Online Paystubs - Instructions

You are able to view your paystubs online! This guide provides information on how to access your paystubs. (Effective 10/7/20)

Direct deposit employees - this is for paystub viewing only.
Cardholders - you can access a link on the myWisely® app.

You can access your paystub by going to cardholder.globalcashcard.com

1   Account Access

The first time you log in, you will need to create your new account.
Click Sign Up Now

1. Click No you do not have a card with us

2. Window opens to enter your information
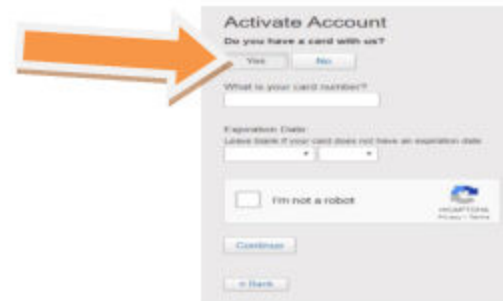
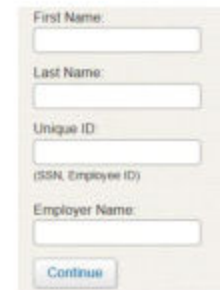3. If you have a Global Cash Card / Wisely Pay, click Yes and enter your **card and personal information,** and **consent to disclosure** to verify your account.

In the boxes provided enter:

- Your **first and last name** as they appear on your current paystub.
- Your **social security number** in the Unique ID field.
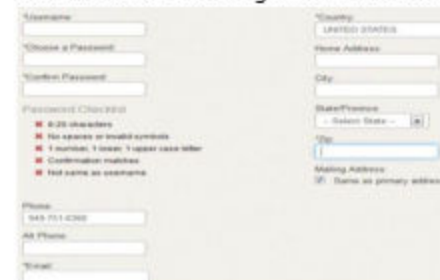- In the Employer name field type **Your Company Name**
- Click **continue**

4. Provide the following information on the next page:

- **Username:** (required) If your chosen username already matches one in the system, you will be prompted to choose another.
- **Password:** (required) Requirements for passwords are shown.
- **Primary and Mailing addresses:** (required) First, enter the address where you live. If your mail should be sent to a different address, enter that as your mailing address.

- **Email Address:** You must have an email account in order to complete the account set up. *If you do not have an email account set up, you will have to create one. Two options are www.gmail.com or www.hotmail.com . Visit either site and follow prompts to create an email account.*
- **Security Questions/Answers:** (required) Select 3 different security questions and answers that you will remember. These are used to confirm your identity in case you forget your password.

5. Click **submit** to verify your account, and then click **Continue.**

2 Logging In

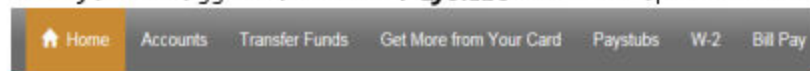Once your account is set up, you can log in anytime.
Cardholder.globalcashcard.com

1. Takes you back to Login screen
2. Use the **username and password** you just created in account set up.

3 Viewing Paystubs

1. Once you are logged in, click the **Paystubs** tab in the top menu bar.

The paystubs box on the right contains all your paystubs beginning with the date your online paystub access was turned on.

2. **Hover over the date** of the paystub you would like to view and click.

3. The paystub will display on the current screen and will look like this:

Paystub Detail: Oct 01, 2011 - Oct 15, 2011

Employer:	Test Company
Pay Date:	October 15, 2011
Pay Period:	10/01/2011 - 10/15/2011

Earnings

	Rate	Hours	Period	Year to Date
GROSS	10.5	40	420	6865.51
OVERTIME	15.75	2.5	39.38	133.15
Gross Earnings			459.38	6998.66
FWT Taxable Earnings			459.38	6998.66

Withholdings & Deductions

	Period	Year to Date
FWT	54	781
LYN	6.89	104.99
MEDI	6.66	101.47
SSEC	28.48	433.92
SWTOH	11.31	151.53
XMASFUND	12	204
Total Withholdings & Deductions	119.34	1776.91
Net Earnings	340.04	5221.75

4. You can **Print or View** your paystub by clicking the buttons at the top of the paystub page. To download your paystub to your computer, use your browser's File, Save As....feature.

If you choose, you can set up automatic email notifications for when your paystub is available.

5. In the **Automated Notification** box on the left, set the value to **Yes.**

6. Provide the email address where You would like to receive the notification.

7. Click **Submit** to save your settings.