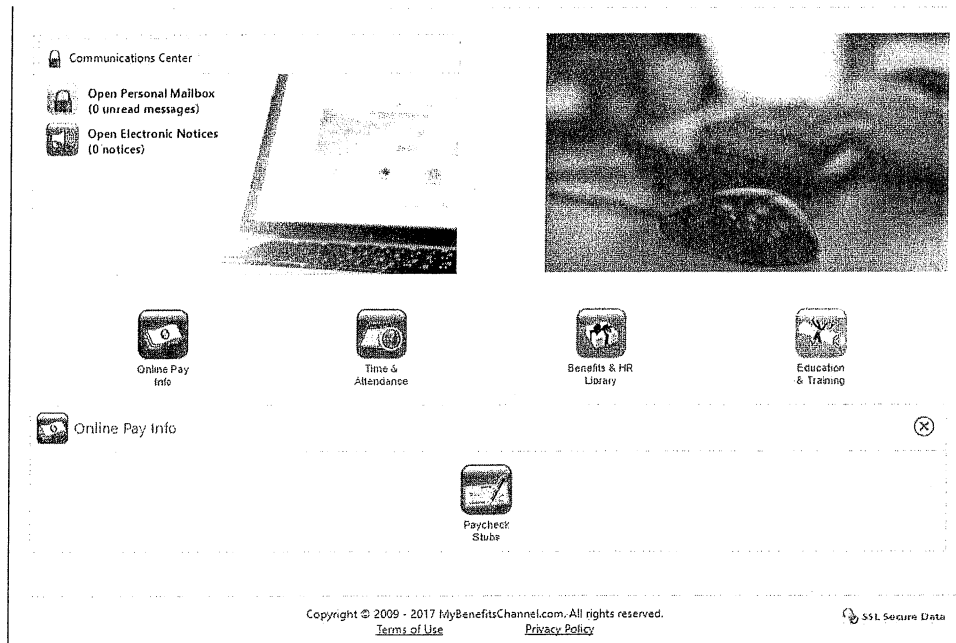


Paycheck Stubs



Accessing Paycheck Stubs

Employees are able to view paycheck stubs by logging in to their secure MyBenefitsChannel.com account. From the home page of MBC, click **Online Pay Info** then click **Paycheck Stubs**.



In the Paycheck Stubs window, you will be able to view the most recent six months of paychecks displayed by default. Each paycheck stub will be identified by check date, check number, and check amount.

	CHECK DATE	NUMBER	EMPLOYER	AMOUNT
View	Thu, 11/10/2016	88110047	Five Points Agent Demo	\$1,053.08
View	Fri, 07/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Fri, 07/22/2016	20299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	20299	Five Points Agent Demo	\$2,955.20

To view checks older than 6 months, change the Start Date and End Date to meet the desired range and click **Refresh**. The check history will be stored indefinitely.

Paycheck Stubs

Start Date: End Date:

Email Notifications on new paychecks are turned OFF. [Change](#)
Text Notifications on new paychecks are turned OFF. [Change](#)

	CHECK DATE	NUMBER	EMPLOYER	AMOUNT
View	Thu, 11/10/2016	88110047	Five Points Agent Demo	\$1,053.08
View	Fri, 07/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Fri, 07/22/2016	20299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	20299	Five Points Agent Demo	\$2,955.20

To view a particular stub, click **View** and a new tab or window will open. To print the check, click **Print** in the upper left corner of the paycheck stub view.

Paycheck Stubs

Start Date: End Date:

Email Notifications on new paychecks are turned OFF. [Change](#)
Text Notifications on new paychecks are turned OFF. [Change](#)

	CHECK DATE	NUMBER	EMPLOYER	AMOUNT
View	Thu, 11/10/2016	88110047	Five Points Agent Demo	\$1,053.08
View	Fri, 07/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Fri, 07/22/2016	20299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	20299	Five Points Agent Demo	\$2,955.20

[Print](#) [Close](#)

Five Points, Franklin, TN 37064
Employee Number: ID009004
Name: Hood, Little Red Riding

Check Number: 26007
Check Date: 1/16/2014

	Hrs/Days	Rate	Current	YTD	* Pre Tax Deductions	Current	YTD
TEACHERS			4,232.41	4,232.41	METROPOLITAN	29.41	29.41
CAREER LADDER	1.00	100.00	100.00	100.00	EBI MEDICAL REIMBURSEMENT	33.00	33.00
Gross Pay			4,332.41	4,332.41	VISION	20.58	20.58
FIT			191.53	191.53	DENTAL	98.57	98.57
SOCIAL SECURITY			228.66	228.66	MECORT PPPO CIGN S FAM	502.21	502.21
MEDICARE			53.48	53.48	RETIRE CODE 24	216.62	216.62
* Pre Tax Deductions			890.39	890.39	Total	890.39	890.39
** Post Tax Deductions			12.75	12.75			
Net Pay			2,955.20	2,955.20			

Type	Earned	Taken	Accum
SICK	0.00	2.00	232.00

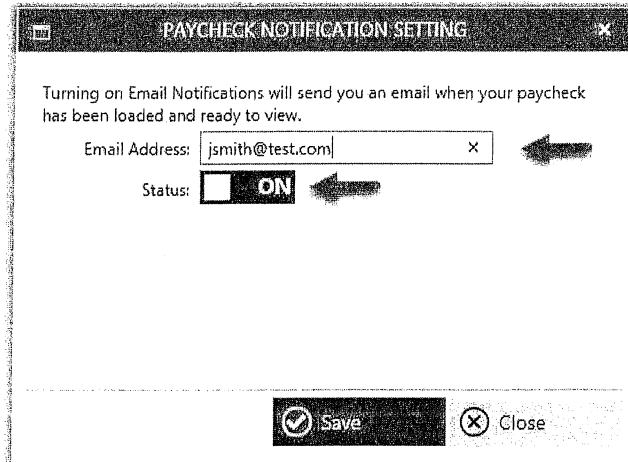
Check Summary	Current	YTD
Gross Pay	4,332.41	4,332.41
Taxable Gross	3,442.02	3,442.02
Net Pay	2,955.20	2,955.20

Hood, Little Red Riding
123 SOME STREET
SILVERTOWN, TN 12345

Electronic Fund Transfer
BANCORP SOUTH
CHECKING
2,955.20

Paycheck stubs are available for viewing in the online portal at midnight on the date of the check unless your administrator has set the Viewable Before Check Date setting. If the setting is in use, you will be able to view your check however many days the administrator has set before your pay date. For example, your payroll administrator loads the paycheck data file on March 12th which includes checks that are dated for March 15th. If the Viewable Before Check Date setting is active and set for 2 days before, you will be able to view your check on March 13th.

MBC has the ability to generate an email and/or text message to notify you when you receive a new paycheck stub. The email version of this notice will inform you that the paycheck stub is available and asks you to login to their secure account to view the paycheck stub. To turn email notifications on or off, click **Change** next to the Email Notifications field. A Paycheck Notification Setting window will appear, there you will set the email address that you are to be notified at. Select either On or Off, then click **Save**.



The text message version of this notice will include the gross and net pay for the check, as well as year to date (YTD) amounts. To turn Text/SMS notifications on or off, click **Change** next to the Text/SMS Notifications field. A Paycheck Notification Setting window will appear, there you will set the mobile number and the Mobile carrier that you are to be notified at. Select either On or Off, then click **Save**.

Note: the system settings for notifications must be turned on for these options to be available.

