Direct Deposit and Viewing Your Paystubs

In an effort to ensure that employees are paid timely, conveniently and in a secure manner, all employees must be enrolled in direct deposit. All employees can view their paychecks and W2's online, anytime.

With direct deposit, you get immediate access to your money on payday. It also eliminates the risk of lost or stolen checks, forged signatures and identity theft. Complete paperwork today to sign up!

Don't have a bank account? Key Bank offers free accounts to our employees. Chase also offers a pay card. Information about both offers were provided in the folder you received during new employee training or contact Human Resources for additional information.

You may access your paystubs electronically, anytime at:

https://eservices.paychex.com/secure
Company ID Box 1: **0444**
Company ID Box 2: **see list (right)**

Username: Your user name is the first inital of your first name and your entire last name. Example: John Smith would be jsmith(may have a number appended, try 1-9 if standard doesn't work....ie. jsmith1, jsmith2, etc.)

Temporary Password: Your temporary password is the capital initials of your first and last name and the last four digits of your SSN. Example: John Smith with a SSN #123-45-6789 would be JS6789).

Employees not enrolled in direct deposit are required to pick up their paycheck at their regional office during business hours. Only employees can pick up their paycheck. Employees are required to pickup his/her paycheck on their own time, not during work time.

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Company IDs of Each Company/Region:

ViaQuest, Inc.:	R257
ViaQuest Residential Services:	R253
ViaQuest Day Services:	R262
ViaQuest Clinical Services:	R258
ViaQuest Nursing Services:	R263
ViaQuest Healthcare Central:	R255
ViaQuest Hospice PA:	R592
ViaQuest Home Health PA:	R254
ViaQuest Hospice OH:	R848
ViaQuest Home Health OH: (North Region)	R761
ViaQuest Home Health OH: (Central/South Region)	R812
ViaQuest Home Health IN:	X253
ViaQuest Hospice IN:	X252

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Troubleshooting:

If you receive the error message "Invalid Login Credentials" the first time you attempt to login:

Due to a number of employees with the same first initial and last name or employees who have transferred between companies, there is a possibility that the user name will have a number appended to the end of the standard username.

- If you recieve an Invalid Login Credential message after trying the standard username, please try again by adding a "1" to the end. If that does not work, try "2" and so on until successful. If after trying up to "4" is still unsuccessful, please contact Human Resources for confirmation.

- Employees with hypenated last names will have usernames that are truncated to use just the last name to the left of the hyphen. For example: Josephine Smith-Bean would have a username of jsmith.

If you see a blank page when clicking on a check date:

In Internet Explorer, under Tools> Internet Options> Advanced Options tab, there is an option to not save encrypted pages to disk towards the end of the list (under Security). Make sure to remove the check mark from this box.

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