



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)

Company TN1271	Period Begin 7/11/2019	Division 100	CA S
Number 3185	Period End 7/25/2019	Branch 100	
SS Security # XX-XX-3185	Check Date 7/31/2019	Department 600	
Expire Date 4/26/2016	Check Number -99998368	Team	

Earnings		
Description	Location / Job	Rate
Regular		

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)*

Total Earnings	26,751.396	70.00	6669.81	Total Deductions
NET PAY	362.38	Total Direct Deposits	362.38	Check Amount

*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.