

Online Paystubs - Instructions

With Global Cash Card, you are now able to view your paystubs online! The Global Cash Card Paycard Program is a new green initiative that Bane Staffing has implemented for employees that choose not to have direct deposit with a pay card. This guide provides information on how to set up your account, login, and access your paystubs and paycard (if applicable).

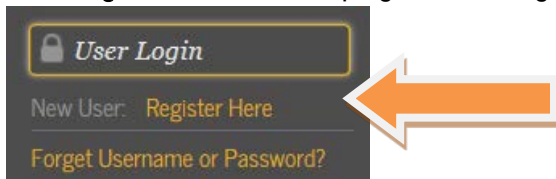
Note: All employees are eligible for the paycard including those on direct deposit. If employees do not have a Global Cash Card and have only direct deposit you will use this as paystub viewing only instructions.

You can access your account or paystub by going to www.globalcashcard.com

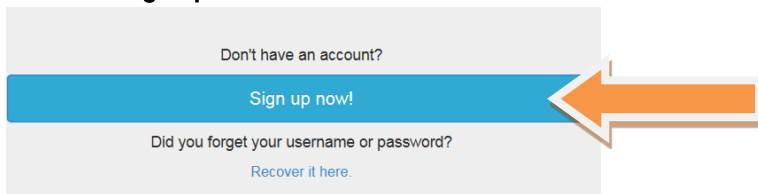
1 Account Access

The first time you log in, you will need to create your new account.

1. Click **Register Here** on the top right corner to get started.



2. Click the **Sign up now!** Button



3. If you do not have a Global Cash Card, click **No**.

If you have a Global Cash Card, click **Yes** and enter your **card and personal information**, and **consent to disclosure** to verify your account. Once registered, your balance will appear on the homepage. You can view your activity by clicking on the **View Card Activity** link on the left.

4. In the boxes provided enter:
 - Your **first and last name** as they appear on your current paystub.
 - Your **social security number** in the Unique ID field.
 - **(Company)** in the Employer name field.
 - Click **continue**

A snippet of a registration form. It includes input fields for 'First Name:', 'Last Name:', 'Unique ID: (SSN, Employee ID)', and 'Employer Name:'. A blue 'Continue' button is located at the bottom right of this section.

5. Provide the following information on the next page:

A snippet of a registration form. It includes input fields for '*Username:', '*Choose a Password:', '*Confirm Password:', '*Country:' (with 'UNITED STATES' selected), 'Home Address:', 'City:', 'State/Province:' (with a dropdown menu), '*Zip:', 'Mailing Address:' (with a checked box for 'Same as primary address ab'), 'Phone:' (with '949-751-0360' entered), 'Alt Phone:', and '*Email:'. A 'Password Checklist' section lists requirements: 8-20 characters, no spaces or invalid symbols, 1 number, 1 lower, 1 upper case letter, confirmation matches, and not same as username.

- **Username:** (required) If your chosen username already matches one in the system, you will be prompted to choose another.
- **Password:** (required) Requirements for passwords are shown.
- **Primary and Mailing addresses:** (required) First, enter the address where you live. If your mail should be sent to a different address, enter that as your mailing address.
- **Email Address:** You must have an email account in order to complete the account set up. *If you do not have an email account set up, you will have to create one. Two options are www.gmail.com or www.hotmail.com. Visit either site and follow prompts to create an email account.*



- **Security Questions/Answers:** (required) Select 3 different security questions and answers that you will remember. These are used to confirm your identity in case you forget your password.

6. Click **submit** to verify your account, and then click **Continue**.

2 Logging In

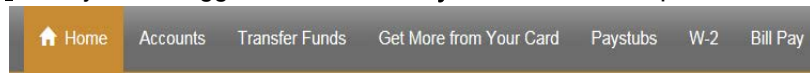
Once your account is set up, you can log in anytime. From Global's homepage:

1. Click **User Login** on the top right.
2. Use the **username and password** You just created in the account set up.



3 Viewing Paystubs

1. Once you are logged in, click the **Paystubs** tab in the top menu bar.



The paystubs box on the right contains all your paystubs beginning with the date your online paystub access was turned on.

2. **Hover over the date** of the paystub you would like to view and click.



3. The paystub will display on the current screen and will look like this:

Paystub Detail: Oct 01, 2011 - Oct 15, 2011

Employer: Callahan Auto Parts
Pay Date: October 15, 2011
Pay Period: 10/01/2011 - 10/15/2011

Earnings				
	Rate	Hours	Period	Year to Date
GROSS	10.5	40	420	6865.51
OVERTIME	15.75	2.5	39.38	133.15
Gross Earnings			459.38	6998.66
FWT Taxable Earnings			459.38	6998.66

Withholdings & Deductions			
		Period	Year to Date
FWT		54	781
LYN		6.89	104.99
MEDI		6.66	101.47
SSEC		28.48	433.92
SWTOH		11.31	151.53
XMASFUND		12	204
Total Withholdings & Deductions		119.34	1776.91
Net Earnings		340.04	5221.75

4. You can **Print, Email, Fax, or SMS (text)** your paystub by clicking the buttons at the top of the paystub page. To download your paystub to your computer, use your browser's File, Save As...feature.

If you choose, you can set up automatic email notifications for when your paystub is available.

5. In the **Automated Notification** box on the left, set the value to **Yes**.
6. Provide the email address where You would like to receive the notification.
7. Click **Submit** to save your settings.

Automated Notification

Would you like to be notified when your paystub is available for viewing?

Yes
 No

Email Address:

StephanieAbraham@custi

Note: Updating your email address will only affect paystub notifications.