EMPLOYEE PORTAL GUIDE:

The Employee Portal is a web-based portal that offers employees access to their payroll information online via computer, tablet, and mobile devices. Through the portal employees can:

- View and print payroll vouchers and W-2s
- Access their demographic data

INSTRUCTIONS TO LOGIN TO EMPLOYEE PORTAL:

(Must have check stub detail to complete registration)

Click this link to be directed to our website: www.SerendipityPayroll.com

Click on PORTALS on the top right corner of the screen

Click on EMPLOYEE PORTAL, Click NEW USER REGISTRATION
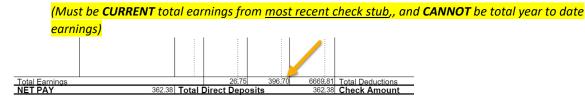
NOTE: Username cannot be an email address

Items needed to complete registration:

1. Company Code: Found on check stub on the left corner under name
2. Social Security #
3. Check Number: INCLUDE NEGATIVE (-) SIGN IN FRONT OF CHECK NUMBERS

(Please note: You MUST include negative sign if it is shown on check stub)

4. Current Total Earnings: Found on bottom of stub

*(Must be **CURRENT** total earnings from most recent check stub,, and **CANNOT** be total year to date earnings)*

*Once you register a box will pop up where you can create password and answer security questions. Make sure to save by clicking on the save button denoted below once completed.