

Town of Westwood

Commonwealth of Massachusetts



Office of the Finance Director

TO: All Employees
FROM: Pam Dukeman, Finance Director
Marie O'Leary, Town Accountant
DATE: January 23, 2018
RE: Enhanced Payroll Online Service

As part of enhancements we are making to our payroll process, we will be utilizing an updated on-line payroll access service entitled "*Employee Forward*".

This new, on-line access begins with the January 25 payroll and will replace the payentry.com system.

All of the information with which you are familiar on the "payentry" system will also be available in the "*Employee Forward*" system. Additional enhancements, such as access to W-2's, will be added in the near future.

Initial Sign on to New "Employee Forward" Access

You will receive an email directly from "Employee Forward". The email will provide a link that you can easily click to set up your own username and password. This will be an easy process and you will see all of your information from the prior system.

- The email will come from no-reply@employeeforward.com.
- Please check your junk and clutter folders if you do not receive the email.

Please follow the easy instructions to set up your account.

Using the System after Sign On

Once you are signed up and registered, going forward you will be able to access your payroll information at <https://www.employeeforward.com>.

Please contact Marie O'Leary (moleary@townhall.westwood.ma.us) if you have any questions. Thank you for your cooperation as we proceed with this new and improved payroll service.