



PAYSTUB INSTRUCTIONS

Dear Valued Employee,

Payroll is processed weekly. Every Friday you will receive pay from the PREVIOUS week. For example, should you start today, you will receive pay the following Friday and not this current Friday.

Instructions on how to get access to your paystubs are as follows:

1. Go to our website: xpandstaffing.com
2. Click on the right corner "Employee Payroll" button
3. Click on the "register" button
4. Complete the Registration page and click "Continue"

An email will be sent to you that will contain your password. Once the password email is received, you may return to the login page and log into your account. You may also wish to change your password. Simply follow the instructions from the menu "Password Change".