

EMPLOYEE INSTRUCTIONS FOR RECEIVING PAYCHECK STUBS VIA QUICKBOOKS

- Send pay stubs to your employees via e-mail:
 - You can e-mail pay stubs to your employees directly from QuickBooks. Pay stubs are delivered as password-protected PDF attachments, which preserve the format and layout of the pay stub.
- After receiving the e-mail and entering his or her unique password, the employee can simply save and print the pay stub from a local computer.
- QuickBooks uses the company's e-mail address as the sender (in the *From* line) and the employee's e-mail address as the recipient (in the *To* line). If your company file doesn't include an e-mail address for the company or for the employee, you'll be prompted to enter the information when you e-mail a pay stub to the employee.
- The employee's password, which is automatically generated, is the first four alphabetic characters of the employee's last name (in lowercase) followed by the last four digits of the employee's Social Security number. You can edit the e-mail text that accompanies the pay stub to describe this password scheme to your employees.
- Password examples:
 - The password for Ben Narramore with SSN 855-56-4545 would be narr4545.
 - The password for Deb D'Spain with SSN 782-34-3419 would be dspa3419.
 - The password for Jimmy Wu with SSN 903-88-7465 would be wu7465.
- Notice that passwords are in lowercase and do not contain any punctuation characters. The only time an employee's password would contain an uppercase character is if the first character of the employee's last name was an extended character such as Á. QuickBooks does not convert extended characters to lowercase.