Employee Self Service

AQUATECH POOL MANAGEMENT
Employee Self Service

You buy online...you bank online...and now you have online access to check stubs and W2s. This is instant access to information you need, when you need it!

- View Check Stubs
- Print Check Stubs
- View W2s
- Print W2s
First Time Employee Login

✓ Go to www.paychoice.com

✓ Click on Client Login
First Time Employee Login

- Click on Payroll under the Client and Employee Logins section.
Create Account

- A login and password must be established prior to viewing and printing check stubs.

- Click here to create your account.
First Time User Name

✓ Enter Last Name and last 4-digits of Social Security number.
Access Code

- Enter 17835723 the Access Code
- Click on Submit.
Create a Login with at least 6 numeric and/or alpha characters.
Create a password with at least 8 characters.

Follow the New Password Compliance Rules.

Confirm password
Email

- Enter Email Address
- Click Save Changes
Activate Account

✓ Enter the Login you created.
✓ Click Sign-In
Activate Account

✓ Enter your Password
✓ Click Sign In
Select an Online Employer Personal Image.

Select your Online Employer Enhanced Credentials

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website.

Step 1: Choose your Online Employer Personal Image and Phrase

Please choose an image category, then click on the image you would like to use for your Online Employer Personal Image.
Enter a phrase

Click Next.

Please enter a phrase to use for your Online Employer Personal Phrase. **NOTE: This is not your password.**

Phrase: Beach Fun

Example: Personal message

Step 2: Create your Online Employer Enhanced Credentials Secret Questions

Step 3: Verify your Account Information

Step 4: Review
Security Questions

✓ Answer 5 security questions
✓ Click Next
Verify Email

✓ Verify Email Address
✓ Click Next
Confirmation

✓ Confirm Personal Image, Personal Phrase, Secret Questions & Email Address.

Personal Image and Phrase

Personal Image: [Image of berries]

Personal Phrase: Beach Fun

Secret Questions

Question 1: What was your boss's first name at your first job?
   Joe

Question 2: In which city was your grandfather born (mother's father)?
   Linton

Question 3: Which high school did you attend?
   City

Question 4: What was the name of your first pet?
   Simon

Question 5: In which city was your mother born?
   Dylan

Account Information

Email: baylor@gmail.com
Computer Registration

- Yes, to register computer.
- No, not register computer.
Login Credentials

✓ Click Continue on to Online Employer

Congratulations! You’ve successfully created your new enhanced Online Employer credentials.

From now on, when you log in to Online Employer, you’ll be presented with your Security Image and Security Passphrase before you enter your password. If you don’t recognize the image or phrase, do not enter your password - contact your administrator for further assistance.

You may occasionally be asked to answer your Challenge Questions, mainly if we don’t recognize the computer you’re using to access Online Employer. Once you answer the questions correctly, you’ll be able to log in as usual.

If you have questions about the new security enhancements, please see the Help links on the login pages, or contact your administrator.

Continue on to Online Employer
Accessing Check Stubs

- Click your Company's name from the Product Options session to access your check stubs and W2's.
Check View

- Click on Check View to access your Pay Stubs & W2s.
View Pay Stubs & W2s

- Click on View to display your Pay Stub.
- Click on the Year next to W2 Year.
Once you Click on View your Pay Stub will be displayed.
Clicking on Print Check Stub to print.
W2

- Click on the Year of the W2 you want to View.
- Click on Print W2 to print your W2.