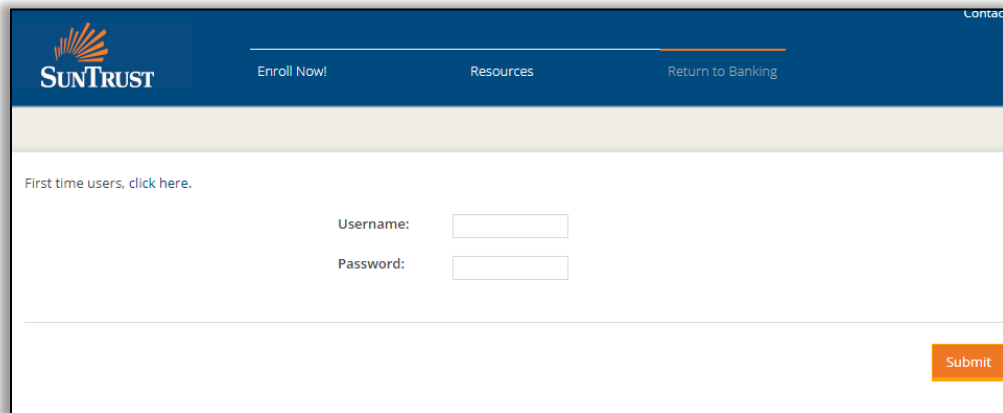


Accessing Your Paystubs Online

If you wish to view your paystubs online or print your paystubs, then follow the directions below:

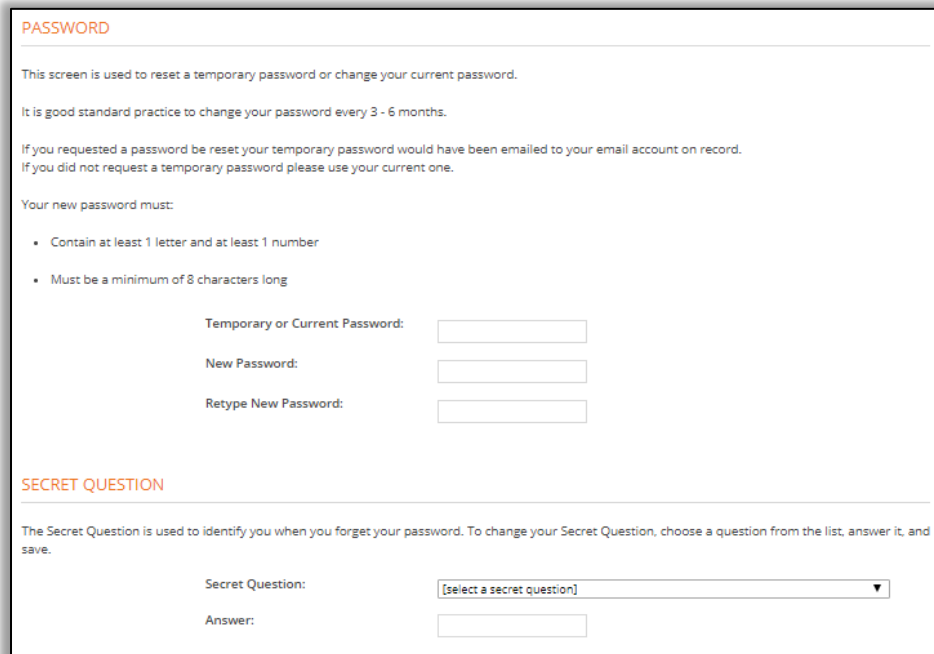
Open your email and locate any notification from SunTrust Online Payroll notifications@suntrust-payroll.com and click the provided link to log into your SunTrust account online or just visit https://payroll.suntrust.com/SPF/Login/EE_Auth.aspx

Log into to webpage with your SunTrust Payroll username and password. If this is your first time logging in, then you will need to use the username you have been provided by your HR coordinator. Your default password will be your social security number (numbers only).



The image shows the SunTrust Payroll login page. At the top, there is a blue header with the SunTrust logo on the left and links for 'Enroll Now!', 'Resources', and 'Return to Banking' on the right. Below the header, there is a light beige banner with the text 'First time users, click here.' in blue. The main content area is white and contains a login form with two input fields: 'Username:' and 'Password:'. Below these fields is a large orange 'Submit' button.

If you're logging in for the first time, you will be prompted to change your password and create a secret question.



The image shows the SunTrust Password and Secret Question setup page. The page has a white background with a light beige header containing the word 'PASSWORD' in orange. Below the header, there is a paragraph of text: 'This screen is used to reset a temporary password or change your current password. It is good standard practice to change your password every 3 - 6 months. If you requested a password be reset your temporary password would have been emailed to your email account on record. If you did not request a temporary password please use your current one.' Below this text, there is a section titled 'Your new password must:' with two bullet points: 'Contain at least 1 letter and at least 1 number' and 'Must be a minimum of 8 characters long'. Below the bullet points, there are three input fields: 'Temporary or Current Password:', 'New Password:', and 'Retype New Password:'. Below these fields, there is a section titled 'SECRET QUESTION' in orange. Below this section, there is a paragraph of text: 'The Secret Question is used to identify you when you forget your password. To change your Secret Question, choose a question from the list, answer it, and save.' Below this text, there are two input fields: 'Secret Question:' with a dropdown menu showing '[select a secret question]' and 'Answer:' with a text input field.

Once you have successfully changed your password, you will have an opportunity to change your username to something easier to remember if you wish. Select "Yes" if you wish to change your username or select "No" if you do not wish to change your username. If you select "Yes", you will be prompted to create your new username and enter in your new password.

Accessing Your Paystubs Online

COMPLETED TASKS

✓

Your password was successfully changed.

✓

Your Secret Question was successfully changed.

CHANGE YOUR USERNAME

You can change your username to something you can easily remember. Do you want to change your username?


No

Yes

Once you've proceeded past this step, you may edit your primary email if you wish to receive your payroll notifications to a different email address.

Once you're logged in, you can view your paystub in a couple of ways.

1. Click "My Check" at the top to view your most recent paystub.
2. Click "My History" to view your paystub history and scroll to the bottom of the page to view different pay periods. In the "Check Date" column, click the pay date associated with the pay period you wish to view.



My Payday!

My Check

My History

My User Profile

My History

E-PayStubs for previous payroll periods are displayed below. Click on the pay period date to view that E-PayStub.
If you have questions about your pay check or need to change your employee information, direct deposit, taxes, or current deductions, please contact your company's payroll administrator.

USER INFORMATION

Name:

██████████

Social Security #:

██████████

ANNUAL REPORTS

YEAR	STATE	FORM TYPE	VIEW
2016	VA	W-2	HTML PDF
2015	VA	W-2	HTML PDF

PDF forms require the free Adobe Acrobat Reader plug-in.

INSTRUCTIONS FOR 2016

DOCUMENT	ACTION
Employee W-2 Instructions (Notice to Employee)	View
W-2 & W-3 Instructions	View
1099-Misc Instructions	View
Schedule H Instructions	View

PREVIOUS E-PAYSTUBS

Select Year: 2017

CHECK DATE	PAY PERIOD
7/13/2017	7/3/2017 - 7/9/2017
7/6/2017	6/26/2017 - 7/2/2017
6/30/2017	6/19/2017 - 6/25/2017

Click "My History" to reach the page to view your paystub history.

Click "My Check" to view your most recent paystub only.

Click the date in the Check Date column to view a specific paystub.