Getting Started with Employee Self Service

How to log into Self Serve:

1. Go to www.webbpayroll.com
2. Hover over Client Portal at the top of the page
3. Click on Employee Self Serve
4. Log In with your user name and password
   a. User Name is First Initial (First letter is capitalized) dot Last name (First letter of last name is capitalized).
      ex. Joe Smith would be J.Smith
   b. Password is last four digits of your SS # and four zeros.
      ex. XXXX0000
   c. After logging in, you will be prompted to choose 3 security questions and answers. You will also be asked to create a new password. Please create a password only you will know.
   d. If you ever forget your password, please call your payroll department and they will reset your password.
   e. You may add an email to your Self Serve account, but it is not required.
5. You will then have the option to:
   a. View Pay Stubs (you can actually view each check by clicking on the view icon)
   b. View your W-2/1099 Forms
   c. View Personal Information (you can view all personal information, what you are filing for federal and state taxes and your salary or pay rate) If you need to make any changes on your personal information or what you are claiming on federal or state taxes, you can email your payroll department and they can make the changes.
   d. View Personal Time Off balances
   e. Change Password/Security Questions (Click on *Services*)

If you have any problems, please call Webb Payroll Service at 205-631-3614.

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P. O. Box 756 - Gardendale, AL 35071   Ph. (205) 631-3614   Fax (205) 631-3641