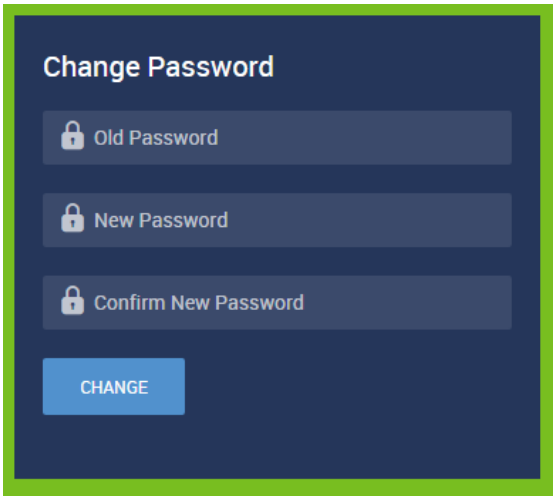
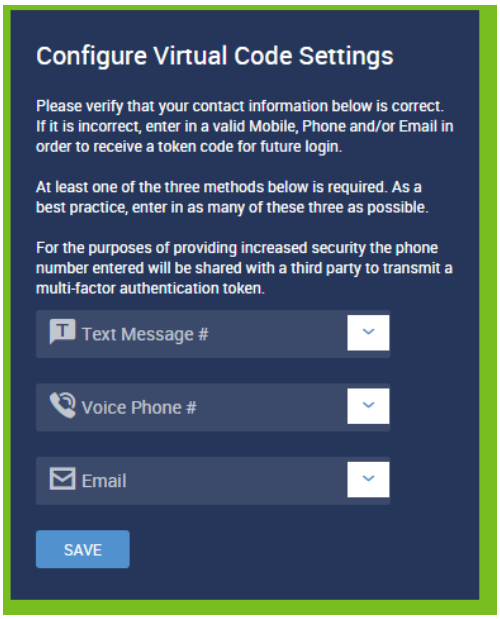
Employee Website Access/User Guide

1. Website Address: https://secure.yourpayrollhr.com/ta/KPAY11187.login
2. Username is first initial of first name and full last name (if multiple employees have the same first initial and last name, a number will be placed after the username to differentiate – please ask your payroll admin for more information)
3. First time Log-in:
    a. Temporary password is the last four digits of the employee's social security number
    b. Will prompt employee to change and set a new password on the first log-in:



    c. Password must be a minimum of 8 characters with upper and lower case letters, a number and a character
    d. Will prompt employee to set up the Virtual Code settings:

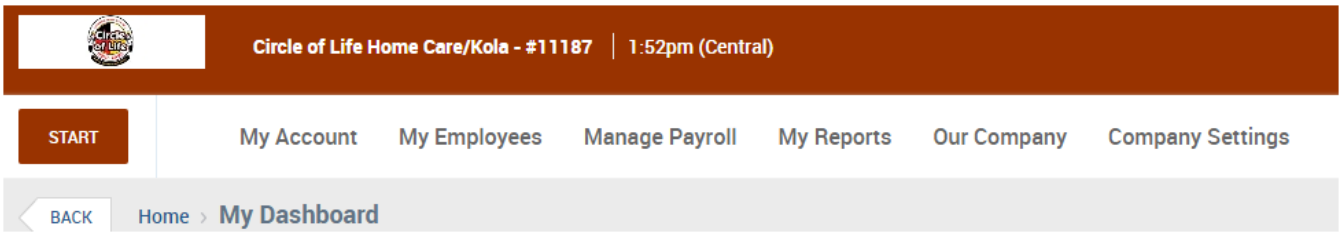


    e. Employee can select one or more ways to be contacted (text, phone call and/or email) with the secondary access code to login to the system. The dropdowns are populated

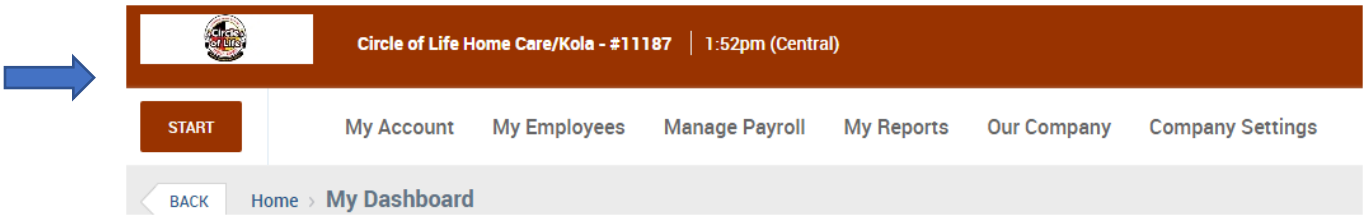
with the information setup on the employee when hired, or the employee may overwrite the data by typing in the field with a different phone number or email.

f. Virtual code settings are NOT tied to the employee's profile, except during set up. Changing phone numbers or emails in the employee profile will NOT update the Virtual Code settings – this is a security feature so if someone gains access to the employee's account and changes the phone number or email, they will not have access to log into the account again. If an employee needs to update their virtual code settings, they either can do this once logged in (by going to My Profile > Settings > Change Virtual Code Settings), or by having their manager 'Clear Virtual Code Settings' on their employee profile and having the employee re-add in the information upon next login.

4. If the employee enters their username and password and clicks on "Login" they will be brought to their dashboard:



5. The Dashboard is the home screen that each employee sees showing them their default widgets, which may include Quick Links, Hyperlinks, Balances (Accruals), My Time Off requests, etc. The dashboard is the same for each employee initially.



6. By clicking on the client's logo in the top left corner of the screen the employee will always be brought back to their dashboard from the screen they are in.