

Frequently Asked Questions – Online Pay Stubs (Direct Deposit and Payroll Checks)

Q. Why do I want to view my pay information online?

1. View, print and e-mail pay stubs from your home or anyplace 24 hours a day, 7 days a week. All you need is a computer with Internet access.
2. Print your pay stub or simply view it online.
3. Pay stub history is available for loan applications, financial transactions or agencies requiring wage verification.
4. Obtain additional copies or reprint anytime and anywhere
5. Much more convenient and secure - Electronic delivery of confidential pay information is more secure, cost effective, and environmentally friendly than using paper pay statements.

Q. Why was my paper pay statement discontinued?

A. Our research indicates that current paper pay stubs are sometimes left unattended on an employee's desks and many pay stubs are discarded without ever being opened. Employees sometimes complained that the paper stubs get lost and then express concern about who may have access to their pay information.

With online pay stubs the method of distributing the stubs is much more secure than the current paper distribution process. The current process is manually intensive, with many people handling the pay stubs before they reach the employees' hands and mailboxes, which are often located in non-secured areas. We will eliminate all of these security risks by delivering your pay stub online.

Q. When will I be able to see the current pay period statement?

A. Your online pay statements will be available for viewing at 7:00 am on your scheduled pay date.

Q. Will I receive an email notification that my pay stub has been posted online?

A. There will not be an email notification when pay stubs are posted online.

Q. What information does the online pay stub include?

A. The same information that was on your paper pay stub. You can view both current and past pay stubs.

Q. If I am receiving a paycheck instead of direct deposit receipt, will I have access to online pay stubs?

A. Those employees, who get a paycheck, will continue receiving these and will also have access to the website.

Q. Can I view pay stubs from prior pay periods?

A. Yes. When we go live with this program, the oldest pay stub you will see available will be for 01/08/09 pay date. From that day forward the stubs will accumulate for a year. The oldest paystub will be deleted once it is older than 12 months. You can click on any of these links to view and/or print the pay stub of your choice.

Q. Can I get my online pay stubs at a computer other than my work computer?

A. Yes. You can access your online pay stubs from any computer with Internet connection.

Q. Can I view my online pay stub on either a MAC or a PC?

A. Yes, you can view your online pay stubs on both MAC's and PC's.

Q. Does it matter which internet browser I use to access my online pay stub?

A. The supported browsers for online pay statements are: For Windows – Internet Explorer, Firefox and Netscape. For Macintosh - Safari & Netscape.

Q. Why are internet-based pay stubs better than intranet-based pay stubs?

A. Having the electronic pay statement on the internet will make it possible for you to view your pay stub from home or any location with an internet connection.

Q. Is the site secure?

A. Yes. The site that hosts your online pay information uses industry-standard SSL (secure socket layer) encryption and advanced password management to ensure the protection and integrity of all pay stub data transmissions. Only you know your password to access your pay information and all online activity is captured in an audit log. The online pay stub actually offers increased confidentiality than a paper stub. The paper stub usually passes through several people before being delivered to you.

Q. How can I be sure someone else can't see my online pay statement?

A. The best way to safeguard personal information is by keeping your password private. You can change your password periodically by going to the Change Password Menu Item. Additionally, when you have completed viewing your online pay statement, exit/close your browser and Adobe Reader.

Q. How do I access my pay stub online?

A. You can access your online pay stub by entering this URL <https://www.atsprintfreedom.com> from any PC with Internet connection. Once you have reached the "Print Freedom" site, here is how you access your online Pay Stub:

1. Enter the Library's Access ID, which is always OCLS. The User Name is the same as you employee number (5 digits). The initial password is made of the last 4 digits of your social security.
2. Change your password - you will be prompted to change your password when you login for the first time. Write down your new password and store it in a safe place.
3. Select "MyPayStub" to print your Pay Stub. (You may need Adobe Reader to view your pay stub.)
4. To open and view your Pay Stub, enter the last 4 digits of your Social Security Number as the document open password.



You can also access the Website by clicking on the  placed on the Orange Peel.

Q. What is my Access ID, Username and Password?

A. Your Access ID, Username and Password are:

Access ID: **OCLS**
Username: **XXXXX** (Your employee number)
Password: **# # # #** (Initial password is the last four (4) digits of your SSN)

Q. Is my Username case sensitive?

A. No, your Username is not case sensitive.

Q. Is my Password case sensitive?

A. Yes, your Password is case sensitive.

Q. What are the rules for changing my password?

A. Passwords must be a minimum of 7 characters with at least one numeric digit.

Q. Do I need any special software to view my pay stub?

A. Yes, you will need Adobe Reader to view your pay stub.

Q. Is Adobe Reader free?

A. Yes.

Q. How do I get Adobe Reader?

A. Go to this URL <http://www.adobe.com/products/acrobat/readstep2.html> and follow the installations steps.

Q. What does it mean when I receive the error message “Invalid login information”?

A. This means you entered an invalid Access ID, Username and/or Password.

Q. What do I do if I forget my password?

A. You can “click-on” the “Forgot Password?” function in the top right hand corner of the ATS Print Freedom login page. Once selected, you will be able to enter your Access ID and Username and a new password will either be emailed to you or your password will be reset to the last 4 digits of your SSN.

Q. Should I enter an email address?

A. Yes, it is recommended that an email address be added to the system. The address can be your work e-mail or a personal one. This is the e-mail the system will use to send you the new password if you were to forget it.

Q. What do I do if I can't get to my pay information online?

A. If you have problems accessing your online pay statement, be sure to review the online instructions carefully, then try again. If you are still having trouble, contact Finance payroll at x7622 or x7628 and they should be able to assist you. The payroll department is available from Monday through Friday, 8:00 a.m. until 5:00 p.m.

Q. If my pay statement is not correct, whom do I contact?

A. If you have a question about the information in your electronic pay statement, contact Finance payroll and they should be able to assist you. The payroll department is available from Monday through Friday, 8:00 a.m. until 5:00 p.m., and can be reached at x7622 or x7628.



Address: www.atsprintfreedom.com
Access ID: OCLS (not case sensitive)
Username: Your employee ID (5 digits)
Password: last four digits of your social security

The system will ask you to change the password. Once in the system, please update your e-mail address.

You can also access the system by clicking on the icon in the Orange Peel

Online Paystubs

Questions? Get most of the answers on the FAQ, located in the Orange Peel under Employee Resources – Benefits – Online Paystubs FAQ.

Call 7622 or 7628 with any additional questions



ATS - ONLINE PAY STUBS VIEWING

1. Go to <https://www.atsprintfreedom.com>
2. On the screen please enter your login information. The access code will be “OCLS” for all the employees. Your initial username and password will be the same as your Executime credentials.

Access ID: **ocls**

Username: **your employee number (5 digits)**

Password: **last 4 digits of your social security number**

ATS
AMERICAN TECHNOLOGY SOLUTIONS

Print Freedom

Need help with Logging in?
Forgot Password?

Welcome
Please login

Please enter your information to begin:

Access ID:

Username:

Password:

Log In

3. Once logged-in, for better security purposes, the system will prompt you to change your password.

ORANGE COUNTY LIBRARY SYSTEM

Orange County Library System Broadcast Message
Employees are now able to retrieve their Pay Statements via this secure website.
'622 or 7628.

PRINT FREEDOM

Welcome, TATYANA CLARK Logout

> Change Temporary Password

CHANGE PASSWORD

Current Password*

New Password*

Confirm New Password*

Change Password

Quick Reference

Step-by-Step

1. Enter your current password.
2. Enter a new password.
3. Confirm your new password.
4. Click the "CHANGE PASSWORD" button to commit the new password.

* All fields are required.

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Your new password should be at least 7 characters and must contain both letters and at least 1 numeric value. Once you filled out all 3 fields, click on “**change password**”

4. On the next screen you will be asked to set up an e-mail address by clicking on **“Update My E-Mail”** located on the left side.

Welcome to your online PayStub!

Please Add your email address by choosing "Update My Email".

"Update My Email" is located on the left side of this screen.

Should you forget your login password, the email address provided will allow the system to email you the reset password value.

After viewing your PayStub, please Exit the Adobe Reader/Acrobat product.

To exit Adobe, "click on" the **File** menu item and then select the **Exit** option.

To exit ATS - PrintFreedom, "click on" the Logout link in the upper right corner.

Quick Reference

Step-by-Step

1. Welcome to your On-line ATS web application.
2. Using the left navigation links will assist you in finding what you want.
3. Near the top of the page you can view where you are and how you got there.
4. This Quick Reference area will guide you throughout the application, highlighting the importance of every

While you can provide either work or personal e-mail address, providing a personal e-mail might be more convenient should you need to retrieve your forgotten password when you are not at work. Enter your e-mail address in the provided field, then click 'Update'

> Home > Update My E-mail

E-mail

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Quick Reference

Step-by-Step

1. Enter the e-Mail address that you would like to use.
2. Click the "Update" button to update your e-Mail.

5. To look at your pay stub, simply click on **“My PayStub”** on the left side.

your electronic pay stub.

Download Acrobat Reader

Begin Date: 12/12/2008 End Date: 1/12/2009

Pay Date	Item No.	Gross Pay	Net Pay
01/08/2009	118620901080		

PREV NEXT

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You will see the screen with your name and address. You can search for a paystub by entering the date range. All stubs will be stored in the system for 12 months. Click on the Pay Date for which you would like to view the stub.

All done!

Couple of important things to keep in mind:

1. Once done viewing/printing your stubs, to exit **always** use the “**logout**” option in the upper right corner to log out rather than just closing your browser.
2. Any questions, concerns or suggestions – please contact Finance at 7622 or 7628. We are here for you to answer any questions you may have.

Thank you.