



REGISHRG
EMPLOYER HR SOLUTIONS

ELECTRONIC PAYSTUB RETRIEVAL

Dear Regis Worksite Employee,

We are excited to be able to offer you a convenient and safe way to access your paystub and other important information via the internet. In your portal you will have access to view and print your paystubs, your current and past W-2's and other paycheck related items.

Please follow the simple steps below in order to access your personal paystub:

Choose the employee login link on the top right corner. You will be redirected to a new website.

1. Registrations (first time login):
 - a. Click on the Register option
 - b. Complete the requested fields and click continue
 - c. You will receive an email shortly after with an authorization code. When logging in for the first time, please use the authorization code as your password.
 - d. After logging in, please change your password.

2. To see a copy of your check stub:
 - a. Click on the Inquiries tab on the left hand side
 - b. Click on the Check Stub tab
 - c. Click on the date of the check you want to view
 - d. At the bottom of the screen, click on Reprint Check Stub

If you are still having trouble, please call us at 786-272-5305. A Regis representative will be happy to help.