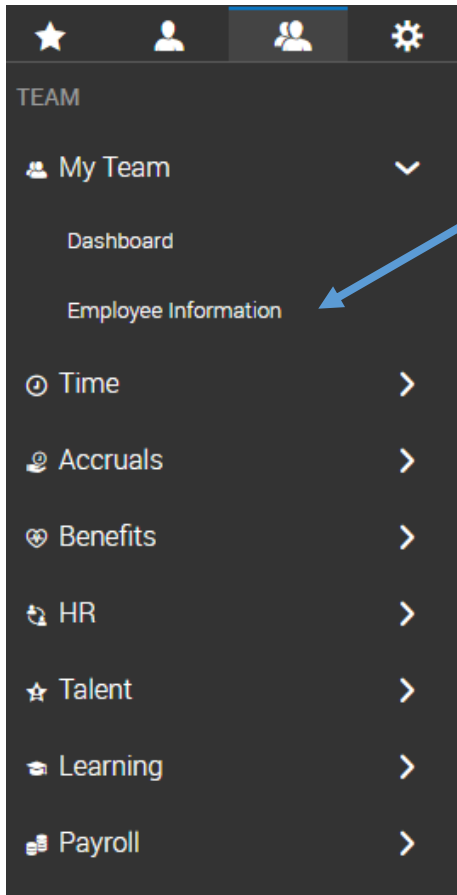


CENTRALLY HR (CHR) Accessing employee pay statement

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	-	-	-
			test	employee							Terminated
<input type="checkbox"/>			3005	MHutcherson3005	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 for step 4.

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 bubble to choose needed payday.

The screenshot shows the 'Pay Statement History' page. A blue arrow points from the 'Pay Dates bubble' text in the instruction box to the 'Pay Dates: This Month' bubble on the page. The page displays a table with columns for Employee Id, First Name, Last Name, Employee EIN, Employee Status, Type, Status, Calc Status, and #.

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

← Pay Statement History

Page 1 of 1 1 - 3 of 3 Rows Saved: [System] Pay Dates: Last And Current Months Marinelle Cline (Roman Catholic Bishop of Salt Lake City)

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

Report Total

Filters

Global Column Custom

Pay Dates

Type
Calendar Range

Date Range
Last And Current Months

Selected range Aug 01 - Sep 30, 2020

Employee Filter
Employees (1)

Settings

Show Only Finalized Payrolls

Last Day Paid

6. Under Pay Dates, Click on Type and choose filter as needed .

CBIZ HCM Admin Account New Tab secure5.entertimeonline.com/ta/CBIZ20073.hcm?rnd=MFP&showAdmin=1&Ext=login&sft=KQOHVIUWJG

MY REPORTS

← Pay Statement History

Page 1 of 1 1 - 1 of 1 Rows Saved: [System] Pay Dates: This Month Marinelle Cline (Roman Catholic Bishop of Salt Lake City)

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

Report Total

Filters

Global Column Custom

Pay Dates

Type
Calendar Range

Date Range
Last Month

- 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

CANCEL APPLY

7. Under Date Range, choose the correct filter.

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.