go to the verifier section of www.theworknumber.com. At the bottom of the instructions are two buttons: 'Cancel' and 'Create a Salary Key'. The 'Create a Salary Key' button is circled in red. To the right, under 'Your Other Services:', there are links for 'ePayroll' and 'W-2 eXpress'. The footer contains 'Terms and Conditions' and 'Copyright © 2006 TALX Corporation. All Rights Reserved'. A Windows taskbar at the bottom left shows 'Done'.

Verification of Your Employment *and* Income

Once you have created your Salary Key, provide it to the person requesting verification of your income. This key is proof that you have given them permission to obtain your personal salary information.

- Click 'Create a Salary Key'.

Verifying Your Employment and Income

THE WORK NUMBER

Privacy Policy → Help → Logout →

Homer Simpson
Pro Staff Personnel Services, Inc.

Main Menu

- Verifications
- My Account
- Customer Service
- Resource Center

Verifications

For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.

Your new Salary Key is displayed below.

To provide someone with proof of your employment and income you will need: (1) A Salary Key which is shown below. (2) Your employer's name. (3) Tell that person to go to the verifier section of www.theworknumber.com

Salary Key	Date & Time Created	Expiration Date	Status	Actions
976223	12/11/2006 1:15:25 PM	6/10/2007	New	Delete Print Email

* All times are Central Standard Time

[Create Another Salary Key](#)

[Return to Main Menu](#)

Terms and Conditions →

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Done

Verification of Your Employment *and* Income

Your Salary Key is a randomly generated six-digit number. It is listed in the left-hand column of the chart.

Note: You can only use a salary key once, so if you have more than one person who needs to verify your income, you will need to create more than one salary key. You can create up to three salary keys at any time. Once a salary key has been used, the status will change to 'Used' and it will no longer be available.

- To delete, print or e-mail the Salary Key you created, select the appropriate link in the right-hand column.

- To create a new Salary Key, click the 'Create Another Salary Key' button.

- To return to The Work Number home page, click the 'Return to Main Menu' button.

Verifying Your Employment and Income

The screenshot shows the 'THE WORK NUMBER' website. At the top left is the logo. The top right shows the user name 'Homer Simpson' and 'Pro Staff Personnel Services, Inc.' with links for 'Privacy Policy', 'Help', and 'Logout'. A left sidebar contains 'Main Menu', 'Verifications', 'My Account', 'Customer Service', and 'Resource Center'. The main content area has a 'Main Menu' banner and three sections: 'Verifications' with links for 'Prove Your Employment' and 'Prove Your Income With a Salary Key'; 'My Account' with links for 'Notifications & E-Mail', 'Change Your PIN', 'PIN Reset Options', and 'Review Account Activity'; and 'Customer Service' with a link for 'more'. A 'Your Other Services' section features the 'ePayroll' logo (circled in red) with a 'Go there now' link, the 'W-2 eXpress' logo with a 'Go there now' link, and the 'Resource Center' with a 'more' link. A text box on the right explains navigation options from the main menu. A bottom footer contains 'Terms and Conditions' and 'Copyright © 2006 TALX Corporation. All Rights Reserved'. A Windows taskbar at the bottom left shows 'Done'.

Where Can I Go from Here?

From The Work Number main menu, you may choose to log out, or you may go to either the ePayroll home page or to W-2 eXpress.

- To return to the ePayroll home page, click 'Go There Now' next to the ePayroll logo.
- To go to the W-2 eXpress page, click 'Go There Now' next to the W-2 eXpress logo.
- To logout, click 'Logout' on the upper navigation bar.