

EMPLOYEE PAYROLL SELF-SERVICE LOGIN IS NOW AVAILABLE!

To: All Employees
From: HR/Payroll Department
Subject: Employee Self-Service Payroll Logins

Effective immediately, we are pleased to offer easy access to payroll and benefits information through the Internet. You will be able to view information such as your emergency contact(s), deductions, accruals, salary, hire date, and address, as well as view and print your pay stub.

Follow these guidelines to access the new Self-Service site. If you have any access questions, please contact Workforce Resources at 507-524-4282.

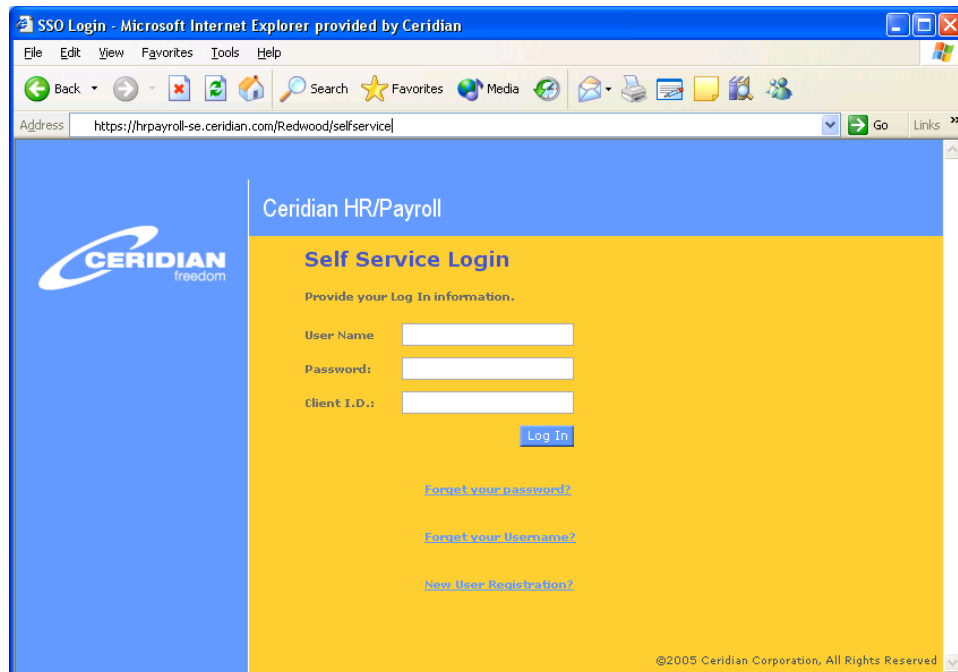
- Your first step is to provide your email address to HR to enter into the system. If you do not have an email address you can create one for free at www.gmail.com. Click "Create an Account" and follow the directions from there.

Once you have given HR your email to enter, then:

- Either type or copy and paste the link below into your web browser address line.

<https://hrpayroll-se.ceridian.com/Redwood/selfservice>

- When you connect to Self-Service (see sample login page below) you will be asked to either log in or create your account. Since this is your first time accessing Self-Service, you should select the option for New User Registration.



- After click on New User Registration, enter the following information:

- **Client ID** = A119
- **Last name** = enter your last name

- **Email address** = enter your email address
- **SSN** = enter your Social Security number (no dashes)
- **Employee number** = enter your employee number
- Click **Submit** once all information has been entered. A default password will be emailed to the email address supplied in the prior step. You are now ready to log in to Self-Service.
- On the login screen, enter:
 - **User Name** = Last name
 - **Password** = Default password that was emailed to you. You will be asked to change this password on initial login. You will use your new password when accessing Self-Service in the future.
 - **Client I.D.** = A119

Once on the site, you will see a list of options on the left:

- General – View personal, employment, job, salary, tax, and contact information
- Payroll – View direct deposit information and check history. Check history allows you to view or print any pay stub.
- Benefits – View current benefit elections.
- Accruals – View current accrual balances and options.

If you need help using the site, there is a Help section on the list of options. You can also contact Workforce Resources at 507-524-4282 with any questions or issues.

We hope that you will find this new tool beneficial.