

Welcome to the Employee Self Service!



Your company has enrolled in Payroll Maxx's Employee Self Service. This is an Internet based application that will allow you to view your payroll and benefit information from a secure (128 bit encrypted) web portal.

Employee Self Service offers the following information:

Pay Statements – This screen will show all pay checks issued to you through Payroll Maxx. You also have the ability to print your pay statement.

W2 \ 1099 Forms – This screen will show W2s and 1099s that have been issued to you. The previous year's W2 information will become available once the final data has been transmitted to the Social Security Administration. This is typically completed by January 31 each year.

Employee Info – This screen will show you what Payroll Maxx has setup in the system for your name, address, rate of pay, date of hire and tax withholding. If changes need to be made to any of these items, please utilize the 'email' button on the top right hand side of the screen to communicate these changes or questions to the payroll/HR Department.

Paid Time Off – This screen will show you what you currently have available for time off, if your company tracks Paid Time Off in the payroll software.

Services – To change your password, please enter your new password in the New Password line, and again in the Confirm line and click submit. Passwords must be a minimum of 9 characters in length and contain letters, numbers and at least one symbol. **Please be aware that it is your responsibility to keep your password secure!**

To access Employee Self Serve, go to <http://payrollmaxx.evolutionpayroll.com/ess#/login>. (Copy and paste this URL in your browser AFTER reading the instructions below.

Your screen will change and the following screen should appear.



Employee Portal

Secure User Login New User Registration Forgot Password

Identify Yourself
Enter your credentials for access.

User Name

Password

[I forgot my password](#)

Welcome to your employee self-serve portal
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

You have already been registered; your user id and password are as follows:

User Name = **cmc** + the first initial of your first name + your full last name + last 4 digits of SSN.

Password = **cmc** + @ + Last 5 digits of your Social Security Number.

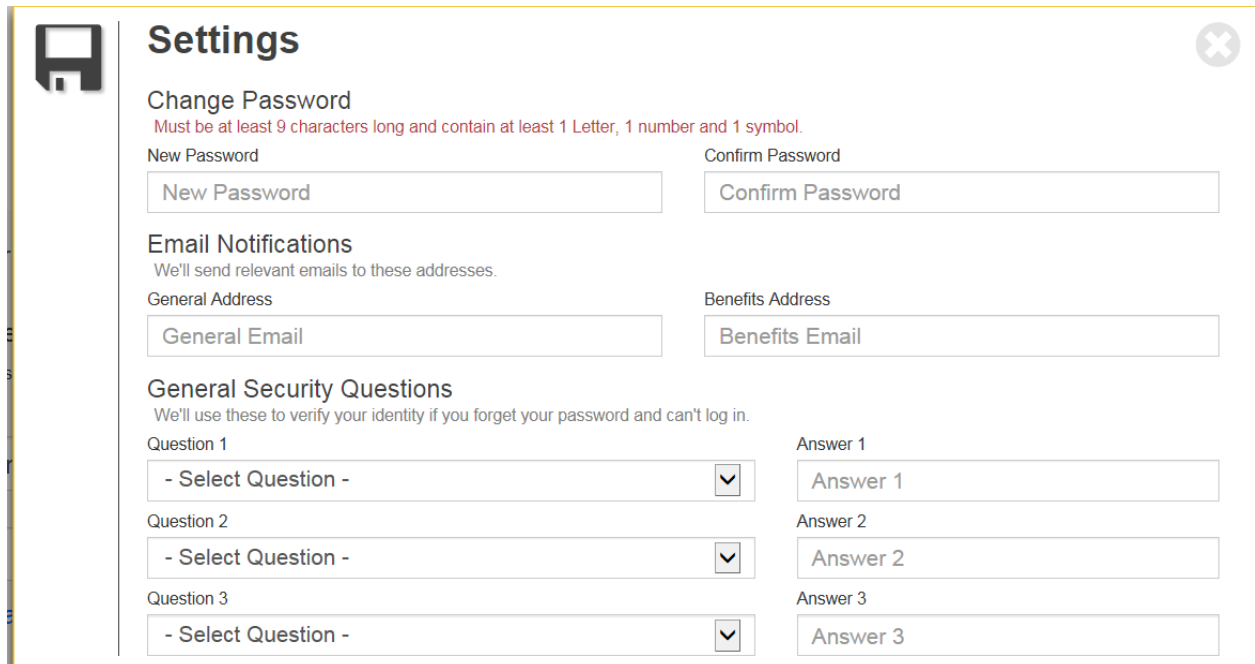
Example: User Name= **cmcj**smith2345 – please note that the user name is not case sensitive

Password = **cmc@**12345 – passwords are case sensitive

Enter your User Name and Password in the boxes as shown above. After entering your User

Name and Password, click on the button.

Upon your initial login, the Setup Security Questions dialog box will be presented. Once this page has been successfully completed, you will be logged directly into the Home Screen.



Settings

Change Password
Must be at least 9 characters long and contain at least 1 Letter, 1 number and 1 symbol.

New Password Confirm Password

Email Notifications
We'll send relevant emails to these addresses.


General Address Benefits Address

General Security Questions
We'll use these to verify your identity if you forget your password and can't log in.

Question 1 Answer 1

Question 2 Answer 2

Question 3 Answer 3

- If you are accessing the ESS Portal for the first time you may be required to reset your password, as well as the information stated below.
- You will be required to select three security questions and provide answers for the selected questions. They will be used to restore a forgotten password in the event you should forget your password.
- Enter an email address if the field is not already populated. This will provide you with email notifications of any changes that are made on your ESS account.
- Click on the  button.
- If you have any issues with this page please verify the device and web browser you are using. ESS Portal is compatible with Internet Explorer, Firefox, Google Chrome and Safari.



Your Info	Pay	Resources	Time Off																		
Baby T Bear 4567 Growl Way Apt #304 Gretna, NE 68137 402-111-1111 mbritten@payrollmaxx.com Emp# 111 Hired 07/16/2007	<table border="1"> <thead> <tr> <th>Checks</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01/02/2015</td> <td>👁</td> </tr> <tr> <td>05/01/2014</td> <td>👁</td> </tr> <tr> <td>04/25/2014</td> <td>👁</td> </tr> <tr> <td>2009</td> <td>W2</td> </tr> </tbody> </table>	Checks	Gross	01/02/2015	👁	05/01/2014	👁	04/25/2014	👁	2009	W2	Payroll Maxx IRS Website NEW EMPLOYEE PORTAL	<table border="1"> <thead> <tr> <th>Type</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Personal Jan 1</td> <td>0.00</td> </tr> <tr> <td>Personal</td> <td>88.00</td> </tr> <tr> <td>PTO</td> <td>120.00</td> </tr> </tbody> </table>	Type	Balance	Personal Jan 1	0.00	Personal	88.00	PTO	120.00
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Messages

IMPORTANT: SEE OUR NEW AND IMPROVED ESS SITE! OUR NEW SITE NOW OFFERS A MOBILE FRIENDLY OPTION. PLEASE FOLLOW THE LINK ABOVE "NEW EMPLOYEE PORTAL"

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After successfully logging into ESS, the initial Employee Self Service screen appears. The Home Screen provides functionality for the employee to the following areas based on the employer's selected access options:


- View messages setup by the ESS Manager
- Provides links provided by your employer
- Access Pay Statements
- Access W2 and 1099 forms
- Access Employee Information
- Services – change password

Navigation to ESS functionality is accomplished by clicking on anything in blue or clicking on the




button next to each menu item to open up a more detailed list of information.



Once you have selected your pay stub or W-2 you wish to print, select the  button. This will give you the option to open or save the page, at that point you can open the document to a PDF and print.



Contact

Note: The  button allows you to contact your company's ESS Administrator with any questions you may have. This button is located in the upper right hand corner from any window within ESS. Due to the confidential nature of payroll information, payroll maxx is prohibited from speaking directly to individual employees. This extra level of security is in place to ensure the security of your highly confidential payroll information. Please do not contact Payroll Maxx directly. Thank you for your understanding.

ESS FAQs

When will my W-2 be available online?

W-2s will be loaded to ESS no later than January 31st each year.

Will I receive a W-2 in the mail?

W-2s are available online only. Paper copies of W-2s can be printed from home, directly from your ESS account. Computers are also available at your local libraries, UPS/Fed Ex stores, colleges or your tax preparer may be able to help you

When is my pay stub available online?

Your pay stub will be available no later than 9:00am on your pay day.

What if I forget my password?

Click on Forgot Password on the ESS Secure Login screen. You will be prompted to enter your User Name. You must then answer the Security Questions you set up upon initial login and if answered correctly, you will be able to reset your password.

What if my demographic information is incorrect or needs to be updated?

You can click on the Email button located in ESS and send your change request directly to your payroll person.

Who can assist me if I have a question about logging in?

Call your store General Manager for questions and assistance with the instructions. Please be patient if they cannot answer your questions immediately, as they are busy serving customers.

Who do I notify if my ESS account gets locked?

You can request an account unlock & password reset by calling the Cutchall Management office at 402/558-3333 ext. 24 and leaving your information in a message. Your call will be returned as soon as possible. Office hours are Monday – Friday, 8:30am to 5:00pm.

What if I worked at more than one Cutchall Management restaurant location last year?

One consolidated W-2 will be available for locations worked under the same restaurant group. If you worked at two different restaurant concepts, then you may have two logins and two W-2s to retrieve. Call the Cutchall Management Office with questions.