

If you already have voluntary personal direct deposit established in our payroll system or have a convenient Comdata payroll debit paycard, **welcome to the Employee Ceridian Self-Service System!**

If you do not currently have a form of electronic payroll deposit established, then I ask you WHY NOT? Haven't you heard that paper "check stubs" are so yesterday! I strongly encourage that you review the information below and that you let your Lead Admin Officer know that you are interested in setting up a paycard or personal direct deposit today! We can establish a record in the system for you within 24 hours and you can then log in and set it up for the very next payroll. There is no pre-notification delay! **Unfortunately, access will be removed if deposit information is not entered or your record in the payroll system is terminated.** This service is designed for use by individuals with direct deposit and/or a deposit to an assigned paycard. But, the benefits of the system go above and beyond just electronic deposit maintenance. We also link access to this site with Ceridian SeeMyW2 for annual tax document online access 24/7!

With this tool you will be able to:

- View your bi-weekly earnings statements on-line
- Change your payroll address
- Update your direct deposit information
- Change your Federal Form W-4 information
- Find useful links to Newport Group & other benefit program websites
- Find useful corporate-wide forms for easy reference, ie: FirstLine

If you have any additional questions, please see your local Lead Admin Officer. They can assist with navigating the site. I can also assist that Lead Admin Officer with any site-oriented issues.

**I also strongly recommend that you print out one earnings statement (check stub) each three-month period; especially the final check of the calendar year, for your personal financial recordkeeping.**

Just a note, too, if the Payroll Department has established a deposit in your record to fund your health savings account to BB&T Bank or you already have a Comdata paycard deposit entered in your payroll record, please send your direct deposit update requests directly to Payroll via email. That way, your priority settings for that deposit are not inadvertently altered.

I fully believe that this "change" is a very positive one for our company and its Teams. I am excited about this accessibility and will continue to explore other ways to improve our payroll and HR systems.

Cheers!

Mike LaFaver  
Corporate Payroll/HR Coordinator  
American Pool Enterprises, Inc.

## **Accessing the Ceridian Self-Service System**

To access the system, please use this URL: **<https://sss2.ceridian.com/pools>**

**Username:** First Initial of First Name (CAP) + Full Last Name (with first letter in CAPs), as it appears in the payroll system + Last 4 digits of Social Security Number

**Default Password:** First Initial (CAP), Last Initial (CAP), next two lowercase letters of your last name + Last 4 digits of SSN

ie: JSmith9999 & JSmi9999

You will immediately be prompted to change your password to a *minimum 8 position alpha-numeric* password of your choice. It is strongly recommended that you do this as soon as possible. You may also enter answers to a few challenge questions, used when you are requesting a password reset, etc.

In the future, if you forget your password. Follow these instructions to receive a new password:

- From the log-on page, key your username into the username field.
- Click the "Forget your Password" link. A system generated password will be emailed to you.
- \*\*\*Please remember to enter a personal email address in your record so that the system sends a temporary password directly to you, outside of our pools-world system, and without delay.

If you try to log on to the system with an erroneous username and/or password, you will have 5 tries to correct it before you are locked out of the system. If you are locked out of the system, the System Administrator will contact you to reset your account.