

How to Enroll to Receive Your Payroll Statement by Email

Purpose:

Provide J. Ranck Electric, Inc, employees the basic steps to sign up to have their pay statement sent to their personal email address.

Prerequisite:

- Current JRE employee

Who's Responsible:

- All employees

Process:

- Go to the J. Ranck Employee Dashboard
- Access the page by using this QR code:



- Or type the URL link in your browser: <https://apps.jranck.com>.
- On the main page after you log in, select your image on the top right of the screen.
- Select My Account for the drop-down list:

J. RANCK ELECTRIC, INC. DASHBOARD HR IT SAFETY

Signed in as kzeien@jranck.com

My Account

Clear Site Cache

Log Out

HR Dashboard

Safety Resources

- You will be directed to a page where you can enter your signup information.
 - This will take you to a form and information page. In the Settings section, check the box labeled “Email me my paystubs”. You can then enter a valid email address in the Email box. Then click on the Save Changes button.
 - **IMPORTANT!** By entering a personal email address, you are assured that any final pay statements are received as any jranck.com email addresses are invalid once an employee leaves J. Ranck Electric, Inc.

J. RANCK ELECTRIC, INC. DASHBOARD HR IT SAFETY

ME

My Account

Zeien, Kyle
kzeien@jranck.com

Information Technology
IT Programming & Reports Manager

Manager
Allen, Lonna

Mobile Phone
(989) 941-6860

Office Phone
(989) 334-3167

Settings

Email me my paystubs

Email *

Save Changes

- You may also contact the IT Department. Their staff can also sign you up.

Troubleshooting:

- For technical issues submit a ticket to IT support@jranck.com