



# Life Maid Easy

## QuickBooks Access for Employees (EMPLOYEE COPY)

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### **Step 1: Set up your W-2 and Direct Deposit Instructions - New Employees must do this once**

You will receive an email in your inbox. Follow the instructions below so that you are set up for tax withdrawals and Direct Deposit.

**Email Subject:** "Life Maid Easy needs info to get you paid" → Click "Get set up" → Enter your TurboTax password or Create a New Account → Click **Next** and fill out Personal Information and Direct Deposit Information

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### **Step 2: Quickbooks Access for Current Employees**

*Your pay stubs are always available. Once your check is deposited, follow the steps below to see your pay and tax details.*

1. Set up your Workforce account if you haven't before (see instructions above).
2. Sign in to [workforce.intuit.com](https://workforce.intuit.com).
3. Select **Paychecks**.
4. Select the appropriate date range. You can view multiple paychecks up to one year at a time.
5. Do one of the following.
  - Select **Download** on the pay stub you want to download
  - Select a pay stub to open and view, download or print it
  - If you see a **Download all** button below the paycheck list, select that to download all of your pay stubs at once (this is not available for everyone)

## **Pay Deposit Schedule**

Life Maid Easy's pay period is **Thursday through Wednesday**. This means you get paid for Thursday, Friday, Saturday and Sunday, Monday, Tuesday and Wednesday. Paychecks are deposited on Friday's (unless there is a bank holiday, in which case they are deposited on the next business day).