

Using Employee Self Serve

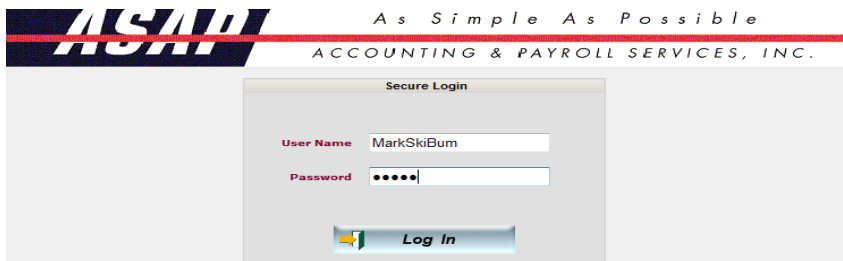
Go to: www.businessASAP.com, then click on **Employee Utilities** on the left navigation bar under “Quick Links”



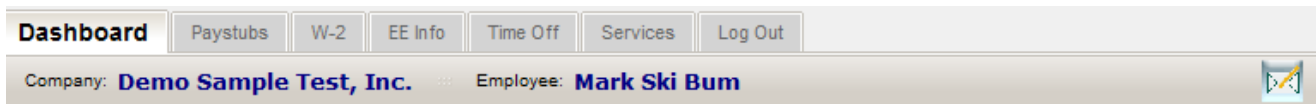
Click the **Employee Self Serve Login** link on the left: (make sure it doesn't block the Pop-up!)



Enter your Case Sensitive username and password and click **Log In**



Once in you should see this along the top header of the page:



***If this is your **first time** to log in, please change your password by going to the **Services** Tab.

Dashboard: links and message board your manager may customize

Paystubs: View, Save as .pdf, or print pay stubs directly by clicking “magnifying glass action”

Check Date	Check #	Gross	Net	Action
Mar 27, 2009	-99998682	1079.00	0.00	

W-2: View, save, or print prior year W2 statements – *note only active after 1st year end period with ASAP*

EE Info: View and confirm your address and other W4 information currently in use

Time Off: View any paid time off information if currently tracked by ASAP

Services: Self update your password of choice

Log Out: self explanatory

Important Notes:

1. **Adobe Reader** is required to view stubs. This is free at www.adobe.com.
2. Apple Mac users may experience difficulties if Adobe is not set as the preferred .pdf reader on the PC. Apple has a default .pdf reader other than Adobe it uses by default.
3. Any questions regarding your pay stubs should be addressed to your manager directly. If an adjustment needs to occur it is best to go through the proper channels.

Making Business As Simple As Possible

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