

## ReadyPay Today is now available Online and in the Proliant App!!

## Introduction

The ReadyPay Today service allows you to have early access to your earned wages. Any money that is withdrawn early will be subtracted from your next check.

You can enroll and withdraw funds from either online, or the Proliant pp. The Proliant App is available on <u>Google Play</u> and the Apple App Store. You can also access Proliant on any device via the web at <a href="https://www.readypayonline.com/">https://www.readypayonline.com/</a>.

You will need to enroll in **ReadyPay Today** using a company issued pay card.

## ReadyPay Today in Employee Self Service

You will get a pay card from your General Manager (GM) if you don't already have one. Your GM will fill out the form and forward it to the office.

Login to your account- Your Username will GA6332 + The first four letters of your first name and first four of your last name. Example Username for Johnny Smith GA6332JohnSmit.

Your password was set up when you were hired. If you don't have your password, contact your GM for it to be reset.

Once you have Logged in to Proliant, you can click the **ReadyPay Today** tab at the top of the page. If you are not already enrolled, click the **Enroll in ReadyPay Today** button.



# ReadyPay Today

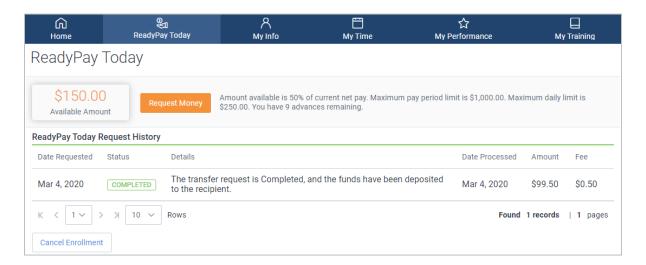
- ReadyPay Today allows you to take 50% of your net pay before regularly scheduled payday.
- You may request these funds 4 times per pay period.

After enrolling, you will be able to view the amount you have available to withdraw. You can also see the history of any amounts requested.

To withdraw an amount, click Request Money.

#### ✓ Expert Tip:

You can cancel your enrollment at any time by clicking the Cancel Enrollment button.



Enter the desired amount, confirm the details, then click Transfer.

#### ✓ Additional Information:

You will be able to withdraw 50% of your pay the day after you work. You can make four withdrawals in a pay period. Check your Payroll Calendar in the crew room for reference.



If you need additional assistance call Crystal at 256.883.6364 x-117 or email mcd.ctidmore@gmail.com .

We would love to hear your feedback!