

E-Stub utilizes Single Sign On (SSO) when accessing the system from within the network. If accessing E-Stub from outside of the network (ex: from home), you will use your 3-4 ID and network/active directory (AD) password for access.

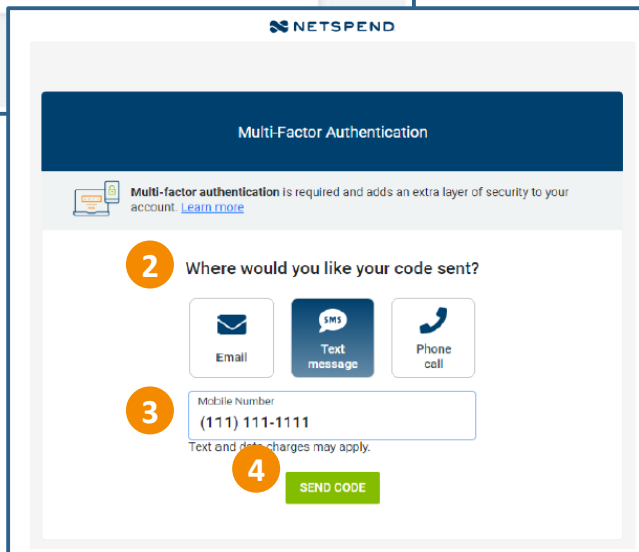
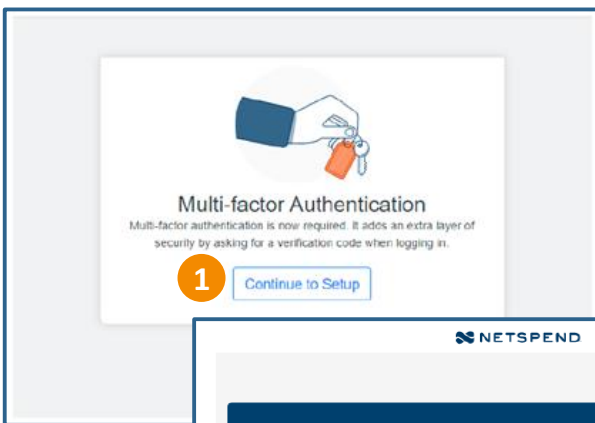
To access E-Stub, go to the website: <https://onlinewagestatements.com/parallon>

When accessing E-Stub from outside of the network, you will be prompted to sign in:

1. In the **User ID** field, enter your 3-4 ID.
2. In the **Password** field, enter your **network/AD password**.
3. Click **Sign In**.

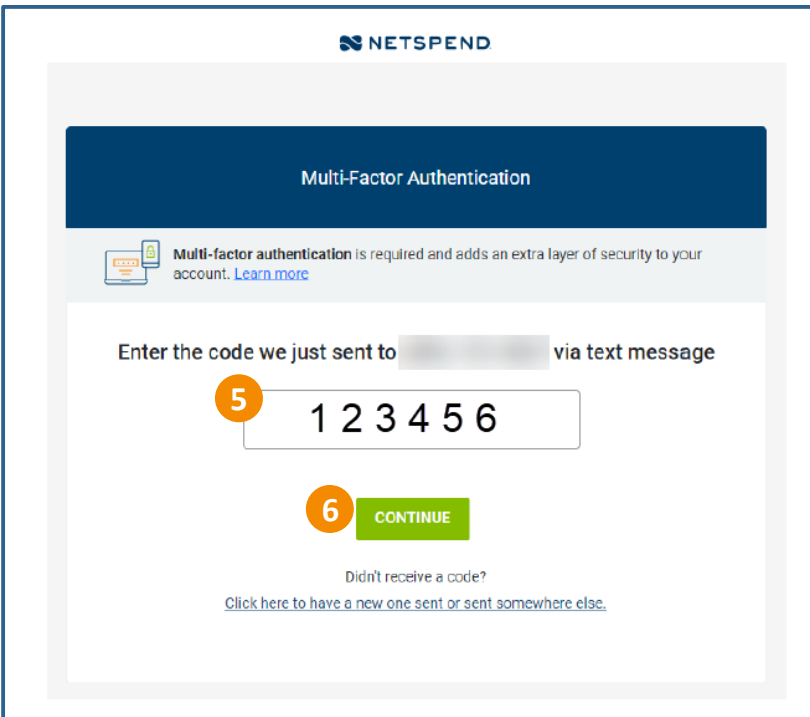
Note: This method allows you to authenticate on the HCA Network and is still considered Single Sign On.

Note: When accessing E-Stub from within the network, you will not need to enter any authentication.



Any user who does not log in with Single Sign On by using one of the above methods will be prompted to set up Multi-Factor Authentication (MFA):

1. Click **Continue to Setup**.
2. Select how you would like to receive your code: **Email**, **Text message**, or **Phone call**.
3. Enter the appropriate information in the next field.
4. Click **Send Code**.



NETSPEND

Multi-Factor Authentication

Multi-factor authentication is required and adds an extra layer of security to your account. [Learn more](#)

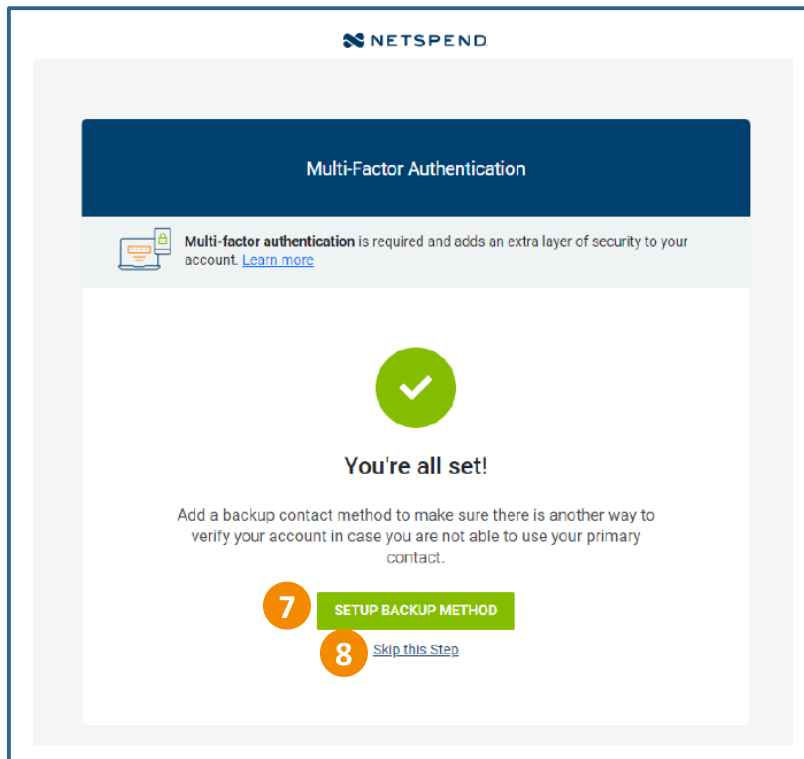
Enter the code we just sent to [redacted] via text message

5

6 **CONTINUE**

Didn't receive a code?
[Click here to have a new one sent or sent somewhere else.](#)


5. Enter the code you received in the space provided.
6. Click **Continue**.



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Multi-Factor Authentication

Multi-factor authentication is required and adds an extra layer of security to your account. [Learn more](#)



You're all set!

Add a backup contact method to make sure there is another way to verify your account in case you are not able to use your primary contact.

7 **SETUP BACKUP METHOD**

8 [skip this step](#)








Next, you are prompted to setup a backup method. This is optional, but we do recommend you select a backup method to ensure you can always access your E-Stub account when MFA is required.

7. Click **Setup Backup Method**, and follow the same process as before, or:
8. Click **Skip this Step** to complete.

Note: You are required to enter a new MFA code when you log in every 45 days. If you access E-Stub from Single Sign On, this is not required.

Note: If you enter your MFA code incorrectly 5 times, you will be locked out of your account for 30 minutes.

E-Stub

-  Current Pay Period
-  Wage Statements
-  Tax Documents
-  Messages
-  My Profile
-  Change Password
-  Logout

You must make an election before proceeding.

E-W2 Election

1 Disclosure Notice

I understand and accept these terms and conditions

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.

An employee only needs to sign up once. If you have signed up previously and not withdrawn your consent to receive your W-2 electronically, you do not need to sign up again. Your election remains in effect until you change it.

An employee who chooses to receive his/her Form W-2 online can also receive a paper copy of the W-2 by contacting the Human Resources Department at your facility. Request for a paper copy does not withdraw the employee's consent for electronic delivery of future W-2 statements. Please only contact the Human Resources Department, if necessary.

An employee who chooses to receive his/her Form W-2 online can change his/her mind and withdraw consent of online delivery. Consent may be withdrawn by logging on to the E-stub website, going to My Profile screen and click on link 'Change My W2 Election'

An employee's withdrawal of consent will be effective within 7 business days of receipt. You will receive a confirmation of withdrawal either in writing or by e-mail. You may wish to e-mail or call the Human Resources department to request a paper copy if request is made after December 20th.

If consent is withdrawn, it will only be effective for those W-2 statements not yet issued.

The provision of an employee's Form W-2 by electronic format will cease upon an individual's termination of employment with all entities or withdrawal from the e-stub program.

The W-2 statements will remain on the e-stub website or through Human Resources for a period of 5 years.

The following hardware/software is required to access your electronic W-2; Internet Explorer 6.0 or higher and Firefox 3.0 or higher.

All employees should be aware that the Form W-2, even when provided electronically, may be required to be attached to their annual tax return, usually the Form 1040. If the W-2 is provided electronically, the employee should print the W-2 and attach it to his/her tax return documents.

Terms and Conditions

Please ensure this is or enter a valid Email Address

2

3

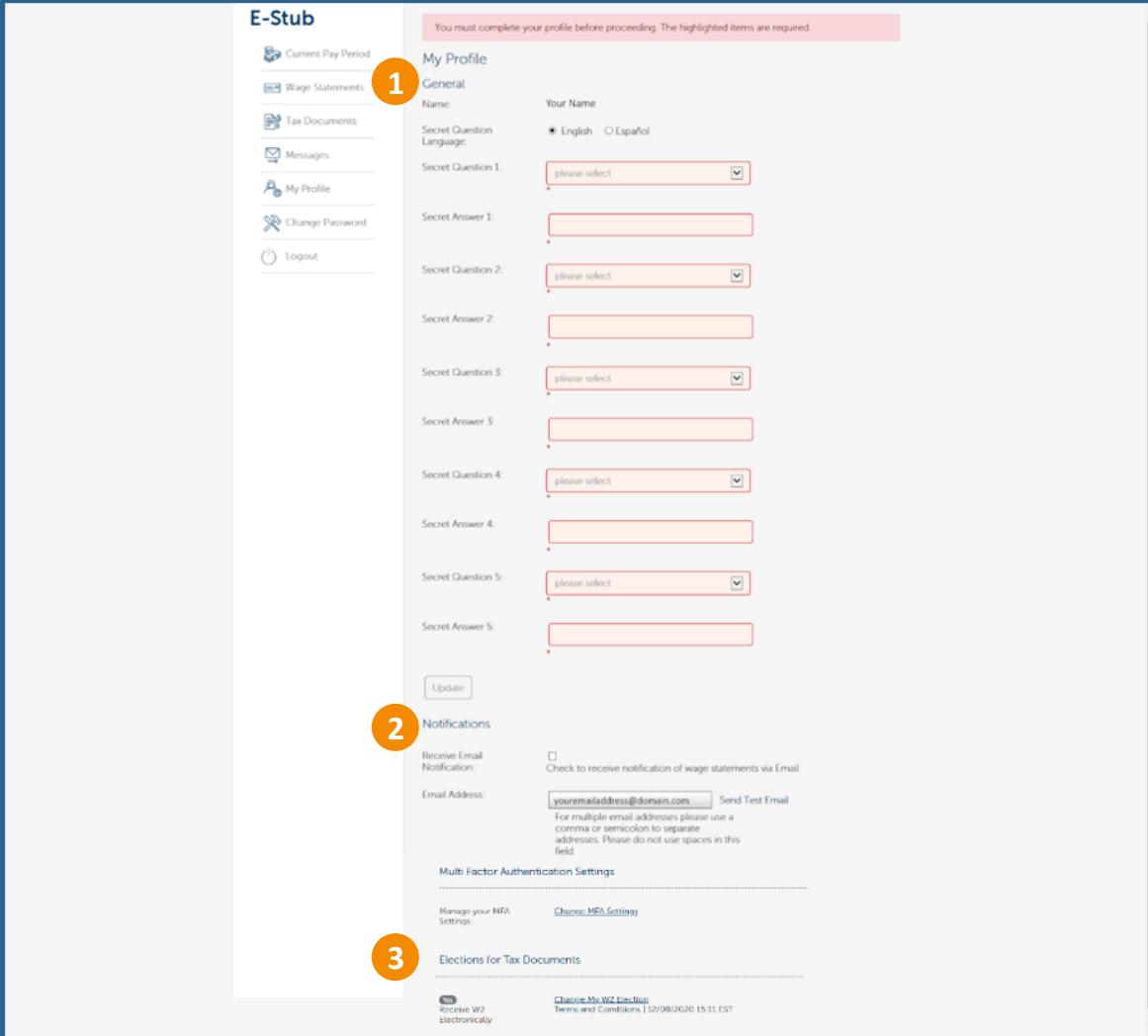
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The E-W2 Election screen appears. When you log in to E-Stub for the first time, you are prompted to choose whether to receive future W2's electronically. To make this election:

1. Read the terms and conditions displayed.
2. If accepting the terms, provide an email address. You will receive an email confirming your acceptance and if you change your election in the future.
3. Click Accept or Decline.
 - **Accept:** Allows you to receive future W2 information electronically.
 - **Decline:** You will receive future W2s in paper format and will not be able to view W2 information electronically.

Once you choose your election, the My Profile page appears.

Note: If the E-W2 option is declined, you will receive this prompt every time you login.



E-Stub

You must complete your profile before proceeding. The highlighted items are required.

My Profile

1 General

Your Name

Name:

Secret Question Language: English Español

Secret Question 1:

Secret Answer 1:

Secret Question 2:

Secret Answer 2:

Secret Question 3:

Secret Answer 3:

Secret Question 4:

Secret Answer 4:

Secret Question 5:

Secret Answer 5:

2 Notifications

Receive Email Notification: Check to receive notification of wage statements via Email

Email Address:

For multiple email addresses please use a comma or semicolon to separate addresses. Please do not use spaces in this field.

Multi Factor Authentication Settings

Manage your MFA Settings: [Change MFA Settings](#)

3 Elections for Tax Documents

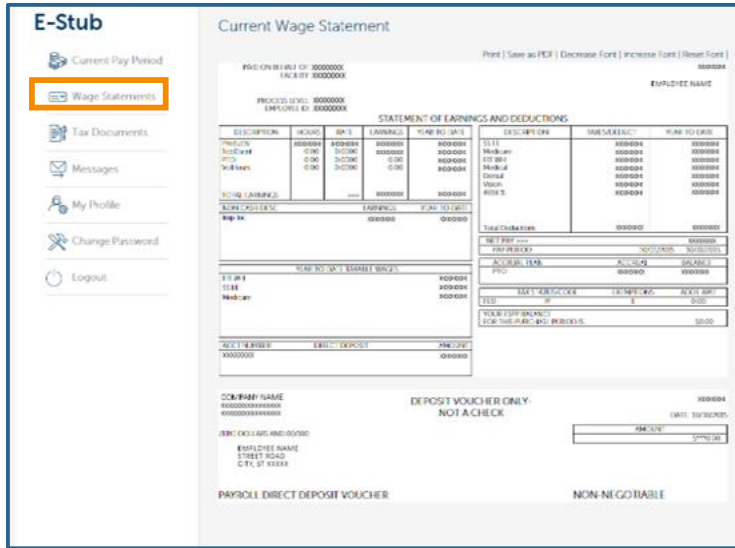
Receive W2 electronically [Change My W2 Elections](#)
Terms and Conditions | 12/08/2020 15:11 EST

Once you have made your E-W2 election, you will be prompted to complete the **My Profile** page.

1. **General:** You must select and answer secret questions. Click the drop down arrows to select the questions and type the answers in the boxes provided. With SSO, these questions will rarely be needed.
Note: Security question answers will be encrypted on your screen.
2. **Notifications:** Notifications are sent to your preferred email address and include a reminder to review your paystub each pay period.
 - a. Check the box next to **Receive Email Notifications** when wage statements are posted.
 - b. In the **Email Address** field, enter your preferred email address.
3. Click **Update** to save your changes.

When you click Update, you will see a note indicating your profile was updated successfully.

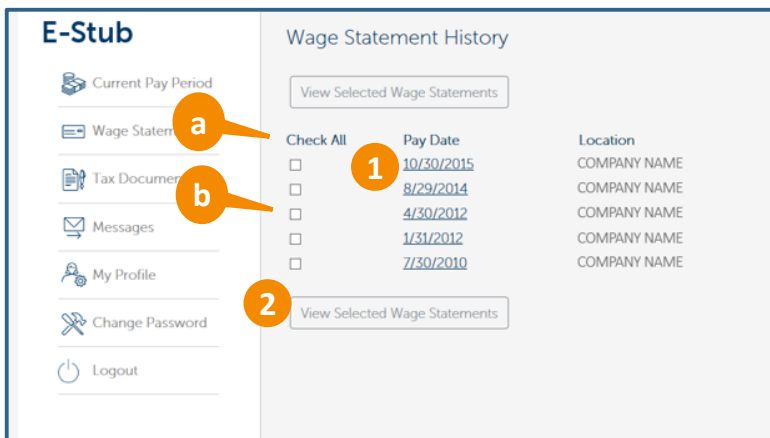
Note: If you provided an email address for your W2 election, the same email address will populate on this screen.



View Previous Wage Statement

Wage Statements allows you to view and print prior pay statements.

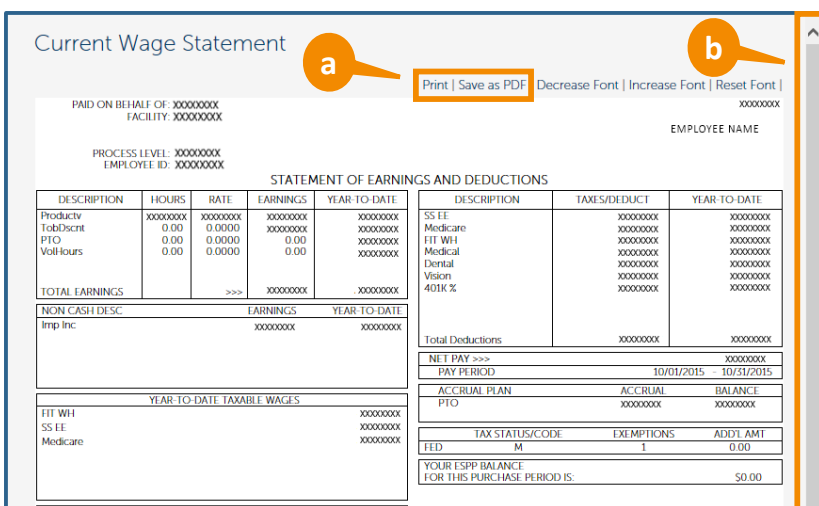
To begin, click **Wage Statements** on the left navigation bar.



The **Wage Statement History** page appears.

To view your wage statement history:

- Choose the statements you wish to view:
 - Click **Check All** to view all statements; or
 - Click in the box next to the statements you wish to view
- Click **View Selected Wage Statements**.



Your chosen wage statements appear.

- To print or save your wage statement, click:
 - Print:** to print your statement
 - Save as PDF:** to save your statement
- To navigate through multiple statements, use the scroll bar to the right of the statements.

Note: The security of your pay stub is of the strictest importance. If you print your E-Stub, remember to keep it safe and confidential.

E-Stub

- Current Pay Period
- Wage Statements
- Tax Documents
- Messages**
- My Profile
- Change Password
- Logout

Current Wage Statement

Print | Save as PDF | Decrease Font | Increase Font

EMPLOYEE ID: 00000000
FACILITY: 00000000

STATEMENT OF EARNINGS AND DEDUCTIONS

DESCRIPTION	INCL	DATE	EARNING	TIME TO DATE	DESCRIPTION	TAX SUBJECT
REGULAR	0.00	01/01/15	000000	000000	SS 111	000000
REGULAR	0.00	01/01/15	000000	000000	Medical	000000
REGULAR	0.00	01/01/15	000000	000000	Medical	000000
REGULAR	0.00	01/01/15	000000	000000	Dental	000000
REGULAR	0.00	01/01/15	000000	000000	Vision	000000
REGULAR	0.00	01/01/15	000000	000000	401K	000000
TOTAL EARNINGS					Total Deductions	
000000					000000	

DEPOSIT VOUCHER ONLY - NOT A CHECK

View Messages

Periodically, important broadcast messages are posted for you to view in E-Stub. You will be required to acknowledge them when logging in to view statements and then they are archived here for future reference.

To view your messages, click **Messages** on the left navigation.

E-Stub

- Current Pay Period
- Wage Statements
- Tax Documents
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Message Archive

Subject	Start	End
Information Protection Reminder	01/20/15	04/30/15
2014 Electronic W-2 Elections	11/20/14	12/26/14
Information Regarding E-Stub Access	01/30/14	04/16/14
2013 Electronic W-2 Elections	11/26/13	12/31/13

The **Message Archive** page appears.

To view a message, click on the name of the message you wish to view.

E-Stub

- Current Pay Period
- Wage Statements
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Test Broadcast Message Attachments

Valid from 3/14/2017 to 3/15/2017

Place [encrypt], (encrypt), or {encrypt} in the subject line of any emails that are sent from your work account and have your W2 attached. Do not download your W2 to a place where others have access.

[Return to Messages](#)

The message appears.

To return to the previous screen, click **Return to Messages**.

E-Stub
Current Wage Statement

- Current Pay Period
- Wage Statements
- Tax Documents
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- My Profile
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Print | Save as PDF | Decrease Font | Increase Font

EMPLOYEE ID: XXXXXXXX
FACILITY: XXXXXXXX
PROCESS LEVEL: XXXXXXXX
EMPLOYEE ID: XXXXXXXX

STATEMENT OF EARNINGS AND DEDUCTIONS

DESCRIPTION	HOURS	RATE	EARNINGS	YEAR TO DATE	DESCRIPTION	AMOUNT	YEAR TO DATE
REGULAR	XXXXXX	XXXXXX	XXXXXX	XXXXXX	SS	XXXXXX	XXXXXX
OT	XXXXXX	XXXXXX	XXXXXX	XXXXXX	Medicare	XXXXXX	XXXXXX
Health	XXXXXX	XXXXXX	XXXXXX	XXXXXX	FIT 401K	XXXXXX	XXXXXX
					Medical	XXXXXX	XXXXXX
					Dental	XXXXXX	XXXXXX
					Vision	XXXXXX	XXXXXX
					401K S	XXXXXX	XXXXXX

TOTAL EARNINGS XXXXXXXX
TOTAL DEDUCTIONS XXXXXXXX
NET PAY XXXXXXXX

EMPLOYEE ID: XXXXXXXX
FACILITY: XXXXXXXX
PROCESS LEVEL: XXXXXXXX
EMPLOYEE ID: XXXXXXXX

DEPOSIT VOUCHER ONLY - NOT A CHECK

View W2 History
If you elected to receive E-W2s, once they are posted for a given year, there will be a new option in the left navigation bar, Tax Documents.

To view any available W2, select **Tax Documents**.

Tax Documents

Type	Tax Year	Company	Date Added
W2	2016	COMPANY NAME	
W2	2015	COMPANY NAME	
W2	2014	COMPANY NAME	
W2	2013	COMPANY NAME	
W2	2012	COMPANY NAME	
W2	2011	COMPANY NAME	
W2	2010	COMPANY NAME	
W2	2009	COMPANY NAME	

Note
You may have more than one W2 in a single year. Please be sure you view all the W2s listed if you do have more than one.

To access a specific statement, select “W2” or “W2-C” next to the Tax Year and Company you would like to view.

Note: You will only see “W2-C” as a type if you received that form for any year.

E-Stub
Available as of 2013, you can use Turbo Tax to import your W-2 information!
This option is NOT available for W-2Cs

- Current Pay Period
- Wage Statements
- Tax Documents
- Messages
- My Profile
- Change Password
- Logout

2016 - COMPANY NAME

Print | Save as PDF | Decrease Font | Increase Font | Reset Font

2016 W-2 and EARNINGS SUMMARY
This form details your final 2016 Payroll Earnings

1. Wages, tips, other comp	2. Federal income tax withheld	3. Social security wages	4. Social security tax withheld	5. Medicare wages and tax	6. Medicare tax withheld	7. Control number	8. Employer use only
XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

W-2 Wage Reconciliation

	Federal Wages	SS Wages	Medicare Wages
Gross Pay	XXXXXX	XXXXXX	XXXXXX
Less: Med/Dent	XXXXXX	XXXXXX	XXXXXX
Vision	XXXXXX	XXXXXX	XXXXXX
401K %	XXXXXX	XXXXXX	XXXXXX
W2 WAGES	XXXXXX	XXXXXX	XXXXXX

Your W2 statement appears.

As a reminder, it is extremely important to protect the information located within the E-Stub system. You must log out of the system once you’ve finished viewing your electronic statements.
To log out of E-Stub, click **Log Out** and close your browser.

Note: Closing your browser is necessary to ensure you are logged off of the E-Stub system.