



## **JOHNSON SERVICE GROUP**

### **Electronic Payroll Advice Instructions for Direct Deposit Employees**

Through our partnership with Paperless Pay Corporation, Johnson Service Group offers the eStubview product - a comprehensive, on-line payroll advice portal which enables you to receive your direct deposit advice and annual W2s through a secured website, on your phone, or even sent to your home computer.

Viewing your pay advice and/or W2 is as simple as going to our web site and logging in. You will have access to all your Johnson Service Group payroll advices for each week and your annual W2s 24 hours a day, 7 days a week and they will be stored on-line for 4 years. Imagine being able to pull last year's payroll advice without any hesitation... When you want the information, it's at your fingertips! Need a reprint? Go online. No longer a need to wait!

#### **To Access Your Electronic Pay Advice**

- 1) Navigate to the Johnson Service Group web site: [www.jsginc.com](http://www.jsginc.com) or go to [www.my-estub.com](http://www.my-estub.com)
- 2) Click on the JSG Employee Toolbox
- 3) Click on JSGe-Pay/Learn about viewing your payroll records online
- 4) Click on "View your payroll information and direct deposit online"
- 5) Click on the Employee Portal Entrance.

**UserName:** JSG + your unique Employee ID assign by JSG  
Example: (JSGSMITHROB)

**Initial Password:** JSGC001

#### **Paperless Pay Customer Service Department**

If you have any questions or need help with accessing your pay advice or W2, please contact Paperless Pay Corporation's Customer Service Number at (800) 489-1711.

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