

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: Driver ID number (example: 017482)
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.