

(Employee)

RPO (Ready Pay Online) ESS (Employee Self Service) Kiosk / myReadyPay is a way for employees to view their employee demographics information, view/print paystubs, and view/print W2 copies. Enclosed are step by step instructions to help assist with accessing the ESS Kiosk.

Employee should have received an initial Welcome Letter via their email address to help them register. The following link is used for employees to register with myReadyPay and to login moving forward.

Go to: https://qtspays.com/Employee/Login/Login.aspx

Click Register an Account button

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X Us	ername	Freedo	
A Da	ssword	Forge	ot username'
0 Pa	ssword	Fora	ot password'
		Fulg	or password
	LOG	IN	\supset
	Register ar	account	t



(Employee)

Company ID**	Username
Last Name	Password
SSN (Last 4)	Confirm Password
Email Address	
	** Company ID# should be on Welcome Let
	** All information entered must match data in employer datable
Ready	
PAY	
Create myReadyPay	
User Account	
* Company	
8 Last Name	Ready
	PAY
*# Last 4 Digits of SSN	
* 企 Zip Code	
*⊠ Email	Create myReadyPay User Account
	User Account
^ X Username	
Password Requirements Password must be at least 6 characters long, and contain at least one special character (exc	Registration Complete
@#\$%) or one digit (0-9).	Registration process is now complete. To proceed, check the selected email account to
8 Password	validate your account.
8 Confirm Password	Return to Login Page
REGISTER	
Return to Login Page	OTO Davrall Inc. @ 2019 All Diable Decented
	QTS Payroll, Inc. © 2018 All Rights Reserved 1.4.2540.5
QTS Payroll, Inc. © 2018 All Rights Reserved	

** An Email Address Verification will be sent to verify the email address entered. This will need to be confirmed before you can access ESS Kiosk.



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ESS Kiosk Layout

HOME Tab

Shows an overview of employee earning statements. Employee can print and view via the **Print** and **View** icons.

			Q	TS Payro	II Services	s, Inc.				
НОМЕ	PERS	SONAL	TIME OFF	PAY HISTOR	CHANGES	TIME & A	TTENDANCE			
AST CHE	СК	LINKS & DO	CUMENTS	ACCOUNT SETTI	NGS MOBILE AG	CCESS SETUP				
how all	chec	ks for:	2019 201	.8						
Print	<mark>View</mark>	Check Da	ate Pa	ү Туре	Hours	Gross	Dir Dep	Net Pay	Check No/Vou	cher
4	88	08/02/20	019 Reg		80.00	800.00	0.00	648.76	70000033	^
4	# %	07/26/201	9 Reg		80.00	800.00	0.00	648.76	70000029	
4	88	07/19/201	9 Reg		80.00	800.00	0.00	648.76	70000025	
4	8	07/12/201	9 Reg		80.00	800.00	0.00	648.76	70000020	
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Mobile Access Setup Sub Tab

This area gives employees the capability to view and print paystubs on their mobile phone. Employee must first authorize their phone through the Mobile Authorization website.

Go to: https://www.qtspays.com/KioskMobile

QTS Payroll Services, Inc.						
PERSON	IAL TIME OFF	PAY HISTORY	CHANGES	TIME & ATTENDANCE		
HECK LINK	S & DOCUMENTS	ACCOUNT SETTINGS	MOBILE AC	CESS SETUP		
				e you must get an authorization code so we can authorize your o complete mobile activation.		
mobile devic After setup y	e. After getting the		ie mobile site to	o complete mobile activation.		
mobile devic After setup y e Device A	e. After getting the ou can access the r	code you can visit th	ie mobile site to	o complete mobile activation. com/KioskMobile		



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Personal Tab

Gives Employees "View Only" capabilities on the following tabs:

Demographics
Dept/Position
Dependents
Emergency Contacts

Taxes Direct Deposits Deductions Pay Rates

	QTS Payroll Se		
IOME PERSONAL		CHANGES TIME & ATTENDANCE	
EMOGRAPHICS DE	PT/POSITION DEPENDENTS EMERG	ENCY CONTACTS TAXES DIRE	CT DEPOSITS DEDUCTIONS PAY RATES
ame		Personal Information	tion
Last Name	Union	SSN	222-11-5544
First Name	Script	Birth Date	06/15/1989
Middle Initial		Gender	Female 🗸
Salutation		Ethnicity	Asian
Nickname		Marital Status	Single 🗸
Prior Last Name		Disability	
		Veteran Status	
ddress		Contact Info	
Address 1	15 Test St	Home Phone	(702) 796-3855
Address 2	Apt 2	Work Phone	(702) 796-3855 Ext 1
City	Las Vegas	Cell Phone	
	Nevada V Zip 89117	Work Email	clientsupport@qtspayroll.com
State			
State County	Clark County	Personal Email	

** Please note: Employee cannot make any changes to this area. Any updates must be completed through HR or Payroll Department.

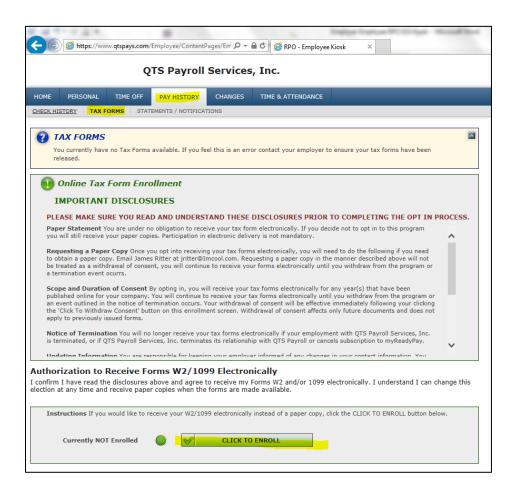


(Employee)

Pay History Tab

Tax Forms Sub Tab

Employee W2 copies can be viewed and printed online through the Tax Forms area. Employee must first Opt In to receive W2 online via the **Click to Enroll** button.



** Please note: Employer needs to turn on this feature and release W2s online for tax forms to become available.