

# Wood Temporary Staffing Your pay stub is online.

View and print your pay stub or change your contact info from the internet at your convenience.

### **Register for eConnect:**

- An eConnect registration code will be emailed to you. If you do not receive it, you may request that it be resent by calling our office.
- 2) Register for eConnect by following the instructions in the email.
- Once registered, use the login and password you created to log in at woodstaffing.com/employeeconnect

#### To view your stub online:

- 1) Once logged in, select "Check History" from the Payroll section along the left hand side.
- 2) From the "Check History" screen you will see the Year-to-Date pay summary for the current year as well as be able to see and print the details of any check by clicking on the check number.

## Change your contact information:

- 1) Log in as described above.
- 2) Click "Contact Details" from the Profile section on the left side.
- 3) Adjust your information as needed. If changing your address, please change both the Residence and Mailing sections. In most cases these will be the same.
- 4) Click the "Save" button at the bottom of the screen

#### Web Timecards:

1) Some assignments require time cards to be completed through this interface. If your assignment requires Web Timecards, you will receive separate instructions.

For assistance call:

**Benton Harbor** (269)925-6767

**South Bend** (574)234-6767