

Information on Electronic Pay Stubs and Printable Time Cards for Direct Deposit Enrollees!

It's as easy as point & click...

You can access your pay stubs electronically via TAC's website, www.tacworldwide.com by clicking on **my TAC!**

Reap the benefits

Once you're enrolled in the "e-pay stub" program, you'll be able to:

- Access your direct deposit pay stub via TAC's secured website anytime
- View your e-pay stub history on a go-forward basis
- Print your e-pay stub

Best of all, you never have to worry about losing your direct deposit advice... you'll have electronic access to it!

Is this a secured site?

Absolutely. The data resides only on TAC's internal network, not the Internet, and is only accessible via TAC's secured website. To login to the site, you'll be creating your own unique username and password. Only the last 4 digits of your social security number (e.g., XXXXX1234) will appear on web pages and printed stubs.

We have taken every precaution necessary to be sure your information is transmitted safely and securely. The latest methods in Internet security are used to increase and monitor the integrity and security of the system. Our online application utilizes 128-bit data encryption, the highest level available commercially.

How does the program work?

Hard copies of your **direct deposit advices will no longer be mailed to you.** You must view and print your direct deposit advices (e-pay stubs) and timecards via the secure, password-protected **my TAC** site on www.tacworldwide.com.

Electronic direct deposit advices for expenses are also included in this program.

What if I don't have direct deposit?

It's easy to sign up for direct deposit. For those of you who are not already in the direct deposit program, an enrollment form can be found in this handbook. Simply fax the completed form to TAC's Customer Service Department at 781-251-8771.

How do I view my electronic pay stub?

You will need to go online to register for a login account at www.tacworldwide.com. Click on the **my TAC** link, and then "Join Now". You will be prompted to enter your social security number and date of birth. Once the system verifies you are on direct deposit, you'll be prompted to create a user name and password. Then you can access your e-pay stubs. It's that simple!

As always, verify with your bank that the actual deposit has been made.

Helpful hints

- The e-pay website is best viewed using Internet Explorer 5.0 and higher.
- Adobe Acrobat Reader is needed to print and view your timecards. If Adobe is not installed on your computer, it can be downloaded from the site.

Questions or Comments?

Please contact a TAC Customer Service Representative at 781.251.8000 or 800-588-0707