

Instructions for Online Access to Your DioCal Payroll & Tax Records

All employees on Diocese of California payroll have access to the HR Online website provided through Paychex which allows you have 24/7 access to all paycheck records and year end tax documents. You can view and reprint any document as needed. The secure web address <https://eservices.paychex.com/secure/> is compatible with PC & Mac web browsers.



To log-in and view your payroll records go to <https://eservices.paychex.com/secure/> and enter the following information:

- Company ID is 0400-2091 (0400 in first box, 2091 in second box)
- Your user name is **lower-case** first initial of your first name and your entire last name (for example Joe Davis = jdavis).
- Your initial password is the first initial of your first name combined with the first initial of your last name, **both capitalized**, and the last four digits of your Social Security number (For example, using Joe Thompson with a Social Security number of XXX-XX-6677, the password would be JT6677.).
- After logging in for the first time, you will be prompted to create your own unique password. Make it something (only) you will remember 😊
- If you have previously accessed the website but can't recall your personalized password please send an email requesting password reset to: sarahc@diocal.org. For security purposes provide your full name, last four digits of social security and the name/location of your employer
- If you receive pay from more than one DioCal entity you will have multiple user names & passwords. Please contact sarahc@diocal.org for details

If you have trouble accessing the website please call technical service
1-800-820-5810 option 2