



PAYROLL INSTRUCTIONS

Payroll Access & Pay Statements- Employees receive direct deposit payments weekly on Mondays. The Thursdays prior, you should receive an email labeled “echeck” from Payright Payroll. The Subject line will read, “Your Payroll Information has Arrived”. Almost always, your first email will go to your Spam/Junk folder, so be sure to check there. This email contains a link to Payright’s website where you are able to access your pay statements and timesheets.

If you were never given a Username and Password after training, the following guidelines will help you determine your Username and Temporary Password:

- USERNAME: First three (3) letters of your First Name, with a capital first initial. THEN the First five (5) letters of your Last Name, with a capital first initial. THEN the First three (3) numbers of your social security number. *EXAMPLE: JohSmith012*
- PASSWORD: *Transportation2023!*

At your first log-in, you can use the temporary password and should be prompted to create your own.

If you have any issues logging into payroll (you’re not alone!), don’t hesitate to contact Serena in Human Resources. Payright’s Website has sensitive security requirements and you may be “Locked Out” of your account easily. Serena can unlock you and help set you up with a new password if need be. You may call (508) 791 – 9100 Ext. 120, or email HR@aatransportation.com