



EUGENE BURGER
MANAGEMENT
CORPORATION

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Memorandum

To: All EBMC Employees
From: Payroll & Benefits Department
Subject: 2010 Check Stubs Available Online
Date: 3/2/2010

Attention all EBMC Employees:

We are happy to announce that paystubs beginning with the January 29, 2010 pay date are now available online through Paychex eServices!

To login

Go to <http://eservices.paychex.com/>

You will need to enter the following information:

| | | |
|---|--|---|
| Company ID | First space: 0485 | Same for all employees |
| | Second space: 2817 | Same for all employees |
| Username | First initial and your last name | <i>Example:</i> Joe Smith's user name would be jsmith |
| Password | Your initials in caps and the last four digits of your social security number. | <i>Example:</i> Joe Smith's social security number is XXX-XX-1234, so his password is JS1234 |
| Once you successfully enter the Company ID, your username and password, you will be asked to create a new password. | | |

To view your paystub:

1. Click on **Check History**
2. A grid will show you each check beginning with 1/29/2010. Click on the **Date of the Check** you want to view.

Supervisors: Please review this notice with your employees and post in a common area.

Should you have any questions, please contact Stephanie Box in Payroll at 707-584-5123 x130.

Thank you,

EUGENE BURGER MANAGEMENT CORPORATION- Headquarters
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