



RPO ESS Kiosk / myReadyPay Employee User Guide

(Employee)

RPO (Ready Pay Online) ESS (Employee Self Service) Kiosk / myReadyPay is a way for employees to view their employee demographics information, view/print paystubs, and view/print W2 copies. Enclosed are step by step instructions to help assist with accessing the ESS Kiosk.

Employee should have received an initial Welcome Letter via their email address to help them register. The following link is used for employees to register with myReadyPay and to login moving forward.

Go to: <https://qtspays.com/Employee/Login/Login.aspx>

Click **Register an Account** button

my Ready PAY

Username [Forgot username?](#)

Password [Forgot password?](#)

LOGIN

[Register an account](#)

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Enter the following information:

Company ID**

Last Name

SSN (Last 4)

Email Address

Username

Password

Confirm Password

*** Company ID# should be on Welcome Letter*

*** All information entered must match data in employer database*

The screenshot shows the registration form with the following fields and labels:

- Company
- Last Name
- * # Last 4 Digits of SSN
- * Zip Code
- * Email
- * Username
- Password Requirements**
Password must be at least 8 characters long, and contain at least one special character (ex: ! @#\$%) or one digit (0-9).
- Password
- Confirm Password
- REGISTER** button
- [Return to Login Page](#)

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The screenshot shows the confirmation screen with the following text:

- Registration Complete**
- Registration process is now complete. To proceed, check the selected email account to validate your account.
- [Return to Login Page](#)

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*** An Email Address Verification will be sent to verify the email address entered. This will need to be confirmed before you can access ESS Kiosk.*



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ESS Kiosk Layout

HOME Tab

Shows an overview of employee earning statements. Employee can print and view via the **Print** and **View** icons.

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HOME PERSONAL TIME OFF PAY HISTORY CHANGES TIME & ATTENDANCE

LAST CHECK LINKS & DOCUMENTS ACCOUNT SETTINGS MOBILE ACCESS SETUP

Show all checks for: 2019 | 2018

Print	View	Check Date	Pay Type	Hours	Gross	Dir Dep	Net Pay	Check No/Voucher
		08/02/2019	Reg	80.00	800.00	0.00	648.76	700000033
		07/26/2019	Reg	80.00	800.00	0.00	648.76	700000029
		07/19/2019	Reg	80.00	800.00	0.00	648.76	700000025
		07/12/2019	Reg	80.00	800.00	0.00	648.76	700000020
		07/05/2019	Reg	80.00	800.00	0.00	572.26	700000015

Check Information

Check Number: 700000033 Period Begin: 07/21/2019 Net Pay: 648.76
 Paid On: 08/02/2019 Period End: 07/27/2019 Net Check: 648.76

Earnings				Deductions			
Earning	Description	Hours	Amount	Deduction	Description	Amount	
Reg	Regular	80.00	800.00	401k	401k	24.00	
Totals		80.00	800.00	Totals		24.00	

Employee Taxes				Employer Taxes			
Tax	Description	Taxable	Amount	Tax	Description	Taxable	Capped
FITW	Federal Income Tax	776.00	66.04	FUTA	Fed Unemployment	800.00	0.00
MED	Medicare	800.00	11.60	MED-R	Medicare - Employer	800.00	800.00
MED-HI	Medicare - Additional	800.00	0.00	NVCLA	NV CEP	800.00	800.00
NV	Nevada SITW	776.00	0.00	NVSUI	Nevada SUI	800.00	800.00
SS	OASDI	800.00	49.60	SS-R	OASDI - Employer	800.00	800.00
Totals			127.24				

Direct Deposits

Account	Amount

Mobile Access Setup Sub Tab

This area gives employees the capability to view and print paystubs on their mobile phone. Employee must first authorize their phone through the Mobile Authorization website.

Go to: <https://www.qtspays.com/KioskMobile>

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HOME PERSONAL TIME OFF PAY HISTORY CHANGES TIME & ATTENDANCE

LAST CHECK LINKS & DOCUMENTS ACCOUNT SETTINGS **MOBILE ACCESS SETUP**

MOBILE ACCESS SETUP

If you would like to have access to the Mobile version of this website you must get an authorization code so we can authorize your mobile device. After getting the code you can visit the mobile site to complete mobile activation.

After setup you can access the mobile site at <https://www.qtspays.com/KioskMobile>

Mobile Device Authorization

Authorization Code: NnGRHbXtmt

GET AUTHORIZATION CODE



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Personal Tab

Gives Employees "View Only" capabilities on the following tabs:

Demographics

Dept/Position

Dependents

Emergency Contacts

Taxes

Direct Deposits

Deductions

Pay Rates

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HOME PERSONAL TIME OFF PAY HISTORY CHANGES TIME & ATTENDANCE

DEMOGRAPHICS DEPT/POSITION DEPENDENTS EMERGENCY CONTACTS TAXES DIRECT DEPOSITS DEDUCTIONS PAY RATES

Name

Last Name: Union
First Name: Script
Middle Initial:
Salutation:
Nickname:
Prior Last Name:

Personal Information

SSN: 222-11-5544
Birth Date: 06/15/1989
Gender: Female
Ethnicity: Asian
Marital Status: Single
Disability:
Veteran Status:

Address

Address 1: 15 Test St
Address 2: Apt 2
City: Las Vegas
State: Nevada
Zip: 89117
County: Clark County
Country:

Contact Info

Home Phone: (702) 796-3855
Work Phone: (702) 796-3855 Ext: 1
Cell Phone:
Work Email: clientsupport@qtspayroll.com
Personal Email:

~~SAVE~~ ~~UNDO~~

**** Please note: Employee cannot make any changes to this area. Any updates must be completed through HR or Payroll Department.**



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Pay History Tab

Tax Forms Sub Tab

Employee W2 copies can be viewed and printed online through the Tax Forms area. Employee must first Opt In to receive W2 online via the **Click to Enroll** button.

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HOME PERSONAL TIME OFF **PAY HISTORY** CHANGES TIME & ATTENDANCE

CHECK HISTORY **TAX FORMS** STATEMENTS / NOTIFICATIONS

TAX FORMS
You currently have no Tax Forms available. If you feel this is an error contact your employer to ensure your tax forms have been released.

Online Tax Form Enrollment
IMPORTANT DISCLOSURES

PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

Paper Statement You are under no obligation to receive your tax form electronically. If you decide not to opt in to this program you will still receive your paper copies. Participation in electronic delivery is not mandatory.

Requesting a Paper Copy Once you opt into receiving your tax forms electronically, you will need to do the following if you need to obtain a paper copy. Email James Ritter at jritter@1mcool.com. Requesting a paper copy in the manner described above will not be treated as a withdrawal of consent, you will continue to receive your forms electronically until you withdraw from the program or a termination event occurs.

Scope and Duration of Consent By opting in, you will receive your tax forms electronically for any year(s) that have been published online for your company. You will continue to receive your tax forms electronically until you withdraw from the program or an event outlined in the notice of termination occurs. Your withdrawal of consent will be effective immediately following your clicking the "Click To Withdraw Consent" button on this enrollment screen. Withdrawal of consent affects only future documents and does not apply to previously issued forms.

Notice of Termination You will no longer receive your tax forms electronically if your employment with QTS Payroll Services, Inc. is terminated, or if QTS Payroll Services, Inc. terminates its relationship with QTS Payroll or cancels subscription to myReadyPay.

Update Information You are responsible for keeping your employer informed of any changes in your contact information. You

Authorization to Receive Forms W2/1099 Electronically
I confirm I have read the disclosures above and agree to receive my Forms W2 and/or 1099 electronically. I understand I can change this election at any time and receive paper copies when the forms are made available.

Instructions If you would like to receive your W2/1099 electronically instead of a paper copy, click the **CLICK TO ENROLL** button below.

Currently NOT Enrolled **CLICK TO ENROLL**

**** Please note: Employer needs to turn on this feature and release W2s online for tax forms to become available.**