

Stan Koch & Son's Trucking, Inc.

Employee Self Service Information

Koch Companies is a paperless payroll. A self-service tool – Ceridian Self Service – provides employees with online, anytime access to personal information and earnings statements. We are expanding this tool to include all the forms you need, FAQ's, and online benefit enrollment. The information below will help you access these tools. What for updates as we increase functionality of Self-Service.

How do I log into Self Service?

1. You can connect directly to the Self Service site from your home PC at this Internet address: <https://sss2.ceridian.com/kochcompanies>
2. You will be prompted to enter your User Name and Password on the login page.
User Name: The first initial of your first name and your full last name (example: John Smith = JSmith)
First Login Password: KochXXXX (The last four digits of your social security number)
3. Once you have successfully logged into Self-Service for the first time, you will be required to change your password. Your password must be a minimum of 8 alpha numeric characters and one capital letter. Remember to enter a password reminder phrase.

What if I forget my password?

- Enter user id and click on '*Need a Password Reminder?*' you will see the password reminder phrase that you entered appear on the screen.
- Enter user id and click on '*Forget your password?*' you will receive an email with a new randomly generated password. The email will be sent to the email address that is stored in the HR/Payroll system.
- If you enter the wrong password 4 times, your account will become disabled. You will receive a new password from Payroll.

How Do I View my Check Stub?

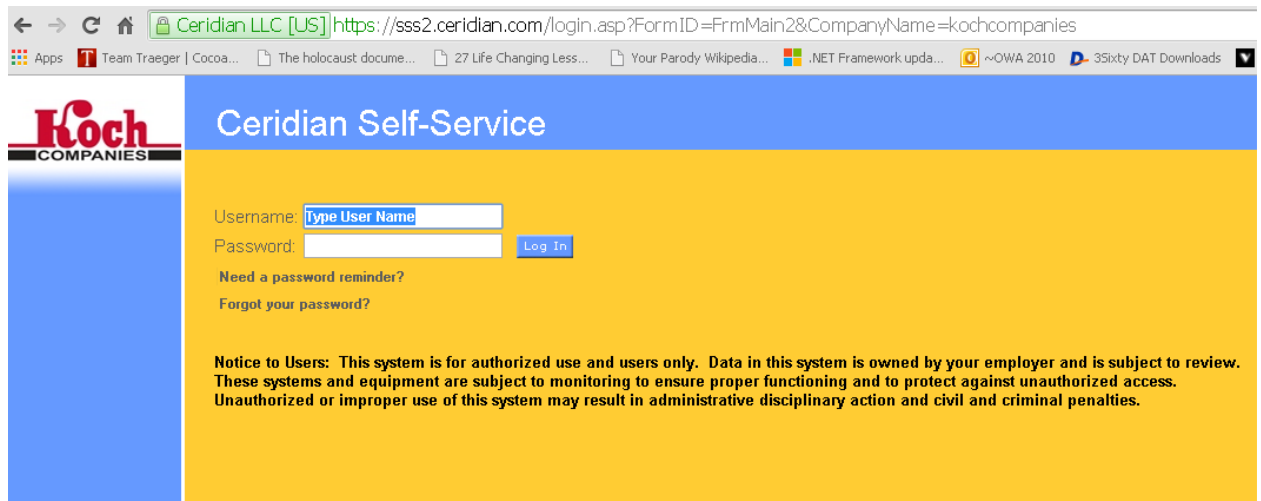
- On the main page of Self Service, click on the "Earnings Statements" link.
- Your check history will be listed by date. Click on the check number to open the earnings statement.
- Employees may view an earnings statement on the screen or click 'Printable Copy' to print.

How to I find the forms I need on Self-Service?

- Log in to Ceridian Self-Service
- In the area called Company Information click 'Company Document Search'
- Click 'Search'
- Click on the document you want to download for printing. This may take a minute.

Ceridian Self-Service Website Cheat Sheet

- **Getting to Ceridian Self Service from a URL:**
<https://sss2.ceridian.com/kochcompanies>

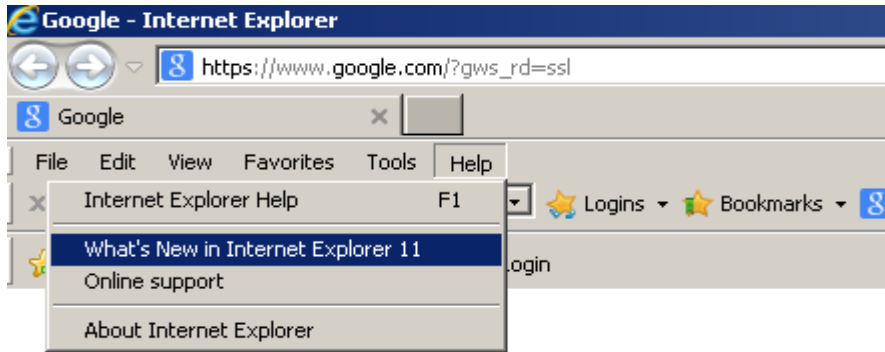


The screenshot shows a web browser window with the URL <https://sss2.ceridian.com/login.asp?FormID=FrMMain2&CompanyName=kochcompanies>. The page features the Koch Companies logo on the left and a blue header with the text "Ceridian Self-Service". The main content area is yellow and contains a login form with the following elements:

- Username:
- Password:
- Log In button
- Need a password reminder?
- Forgot your password?

Below the form, there is a notice to users: "Notice to Users: This system is for authorized use and users only. Data in this system is owned by your employer and is subject to review. These systems and equipment are subject to monitoring to ensure proper functioning and to protect against unauthorized access. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties."

- **What level of browser you should be using**
 - Chrome:** Any version
 - Internet Explorer:** **10 or 11** (ONLY – earlier versions will not work properly)
(IE 10 & 11 will only work with Windows 7, Windows 8 or soon to be released Windows 10)
 - Firefox:** Any version
- **How to check your browser version & update your browser if you have an old one.**
In Internet Explorer: Click on "HELP" and the following window should appear to show Your current version. (Internet Explorer)



If you are not using Internet Explorer version 10 or 11, then you will need to use either Chrome or Firefox browsers.

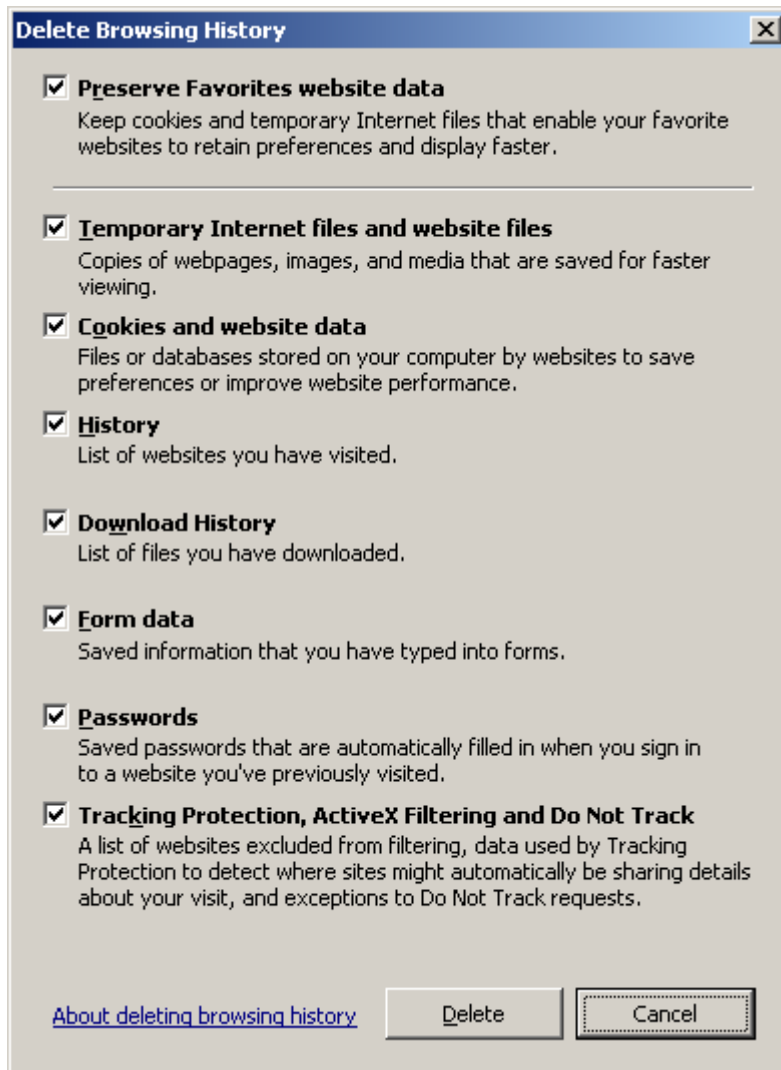
This link is for Internet Explorer 10 & 11 (Windows 7 & 8 Only)

Internet Explorer can be downloaded manually from:

<http://www.microsoft.com/en-US/download/internet-explorer.aspx>

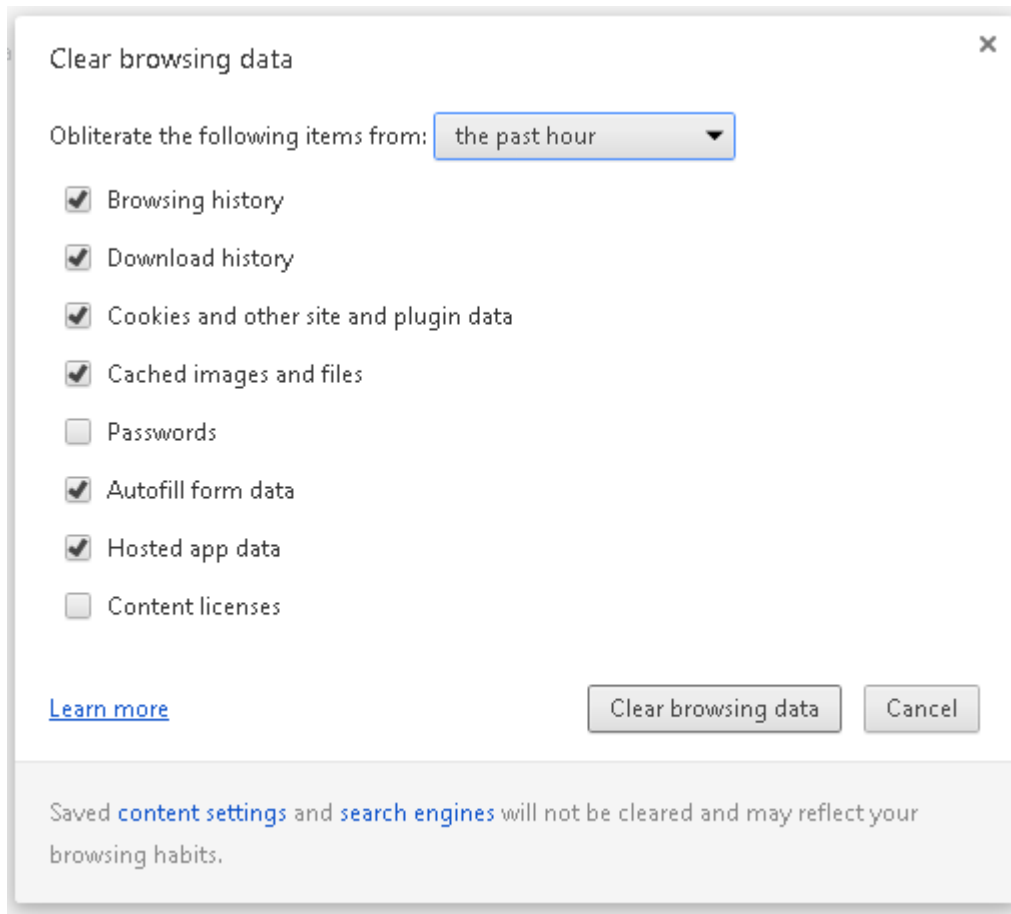
- **How to clear Internet Explorer & Chrome browser cache:**
Hold down the **[CTRL][SHIFT][DEL]** keys

Internet explorer should present the following window:



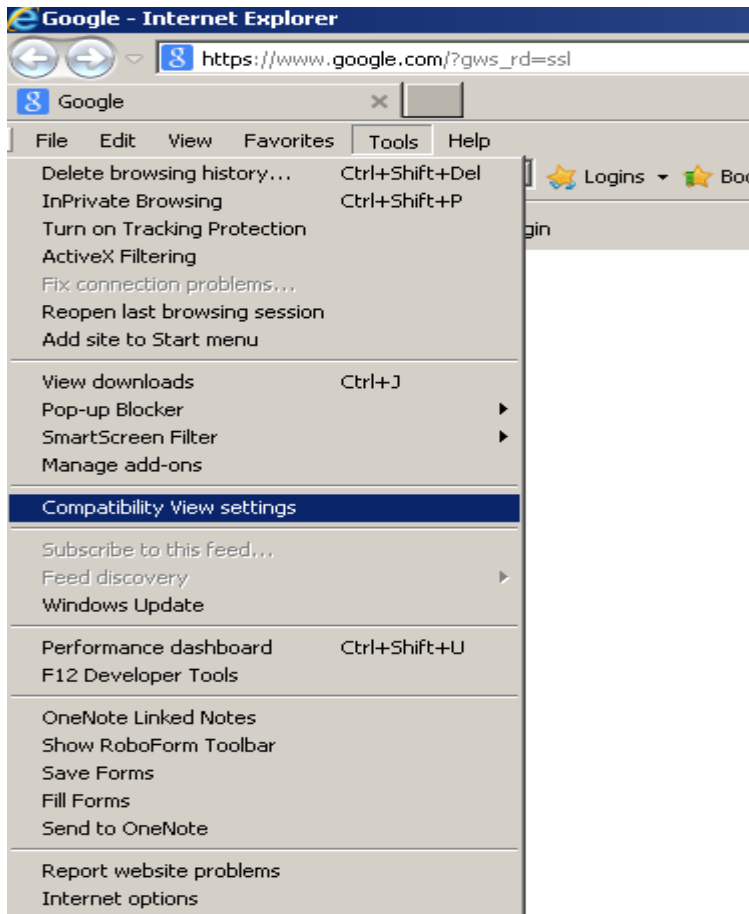
Chrome should present the following window:

Hold down the **[CTRL][SHIFT][DEL]** keys

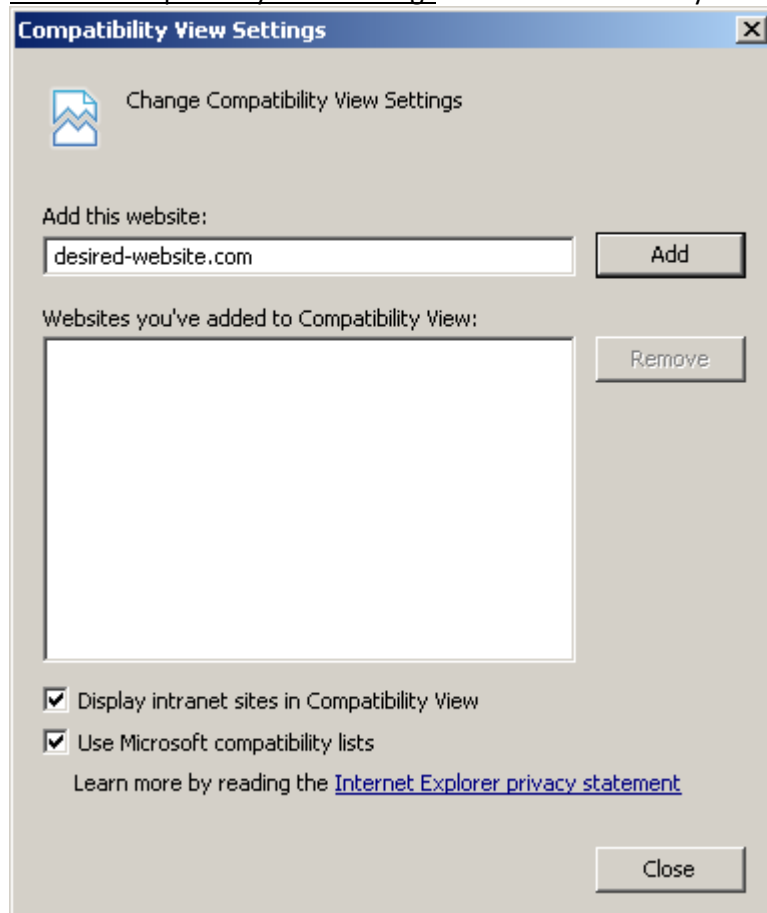


- **How to enable compatibility mode, etc...(Internet Explorer / if necessary)**

Press [ALT][T] at the same time to open the following window:



Click on [Compatibility View Settings](#) and add the website you are trying to open.



For help with issues with accessing the Self Service website:

For Password issues or password resets, call:

Office and shop personnel: Carol McClurg / 763-302-5481
Drivers: Driver Settlements / 763-302-5413

For issues with website functionality, email the below address:

Ceridiansupport36@ceridian.com