

EMPLOYEE PAYROLL ONLINE ACCOUNT

Our new payroll system has been designed to provide you with a faster, more secure payroll experience with easy access to your payroll records.

NAME

USERNAME:

PASSWORD:

YOUR ONLINE PAYROLL ACCOUNT

Go to myhrgeek.com and enter your assigned **Username** and **Password** printed on this flyer. Click the **Login** button

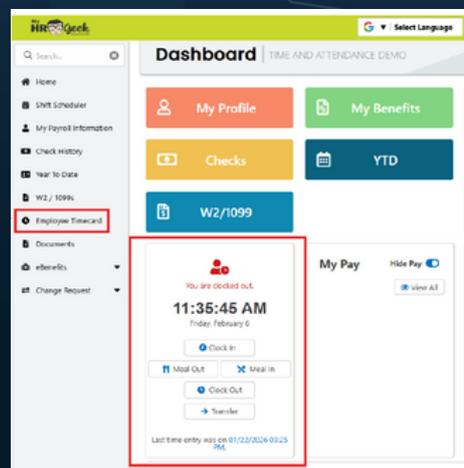
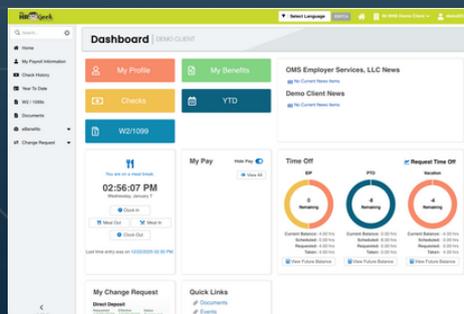
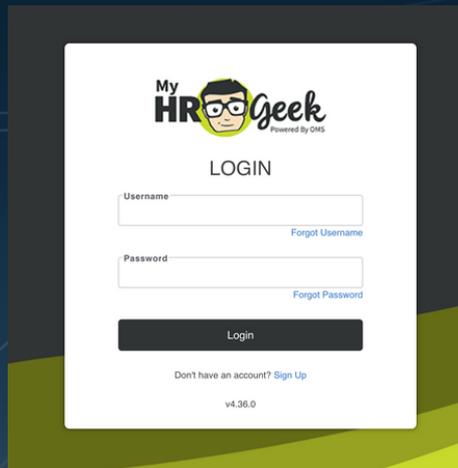
If you forget your Username or Password, click the blue **Forgot Username** or **Forgot Password** links

To change your password once you have successfully accessed your employee dashboard; go to the upper right corner of the website click on your Username and choose **Settings** (tool icon) from the dropdown menu

Remember to save or record your password in a safe place.

If you have access to the time clock, it will appear on your dashboard. You can review your timesheet and individual punches by clicking **Employee Timecard** in the main menu on the left side of the page.

Scan the QR code to learn about our employee mobile app.



HELPFUL INFO:

VIEW PAYCHECK

From the dashboard and the main menu you can access check data, year-to-date info, W-2, the time clock, change requests, and more.

UPDATE ADDRESS

To update your address and email, go to the main menu and select **My Payroll Information**, then **Profile** tab. Click **Edit** on the bottom right corner of the page, make changes, then click **Save** in the bottom right corner.

W-4, TAXES

If you'd like to change your tax withholding amount, go to **My Payroll Information**, then the **Tax Set Up** tab.

HELP CENTER

Visit our main website msgroup.com and click **Help**. Search our tutorial database or open a support ticket for help.