

# Important Information To Know

**Please familiarize yourself with our website. You will need to visit the website in order to find the Paperless Pay Stub instruction.**

[www.familyservicesnew.org](http://www.familyservicesnew.org)

To log-on to the Employee portal:

- Hover your mouse over “For Employees”
- Click on “Employee Log-In”
- User name = family
- Password = family

1. Locate the “**Paperless Pay Stub – Easy Set-up**” link. Your first check will be a live check but all future checks will be direct deposited. Once you’ve received your first check you’ll need to set-up an account on my-estub.com to obtain pay stubs. The instructions are in your first paystub. You’re not able to set up your account until you receive your first paycheck. You can sign up to receive emails or text messages as well as view your stubs on-line.
2. Family Services’ Employee Handbook is available on the P:Drive under Human Resources. Please take the time to review the handbook and be sure to sign **ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK FORM** which is on page 4. This handbook is an excellent resource and will be able to answer many questions that you might have about your employment at Family Services.
3. Your ID photo will be printed in an upcoming issue of Family Services’ Agency Newsletter, the Monday Morning Memo, introducing you to your co-workers.
4. Instructions on setting up your email signature is available on the P:Drive, Logos, FS Email Signature - Templates & Instructions. The instructions are also on the website “**New Hire Paperwork EMail Signature – Templates & Instructions.**”
5. W-4 Federal withholding and WT-4 State withholding tax forms can be found on the P: drive, Forms, Human Resources. **If you are claiming the same number of exemptions on State and Federal, you only need to fill out the W-4 form. If you are claiming differently for each then you must fill out the W-4 and WT-4 forms.**

6. Family Services of Northeast Wisconsin, Inc., maintains the following liability insurance.

| <u>Type of coverage</u> | <u>Amount</u>            |                       |
|-------------------------|--------------------------|-----------------------|
| General                 | \$1 million              | \$1 million/umbrella  |
| Professional            | \$1 million/single claim | \$3 million/aggregate |