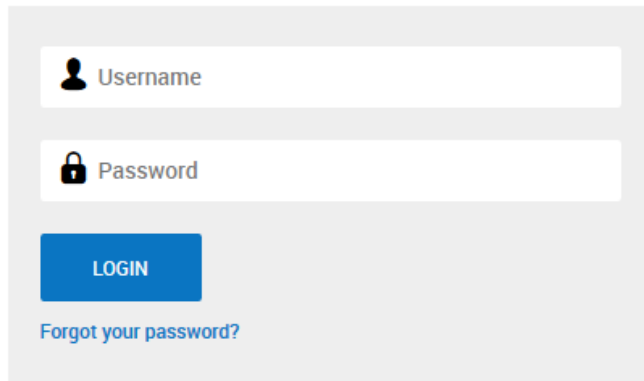


Viewing My Pay Statements

Within the system you can view and print your past pay statement history. These instructions will walk you through the process.

1. On pay day you will receive an email notifying you that your pay statement is available.
2. This email will contain a web link that will direct you to the website
3. If you do not receive the email you can access the website directly at:
<https://secure.saashr.com/ta/Ck7969.login>

CARROLL COUNTY



4. Once you have clicked on the link and are at the user name and password screen you can save this website as a favorite for future use.
5. Your user name will be the first letter of your first name followed by your full last name and the last two numbers of your social security number. There are no spaces.
6. Your first time password will be your full social security number with no dashes. Once you have entered this for the first time you will be required to select your own password. Your password must comply with the following standards:
 - a. Be at least 8 characters
 - b. Contain at least 3 different types of characters (upper, lower, number, symbol)
 - c. Your password will change every 90 days and may not be the same as what you have used the last three times
7. As soon as you log in you will select My Account/My Pay Statements

Viewing My Pay Statements

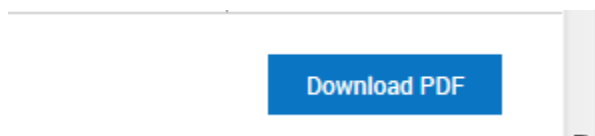


8. Locate the pay statement you are looking for and click on the icon with the paper and magnifying glass to see the details.

Pay Dates: (12/01/2017 - 06/05/2079)

#	Type	Pay Date	Pay Period Start	Pay Period End	Gross	Check	Direct Deposit	Net Payment
=	starts with	=	=	=	=	=	=	=
61	Regular	01/03/2018	12/16/2017	12/29/2017	\$3,031.95	-	\$1,945.50	\$1,945.50
Totals					\$3,031.95	-	\$1,945.50	\$1,945.50

9. You can then print the statement if needed, by using the “Download to PDF” option in the lower right. The pay statements will always be here, so you can come back later to print also.



10. If you need to locate one dated before last month you can use the drop-down menu at the top to change the time period.

[Back](#) [Home](#) > [My Account](#) > **My Pay Statements**

Rows On Page

Pay Dates: (12/01/2017 - 06/05/2079)

#	Type	Pay Date	Pay Period Start
=	starts with	=	=