Home Instead.
To us, it's personal
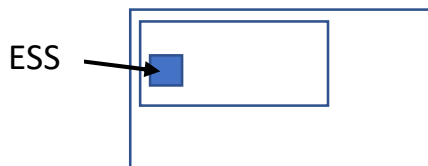
PayPLUS

Go to http://payplus4hisc.com

Click in square ICON on left hand side of screen where it says ESS **(Employee Self Service)**

ESS →

Put in username:
Your user name will be the first initial of your first name, your full last name, and the last 4 of your ssn. **(All lower case, no spaces, no symbols)**

Put in Password:
Your password will be first initial of your first name, first initial of your last name and the last 4 of your ssn. **(All lower case, no spaces, no symbols)**

Example: Name: Carrie Green / SSN: 123-45-6789

Username would be: cgreen6789
Password would be: cg6789

First Time Log In:
If it is your first time logging in it will ask you to enter a new password. **Very important that you just re-enter the same password you've already been given.** Under the password it will ask you for email address verification. Under email verification it will have you choose/answer 3 security questions. After you complete & **save** it will log you in. **You will not be asked to do this every time!**

Click Floppy Disc to save!

How do I view my check stub?
Click on blue date(s) to see current or previous check stubs.

Where do I go if I don't see the check stub I need?
Click on the three dots across from the word Pay to see the check stubs from older dates.

Can I see what I'm claiming on taxes from this site?
Yes. Click on the three dots across from the words Your Info and it will show you what your claiming on your W4(Federal Tax Form) and L4(State Tax Form).

What are the Pay Periods?
We get paid the 10th and 25th of every month. If the pay date falls on Saturday, we get paid Friday before. If pay date falls on Sunday, we get paid the Monday after.

You get paid for training after you work your first shift!

The days worked the **1st – 15th** are paid on the **25th**
The days worked the **16th – the end of the month** is paid on the **10th**

What Holidays are Time & 1/2?
- New Year's Day
- Easter Sunday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

You may obtain more information in your CareGiver Handbook