



JOHNSON SERVICE GROUP

Electronic Payroll Advice Instructions for Direct Deposit Employees

Through our partnership with Paperless Pay Corporation, Johnson Service Group now offers the Estubview product, which is a comprehensive online payroll advice portal that enables you to receive your Direct Deposit advice through a secured website.

Viewing pay advice is as simple as visiting www.jsginc.com. Pay advice will be available for review 24 hours a day, 7 days a week, and will be stored online for 4 years.

To Access Your Electronic Pay Advice

- 1) Navigate to the Johnson Service Group web site: www.jsginc.com
- 2) Click on the JSG Employee Toolbox
- 3) Click on JSG e-Pay
- 4) Click on "View your payroll information and direct deposit online"
- 5) Click on the Employee Portal Entrance.

USER ID: JSG + Last 4 Digits of SS# + First 4 letters of your first name (Ex: JSG1234robe)

INITIAL PASSWORD: JSGC001

The initial password must be changed once you have logged in for the first time. *Any login issues please contact Paperless Pay Corporation's Customer Service Number at (800) 489-1711.*

Paperless Pay Customer Service Department

If you have any questions or help with accessing your pay advice, please contact Paperless Pay Corporation's Customer Service.

- Assistance and unlimited access to PaperlessPay Corporation's Employee Call Support Service
- Monday through Friday, from 8AM – 8PM EST.
- 1-800-489-1711 Option 1