My E-Stub Overview and Login Instructions

Now through February 28, 2014, Weakley County Schools and Government will be transitioning into a more efficient and convenient alternative to printing and distributing direct deposit pay stubs. Beginning March 1, employees will only be able to access pay stubs online. The Weakley County Department of Finance will no longer distribute paper copies of employee pay stubs. This new paperless pay system, called "My E-Stub," will allow employees 24/7 access to:

- View and print pay stubs online beginning with your January 2014 pay stub
- Update address, phone number, and all other contact information with your employer
- View important notices and updates from your employer

- Option to choose to receive automatic e-mail or text message notifications when your pay stub is available to view and/or print
- View the current Weakley County Newsletter for insurance updates and more

Below is your step-by-step guide to setting up and accessing your "My E-Stub" account.

1. **EMPLOYEE PORTAL LOGIN:** Access your account online by typing **https://www.my-estub.com** into the address bar.
   a. Click on Employee Portal.
   b. Enter your UserID. Your UserID will be:
      The letters WCG + your employee number + the first four letters of your first name
      [Your employee number can be found at the top left hand corner of this check stub.]

For example:
Employee John Doe, Social Security number 555-55-1234

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WEAKLEY COUNTY DEPT OF FINANCE, TN 38225
Id#:   000001234
Name:  Doe, John
Loc:   WKLY CO DEPARTMENT
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John Doe's UserID would be: WCG000001234John (case sensitive)

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   c. Enter your password. Your default password is: **WCG001** (case sensitive)
      Once you log in with this password, you will create your own unique Secure Password
2. **CREATE YOUR OWN SECURE PASSWORD.** You must use the following guidelines:
   - Must be between 8 – 20 characters
   - At least 1 capital letter
   - At least 1 lowercase letter
   - At least 1 number
   - At least one special character such as: !@#$%^&*( ) - _+=, . / < >?
   - Your new password is case sensitive to assist in keeping your information secure.

3. **CHOOSE YOUR SECURITY QUESTIONS.** Choose questions and answers only you would know.
   a. Click on the Choose a question drop down menu to choose from the list of questions.
   b. Once you select your question, type the answer in the Security Answer box below.
   c. Repeat the same process for the Second Security Question and click Next.
4. **CHOOSE YOUR E-MAIL DELIVERY OPTIONS.** You have the option to receive e-mail alerts that will notify you when your pay stub is ready to view. You may also choose to receive your stub as a secure, password protected PDF file to your e-mail.
   a. Choose E-mail
   b. Enter the e-mail address for which you will want to receive your notifications
   c. Confirm the e-mail address by typing it in again
   d. Click Submit.
   e. An e-mail has been sent to your e-mail address with this confirmation code: **XY67DF@@^%&** *Make sure to check your e-mail spam folders if your confirmation e-mail does not arrive.*

   f. Confirm your e-mail address by copying the code and pasting it in the Confirmation Code box.
   g. Click **Ok.**
   h. Enter a secondary e-mail address and confirm, or select No 2nd E-mail if you do not wish to enter a second e-mail. **Click Finish.**
   i. Choose **one** of the three following options:
      - **1.) Do not send my stub, 2.) notify me when it's available, or 3.) send my stub as a password protected PDF file.**
      - Click Next.
      - W2s are not available for selection.
5. **CHOOSE YOUR TEXT MESSAGE NOTIFICATIONS.** If you would like to receive your pay information directly to your cell phone, follow these instructions.
   a. Choose Activate Text Message Notifications.
   b. Pick up to 6 options.
   c. Select your Cellular Provider.
   d. Enter your Cellular Phone Number.
   e. Click Finish.
6. **VIEW YOUR PAY STUBS.** Your Electronic Pay Advice Listing is a menu of all your available pay stubs. Each pay stub is listed on your account for 36 months.
   a. To select a stub to view, click on the blue **Trans ID number** next to the **Payment Date.**

The new paperless pay system is being implemented for your convenience and to enhance the ease of retrieving your payment information and receiving notifications from your employer.
This system is being put in place to help you. Should you need assistance, please contact us.
We are happy to assist you. This and more information can be found on the Weakley County website:

http://www.weakleycountytn.gov

Having trouble? Need help?

Call the Weakley County Department of Finance at 731.364.5429 and let us help you.