



Payroll Self Service Portal

Through this portal, you have access 24 hours per day, 7 days a week to a wide range of your information.

Through Payroll Self Service, you can:

- ◆ View/Print your pay stub
- ◆ Change Name, Address, Telephone and Email
- ◆ View/Print W-2's
- ◆ Consent to electronically receive your W-2
- ◆ View/Modify your tax withholdings

With Payroll Self Service, you can stay connected, get easy access to the information that you need and make changes to your personal information. It's one way to make your work—and your life—better.

How to Access your information:

1. Go to www.classicburgers.com
2. Go to Employees Tab
3. Click on the Payroll Self Service link
4. Username: 1st Initial, Last Name, Last 4 of SSN (ex. Ssmith1234)
5. Password : Social Security number with no dashes (ex. 123456789)

The first time you log into self service, you are required to change your password and answer security questions. Your new personalized password must meet the following requirements:

- ◆ Must be at least 15 characters long,
- ◆ Must contain at least
- ◆ One (1) upper-case letters
- ◆ One (1) lower-case letters
- ◆ One (1) numbers
- ◆ and One (1) special characters

Example: Wendyspayroll101!

Complete instructions on how to navigate and log in to the system are also available at www.classicburgers.com under the Employees tab

If you have any questions, please contact payroll via email at payroll@classicburgers.com. We hope you will enjoy this self service solution.