

# **Introduction to EmployeeXperience**

## **A PrimePoint Self-Service Technology**

As of January 1, 2017, WTPS will be using PrimePoint as our payroll processing company. Therefore, all WTPS employee paystubs generated for the January 13<sup>th</sup> pay and dates forward will be available on the PrimePoint self-service payroll website, EmployeeXperience.

**You will find instructions for registering your PrimePoint/EmployeeXperience account below.**

However, please review these additional tips and information regarding the EmployeeXperience:

- **The EmployeeXperience Enrollment Code is WTBOED.**
- When you register, please be sure to retain your username and password in a safe place. The payroll department will not have access to your password, therefore be sure to register your account with an email that you can regularly access.
- Be sure to click “Logout” when exiting your EmployeeXperience portal. Failure to do so may cause your account to lock.

**Should you have any questions, please email us at:**

**[payroll@wtps.org](mailto:payroll@wtps.org)**



## Enroll Today

### Here's how:

- ▶ Access [www.primepoint.com](http://www.primepoint.com)
- ▶ From the Homepage click:  
"EmployeeXperience Login"
- ▶ On the login page click:  
"Need to Enroll?"
- ▶ Follow the on-screen instructions



This site is mobile-friendly

Your employeeXperience®  
Enrollment Code is:

WTBOED

For help, go to [www.primepoint.com](http://www.primepoint.com) > Support > EmployeeXperience® Help