

Online Pay Information - Frequently Asked Questions

1. **Where do I go to view my pay information?**
 - a. You are able to view your pay information at the Employee Online Services. Here is the link [Click Here](#)
 - b. Select the Employee option (everyone is considered an employee)
 - c. Then login:
 - i. Login using your ACCeld and password
 - ii. Select "Pay Information"
 - iii. Select the pay date you are interested in viewing/printing
2. **Can the online pay information be used for any official transactions?** The Advices online have all the necessary information needed for any business transaction requiring ACC employment status and salary. For example, employee name, employee address, ACC logo and ACC address will be on the pay information.
3. **Is my social security number on the online version?** Your social security number is not, only your name and employee Id number.
4. **Is the data online similar to the data on the paper version?** Yes, the information provided online as of Sept. will be similar to what was previously printed on the check advice, (including, Year-to-date (YTD) Total Gross Pay, Year-to-date Taxable Wages, etc.).
5. **What is YTD?** YTD stands for Year-to-date. This is the accumulation of your pay from January to December.
6. **What is Taxable wages?** Taxable wages are adjustments made to your gross pay.
7. **Does it have my bank information?** The only information provided is the name of your bank(s). Bank routing and account number will not be on the pay information.
8. **How will this new process affect my bank direct deposit?** The online information will not affect your bank direct deposit. Your pay will be directly deposited as it has always been.
9. **Is the information online only for employees with direct deposit?** No, employees without direct deposit can also view and print their pay information.
10. **If I don't have direct deposit will I still get me paycheck on campus?** Yes, if you don't have direct deposit you can still get your paycheck at the pay station (campus) you selected.
11. **If I lost my pay check, can I print and deposit the online version?** No, the pay data online cannot be deposited and used as an actual check.
12. **Will my vacation/sick balance print on the new online pay information?** Yes, the vacation/sick balance will be printed on your online pay information.
13. **Can I view my pay information for the last six months?** You are able to view/print pay information from January 30, 2009 to present.
14. **Can I access this online information from any computer?** Yes, the online pay information can be accessed from any computer wherever you are.
15. **How will I know when my advice is available online?** The pay information will be available on pay day. Here is a link for the schedule of payments [Click Here](#)

16. **Will I have access to pay information if I am no longer an employee?** No, once an employee is terminated the ACCeID is no longer valid and thus a terminated employee does not have access to the Online Account.
17. **How do I make my print output bigger?** Please use your browser help feature for instructions on how to enlarge the print output.
18. **If I have multiple lines of gross pay descriptions and deductions will all of them appear online?** The system will list only 10 lines of gross pay descriptions and deductions but the total amount paid and deducted will be correct.
19. **How secure is this site?** ACC Online Services is secure in two ways.
 - a. Access to ACC Online Services is granted only after you have validated your identity by logging on with your ACCeID and password, so please do not share your password with anyone. Also make sure you logoff and close any browsers when you are finished using ACC Online Services, especially in public places.
 - b. ACC Online Services makes sure that no one can steal your information. This website uses HyperText Transfer Protocol Secure (HTTPS). Web browsers such as Internet Explorer and Firefox display a padlock icon to indicate that the website is secure, as it also displays https:// in the address bar. When using HTTPS, your computer and ACC Online Services agree on a "code" between them, and then they scramble the messages using that "code" so that no one in between can read them. This keeps your information safe from hackers.