



Account Creation

MyPay is our Employee Self Service web site.

The system provides secure and easy access to view and change your personal and payroll information online.

Features of the system include:

1. Access to your current and previous check stubs.
2. Ability to run compensation reports.
3. Ability to download your year end W2 tax form.
4. Access to your current payroll setup, including information on earnings, deductions, taxes and direct deposits.
5. Ability to make time-off requests.
6. Ability to make other requests, such as address changes, or changes to your tax withholding.
7. Access to a company directory.

Email Address

User Name

- You will receive an email with instructions for accessing the MyPay site including your user name and temporary password.
- This email is sent once all of the information you have provided has been reviewed by your hiring manager.
- Once you receive the email you will have 2 days to log-in before the temporary password expires, so please check your email account regularly.

Electronic Signature

By entering my electronic signature below I certify that the information above is correct.

Electronically Signed: 1/17/2024 11:11 PM

By: Blair Kristen Berger (Portal User [bberger])

IP Address: 76.184.19.146 (198.143.57.49)

User Agent: Mozilla/5.0 (Windows NT 6.1; Win64; x64; rv:109.0) Gecko/20100101 Firefox/115.0

Signature: BKB