



## Employee Web Access Request Form

### Employee will have Immediate Access to:

- ✓ View and print pay stubs
- ✓ View time-off accrual balances
- ✓ View deductions, tax allowances and direct deposit, etc.
- ✓ Print prior years W-2

### Instructions:

1. Complete all information below. If completing by hand, please print legible.
2. E-mail or fax forms to:

[payroll@alleveryhr.com](mailto:payroll@alleveryhr.com)

(530) 345-8486

### Notification

You will receive your log-on and password via e-mail within 1 business day. Be sure to check your junk mail.

### Confidentiality Notice

The information contained on the allevery HR & PAYROLL website database is confidential and intended for employee use only. You are hereby advised that any dissemination, distribution or copying of the information on the website without prior permission is prohibited. Giving out log-on names and/or passwords to anyone other than the authorized recipient is also prohibited. If you feel that any of the above abuses have occurred, please contact your human resources representative immediately.

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Employee Name

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E-mail address

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Employee Signature

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Date

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Client Name

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Client Number