

Welcome to Gusto!



Onboarding Guide | Employees

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Meet Your Gusto Team

Hi there, nice to meet you!

We have a world-class customer support team here to help with any questions you may have.

For customer support or questions:
support@gusto.com / (800)
936-0383 / find us on online chat
when you're logged into your
account!



What is Gusto?

Gusto is **payroll, HR, and benefits** for the modern business.

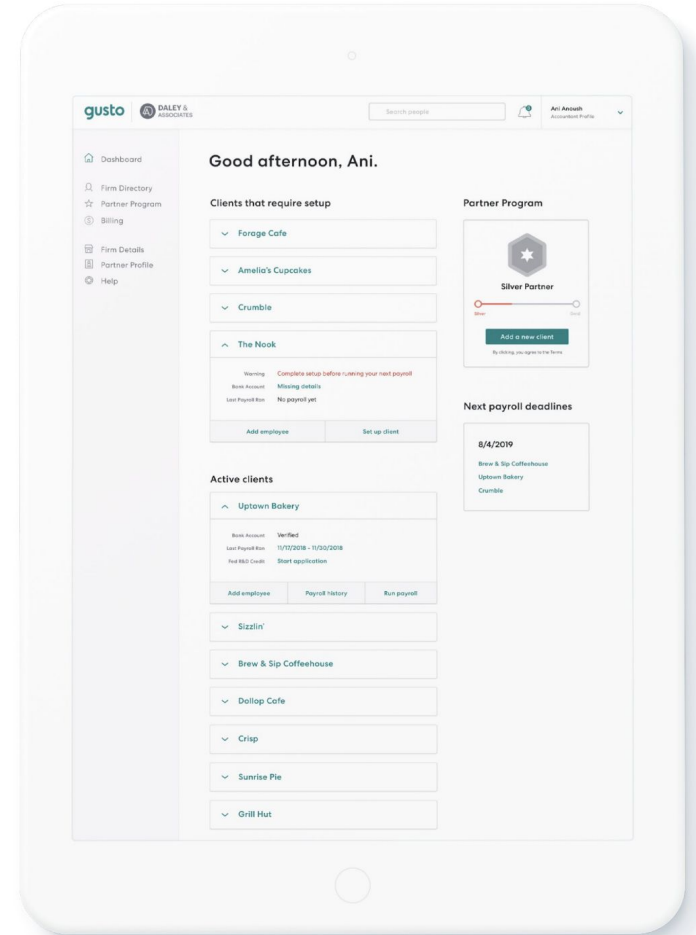
We automate your employee details, paystubs, and W-2s.



Your Dashboard

You have the power to control your information.
From your dashboard you can:

- View your team, your paystubs, benefits, and time off
- Update your email, home address, or emergency contact
- Add a bank account or edit your withholdings
- View your documents and retrieve your W-2 forms
- + [more!](#)



Quick Links



[Gusto employee
how-tos](#)

[Access your Gusto
account](#)



[Make a payday
email private](#)



[View your paystubs](#)



[Email notifications](#)



[Change your email
or password](#)



[View & sign your
personal forms](#)

Add a bank account

Add a bank account

Click the **Job & Pay** tab

Click **+ Add Method** under the **Payment Methods** section

gusto 📅 📁 **Elda Schuster**
Employee · Dietrich-Prohas...

Job & Pay

Employment Details
Start Date 10/07/2019

Employment Status
Status Full Time (30+ Hours Per Week)

Work Address
Current Address **912 Silver St., Suite 1966**
San Francisco, CA 94107
Phone: 416-000-0000
[Manage Work Address](#)

Payment Methods
Payment Method Direct Deposit

#1: Bank Account Checking Account XXXX2731
Checking
[+ Add Method](#)

Federal Taxes
Filing status Single [edit](#)

Compensation
Employee type Paid by the hour
Job title Office Administrator
Wage \$37.00 per Hour
Default hours 40.0

Year to date statistics
Hours worked 120.00
Net salary \$3,365.13
Federal tax \$640.68
State tax \$123.39
Employer cost \$5,139.30
[Employment summary](#)

Update your withholdings

Update your withholdings

Click the **Job & Pay** tab

Click **edit** next to federal or state tax settings

Job & pay

Employment Status
Status Full Time (30+ Hours Per Week)

Work Address
Current Address **912 Silver St., Suite 1966**
San Francisco, CA 94107
Phone: 416-000-0000
[Manage Work Address](#)

Payment Methods
Payment Method Direct Deposit
#1: Bank Account Checking Account [edit](#)
XXXX2731
Checking
[+ Add Method](#)

Federal Taxes
Filing status Single [edit](#)
Multiple jobs No
Dependents \$0.00
Other income \$0.00
Deductions \$0.00
Extra withholding \$0.00

California Taxes
Filing Status Single [edit](#)
Withholding Allowance 1
Additional Withholding \$0.00

Job title Office Administrator
Wage **\$37.00 per Hour**
Default 40.0 hours

Year to date statistics
Hours worked 120.00
Net salary \$3,365.13
Federal tax \$640.68
State tax \$123.39
Employer cost \$5,139.30
[Employment summary View](#)

View your paystubs

View your paystubs

Click the **Paystubs** tab

Click **View Paystub** and view, download, or print paystubs

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- Dashboard
- People
- Paystubs**
- Time off
- Benefits
- Giving
- Personal details
- Job & pay
- Referrals
- Documents
- Help

Paystubs

This is where you can find all of your paystubs and view an in-depth report of each of them below. You can also download all of your paystubs for a year at once.

2020 Paystubs [Download](#)

Pay date	Check Amount	Action
10/02	\$1,121.71	View Paystub
09/18	\$1,121.71	View Paystub
09/04	\$1,121.71	View Paystub

Year to date statistics

- Hours worked: 120.00
- Net salary: \$3,365.13
- Federal tax: \$640.68
- State tax: \$123.39
- Employer cost: \$5,139.30
- Employment summary [View](#)



Work with Gusto.

