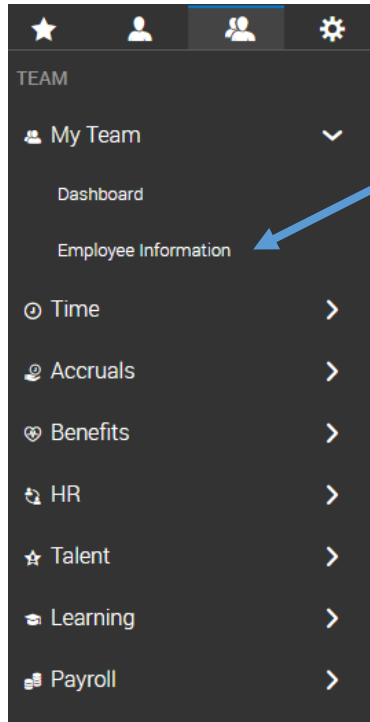


CENTRALLY HR (CHR) Accessing employee pay statement

Login to Centrally HR (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.

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. Id	First Name	Last Name	Employee EIN	Emp. Status	Type	Status	Calc. Status	#	Pay Dates	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

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

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	

Report Total

9. Click on *Preview Pay Statement* to view and then download the statement to print or save.