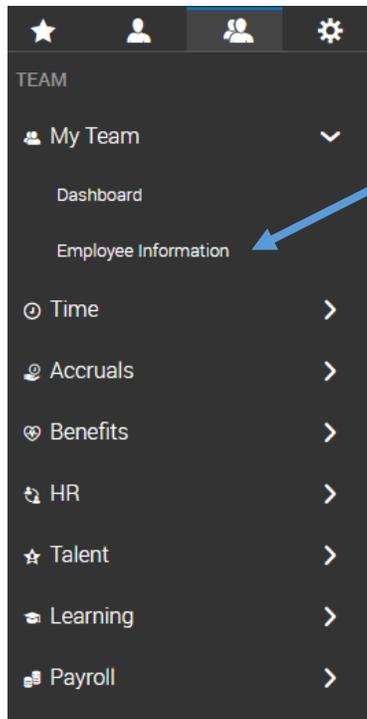


CENTRALLY HR (CHR) Accessing employee pay statement

Login to CHR and go to My Teams.



1. Go to Employee Information.

← Employee Information

HIRE TERMINATE REHIRE VIEW

Page 1 of 1 1-2 of 2 Rows Saved: [System]

Columns (3) 3

	Employee ID	Badge	Username	First Name	Last Name	Employee EIN	In Payroll	Locked	Worked 600 Hours (for Basic Life)	WC Job Title	Employee Status
	starts with	-	-	starts with	starts with	starts with	All	All	-	-	Terminated
<input type="checkbox"/>	3006		MHutcherson3006	TestMarina	Employee	Roman Catholic Bishop of Salt Lake City	No	No			Testing
<input type="checkbox"/>	TestE		TestE	Test	Employee	Roman Catholic Bishop of Salt Lake City	No	No			Testing

2. Type in employee First or Last Name or Both. Hit Enter.

CENTRALLY HR (CHR) Accessing employee pay statement

3. Click on the Employee Quick Links.

The screenshot shows the 'Employee Information' page for Marinelle Cline. A modal window titled 'Employee Quick Links' is open, displaying several options. A blue arrow points from the 'Employee Quick Links' text in the instruction box to the modal window. Another blue arrow points from the 'Pay Statement History' option in the modal to the instruction box below.

EmpL...	Badge	User...	First ...	La...	Employee EIN	In Pa...	Locked	WC J...	E...
starts with		=	starts with	starts with	starts with	All	All	=	! =
				cline					Terminated

Employee Quick Links

MC Marinelle Cline (Roman Catholic Bishop of Salt Lake City)
Employee ID: 691

- Account Audit Trail
- Pay Statement History
- Pay Statement Records History
- View ACA History
- View Benefits Statement
- View Organization Chart

CLOSE

4. Click on Pay Statement History.

5. Click on **Pay Dates** or **Filter** to choose needed paydate.

The screenshot shows the 'Pay Statement History' page. At the top, there are filters: 'Pay Dates: This Month', 'Marinelle Cline (Roman Catholic Bishop of Salt Lake City)', and 'Show Only Finalized Payrolls'. A blue arrow points from the 'Pay Dates' filter to the instruction box. Another blue arrow points from the 'Filter' icon to the instruction box. Below the filters is a table with one row of data.

Employee Id	First Name	Last Name	Employee EIN	Employee Status	Type	Status	Calc Status	#
starts with	starts with	starts with	starts with	=	starts with	starts with	starts with	=
691	Marinelle	Cline	Roman Catholic Bishop of Salt L...	Active	Regular	Finalized	Done	-14865

CENTRALLY HR (CHR) Accessing employee pay statement

6. Under Type, click on down arrow and choose a filter.

Emp#	First Name	Last Name	Employee EIN	Emp#	Type	Status	Calc...	#	Pay...	Gross	Debit...	Tax...
691	Marinelle	Cline	Roman Catholic Bishop of Salt Lake City	Active	Regular	Finalized	Done	-14865	09/11/2020	\$1,746.16	\$53.50	\$39
691	Marinelle	Cline	Roman Catholic Bishop of Salt Lake City	Active	Regular	Finalized	Done	-16606	09/25/2020	\$1,746.16	\$53.50	\$38
Report Total										\$3,492.32	\$107.00	\$78

Filters sidebar: Type dropdown menu is open, showing options: Calendar Range, Date Range, Pay Period, Expression, Specific Payroll, Payroll Filter. 'Calendar Range' is selected.

7. Under Date Range, choose a filter.

Employee Id	First Name	Last Name	Employee EIN	Employee Status	Type
691	Marinelle	Cline	Roman Catholic Bishop of Salt L...	Active	Regular

Filters sidebar: Date Range dropdown menu is open, showing options: Current (Today, This Week, This Month, This Year, This Quarter), Past (Yesterday, Last Week), Last Month, Last Quarter, Last Year, Last N Days, Future (Tomorrow, Next Week, Next Month, Next Quarter, Next Year, Next N Days). 'Last Month' is selected.

8. Click Apply.

CENTRALLY HR (CHR) Accessing employee pay statement

← Pay Statement History

Page 1 of 1 1 - 2 of 2 Rows Saved: [System] Pay Dates: Last Month Marinelle Cline (Roman Catholic Bishop of Salt Lake City) Show Only Finalized Payrolls (3)

	Employee Id	First Name	Last Name	Employee EIN	Employee Status	Type	Status	Calc Status	#
	starts with	starts with	starts with	starts with	=	starts with	starts with	starts with	=
<input type="checkbox"/>	691	Marinelle	Cline	Roman Catholic Bishop of Salt L...	Active	Regular	Finalized	Done	-10945
<input type="checkbox"/>	691	Marinelle	Cline	Roman Catholic Bishop of Salt L...	Active	Regular	Finalized	Done	-12388

9. Click on Preview Pay Statement to view.

Pay Statement Preview: [Redacted] 07/30/2020

Hide All

This pay statement has been finalized.

Voucher # (9018) Pay Date: 07/30/2020
Pay Period: 07/01/2020-07/31/2020

Earnings				Company Paid Benefits - Continued			
Rate	Hours	Current	YTD	Current	YTD		
401A			1,710.78	FICA	249.24 1,709.34		
LIFE			13.20	MEDI	58.29 399.77		
REG	30.28 160.00	[Redacted]		Total	1,359.43 7,652.01		
Gross Pay							
Hours Worked 160.00							
Hours Paid 160.00							
Deductions				Current	YTD		
FH125				825.00	5,775.00		
Taxes Withheld				Taxable	Taxable YTD	Current	YTD
FIT				4,020.00	27,570.00	201.48	1,341.96
FICA				4,020.00	27,570.00	249.24	1,709.34
MEDI				4,020.00	27,570.00	58.29	399.77
SIT UT				4,020.00	27,570.00	175.81	1,195.03
Total							
Net Pay							
Check				0.00			
Checking (8096)							

Previous Download PDF

10. Click on Download PDF to print or save.