

## **KUDZU'S GREEN INITIATIVE**

Dear Employee:

We are pleased to announce "ATS PrintFreedom™" as an online Pay Stub (Direct Deposit only) service for all Employees. Please take a few minutes to take advantage of this exciting service!

This service is a great benefit for all of us. It will allow you to access your Pay Stub at any time (24 hours a day/ 7 days a week). You will no longer need to wait to get your Pay Stub via mail. Instead, you can access them much earlier and whenever you want via the internet or by text message. By receiving your electronic pay stub electronically or by text, you can:

- Access your statement as soon as it is available
- Print your Pay Stub at your convenience, in your home or at the office.
- Reprint prior paystubs (up to one year). This is useful for home loans and refinancing.
- Obtain additional copies for reprint anytime and anywhere.
- Receive an instant message on your cell phone via text messages as soon as your paystub information is available. \*Standard rates may apply.

You can access your online forms by entering this URL from any PC with Internet connection, <http://www.atsprintfreedom.com>.

Once you have reached the "PrintFreedom" site, here is how you access your online Pay Stub:

1. Enter your Access ID, User Name and Password as specified below.
2. Change your password - you will be prompted to change your password when you login for the first time. **Write down your new password and store it in a safe place.**
3. Select "Update MyEmail" to add or change your email address.
4. **To set up text messages please choose "My Profile" and enter the mobile number you would like to have your check stub information sent to**
5. Select "MyPayStub" to print your Pay Stub
6. To open and view your Pay Stub, **enter the last 4 digits of your Social Security Number as the document open password.**

### **Your current Access ID, Username and Password are:**

**Access ID:** Kudzu

**Username:** The first letter of your first name in addition to your last name. Example: John Doe – Jdoe

\*If this does not work try adding in your middle name. Example: JMichaelDoe

**Password:** (The last four (4) digits of your Social Security number) – **You will be prompted to change your password.**

Once you have completed the login and consent process, you should "Bookmark" or "Add to your Favorites" the new URL, <http://www.atsprintfreedom.com>.

We hope you will enjoy this convenient service. We appreciate the opportunity to provide you with this new and innovative way of viewing and printing your wage information.

**Go ahead and give it a try.... Your Pay Stub is online and waiting for you.**

Sincerely yours,

Kudzu, Payroll Department