

## Information on Direct Deposit, Electronic Pay Stubs and Printable Time Cards for Direct Deposit Enrollees!

### How do I enroll in Direct Deposit?

It's easy to sign up! And you can deposit your paycheck directly into as many as 3 separate accounts!!

You should have received a Direct Deposit Enrollment Form\* along with this Associate Handbook. Please complete the form and simply fax it to Advantage Technical Resourcing's Customer Service Department at 781-251-8771 or return it to your Advantage Technical Resourcing recruiter or representative. It takes up to three pay periods for funds to begin being directly deposited.

*\*For your convenience, enrollment forms can also be found on our website. Visit [www.hirethinking.com](http://www.hirethinking.com), click on Job Seekers, Learn more about working with Advantage Technical Resourcing, Associate Orientation, and Direct Deposit.*

#### Reap the benefits

Once you're enrolled in the Direct Deposit program, you'll be able to:

- Access your direct deposit pay (e-pay) stub via our secured website anytime
- View your e-pay stub history going forward
- Print your e-pay stub

Best of all, you never have to worry about losing your direct deposit advice... you'll have electronic access to it!

#### It's as easy as point & click...

You can access your pay stubs electronically via Advantage Technical Resourcing's website, [www.hirethinking.com](http://www.hirethinking.com) by clicking on **my TAC**!

#### Is this a secured site?

Absolutely. The data resides only on Advantage Technical Resourcing's internal network, not the Internet, and is only accessible via Advantage Technical Resourcing's secured website. To login to the site, you'll be creating your own unique username and password. Only the last 4 digits of your social security number (e.g., XXXXX1234) will appear on web pages and printed stubs.

We have taken every precaution necessary to be sure your information is transmitted safely and securely. The latest methods in Internet security are used to increase and monitor the integrity and security of the system. Our online application utilizes 128-bit data encryption, the highest level available commercially.

#### How does the program work?

Hard copies of your **direct deposit advices will not be mailed to you.**

You must view and print your direct deposit advices (e-pay stubs) via the secure, password-protected **my TAC** site on [www.hirethinking.com](http://www.hirethinking.com).

Electronic direct deposit advices for expenses are also included in this program.

#### How do I view my electronic pay stub?

You will need to go online to register for a login account at [www.hirethinking.com](http://www.hirethinking.com). Click on the **my TAC** link, and then "Join Now". You will be prompted to enter your social security number and date of birth. Once the system verifies you are on direct deposit, you'll be prompted to create a user name and password. Then you can access your e-pay stubs. It's that simple!

As always, verify with your bank that the actual deposit has been made.

#### Helpful hints

- The e-pay website is best viewed using Internet Explorer 5.0 and higher.
- Adobe Acrobat Reader is needed to print and view your timecards. If Adobe is not installed on your computer, it can be downloaded from the site.

### Questions or Comments?

Please contact a Customer Service Representative at 781.251.8000 or 800-588-0707