



To:	All Employees
From:	AAF Corporate Human Resources
CC:	
Date:	September 2014
Re:	Employee HR Self-Service at https://eservices.paychex.com/secure

With this memo we are pleased to introduce you to the AAF Employee HR Self-Service website provided to us with our new payroll services (Paychex). With this new payroll system, we will discontinue the issuance of paper stubs for those employees who do not receive live checks (those with direct deposit or pay cards). In order to view your online paystub, follow the instructions below.

The Web Address is: <https://eservices.paychex.com/secure>. You can find this link on the AAF Intranet (AAFNet). Please note, this is a “public” Internet site you can also access this link from any device that has Internet Access.

Your Company ID: is 0450-E264.

Your Username: is the first initial of your first name combined with your full last name, all using lowercase letters (example: “Joseph Bean” would be **jbean**).

Your Temporary Password: is the first initial of your first name combined with the first initial of your last name (both capitalized) and the last four digits of your Social Security number (example: Joseph Bean with a Social Security # XXX-XX-6677 would be **JB6677**). See below



Please enter your company ID, username and password to log in

Company ID:	<input type="text" value="0450"/> <input type="text" value="E264"/>
Username:	<input type="text" value="jbean"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="SECURE LOGIN"/>



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Upon clicking the Secure Login button for the first time, you will be prompted to change your password (see below).

Enter your Current Password: as described above
Enter and Confirm your New Password, following the provided guidelines.



Change Your Password

Note: For increased security, you are required to change your password. Please re-enter your current password and select a new password below.

***Please Note:** To better protect your account, make sure that your password is memorable for you but difficult for others to guess. Do not share your password with anyone, and never use the same password that you've used in the past. For security purposes, your new password must be a minimum of six characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and *.*

Click [here](#) to view additional password requirements.

Username:	<input type="text" value="dhornback"/>
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>



You can select any item on the employee tab by clicking on the left menu links.

NOTE: For password resets, please contact Mary Wallace at 502-637-0171.