

Weakley County, Tennessee - My E-Stub Overview and Login Instructions

Servicing Weakley County Government and Schools Employees ONLY. If you are not an employee of Weakley County, we cannot assist you.

Weakley County, Tennessee, Schools and Government has an efficient and convenient alternative to printing and distributing direct deposit pay stubs. All employees access pay stubs online. The Weakley County Department of Finance does not distribute paper copies of employee pay stubs. This paperless pay system, called “My E-Stub,” allows employees 24/7 access to:

- View and print pay stubs online beginning after your first pay date
- Update address, phone number, and all other contact information with your employer
- View important notices and updates from your employer
- Option to choose to receive automatic e-mail or text message notifications when your pay stub is available to view and/or print
- View the current Weakley County Newsletter for insurance updates and more

Below is your step-by-step guide to setting up your Weakley County Employee “My E-Stub” account. **If you do not work for Weakley County, we cannot assist you.**

1. EMPLOYEE PORTAL LOGIN: Access your account online by typing <http://my-estub.com> into the address bar.

- a. Click on **Employee Portal** at the top left.
- b. In the drop box under Employee Portal, enter your Username. Your Username will be: WCG + 00000 + last four of SS# + the first four letters of your first name in all caps

For example:

Employee name: John Doe

Social Security Number: 555-00-1234

Username: WCG000001234JOHN

If for some reason you cannot log in, call the Department of Finance.

Employees have five (5) attempts to log in with the correct combination.

If the system displays a prompt that your Username is “locked”, call the Department of Finance.

- c. Enter the default password: **WCG001** [All capital letters WCG and zero-zero-one] – No Spaces
Once you log in with this password, you will create your own unique Secure Password

2. CREATE YOUR OWN SECURE PASSWORD. You must use the following guidelines:

- Must be between 8 – 20 characters
- At least 1 capital letter
- At least 1 lowercase letter
- At least 1 number
- At least one special character such as: !@#% ^&*() - +=, . / < > ?
- Your new password is case sensitive to assist in keeping your information secure.

3. CHOOSE YOUR SECURITY QUESTIONS. Choose questions and answers only you would know.

- a. Click on the Choose a question drop down menu to choose from the list of questions.
- b. Once you select your question, type the answer in the Security Answer box.
- c. Repeat the same process for the Second Security Question and click Next.

4. **CHOOSE YOUR E-MAIL DELIVERY OPTIONS.** You have the option to receive e-mail alerts that will notify you when your pay stub is ready to view. You may also choose to receive your stub as a secure, password protected PDF file to your e-mail.
 - a. Choose E-mail
 - b. Enter the e-mail address for which you will want to receive your notifications
 - c. Confirm the e-mail address by typing it in again
 - d. Click Submit.
 - e. An e-mail has been sent to your e-mail address with this confirmation code: **XY67DF@@^%&**
You do not have to wait to receive an e-mail to continue.
Type in the confirmation code and continue: XY67DF@@^%&

After you have fully set up your account, make sure to check your e-mail spam folders if your confirmation e-mail has not arrived.

- f. Click **Ok**.
 - g. Enter a secondary e-mail address and confirm, or select **No 2nd E-mail** if you do not wish to enter a second e-mail. **Click Finish**.
 - h. Choose **one** of the three following options:
 - **1.) Do not send my stub, 2.) notify me when it's available, or 3.) send my stub as a password protected PDF file.**
 - Click Next.
 - W2s are not available for selection.
5. **CHOOSE YOUR TEXT MESSAGE NOTIFICATIONS.** If you would like to receive your pay information directly to your cell phone, follow these instructions.
 - a. Choose Activate Text Message Notifications.
 - b. Pick up to 6 options.
 - c. Select your Cellular Provider.
 - d. Enter your Cellular Phone Number.
 - e. Click Finish.
 6. **VIEW YOUR PAY STUBS.** Your Electronic Pay Advice Listing is a menu of all your available pay stubs. Each pay stub is listed on your account for 36 months.
 - a. To select a stub to view, click on the blue **Trans ID number** next to the **Payment Date**.
Print and/or Save your pay stub as you see necessary.

WEAKLEY COUNTY EMPLOYEES: IMPORTANT E-STUB INFORMATION

The paperless pay system was implemented for your convenience and to enhance the ease of retrieving your payment information and receiving notifications from your employer. This system was put in place to help you.

If you cannot log in or have E-Stub issues, call the Department of Finance.

We do not advise that you contact Paperless Pay, as they are not authorized to assist you.

CONCERNING THE WEAKLEY COUNTY NEWSLETTER

Often, an employee newsletter will be found with your pay stub in the E-Stub system. You will reach a prompt page when you access your account that requires you to acknowledge receipt of the newsletter. Scroll to the bottom of the page and click on "Acknowledge Receipt" in the bottom left corner.