CENTRALLY HR (CHR) Accessing employee pay statement
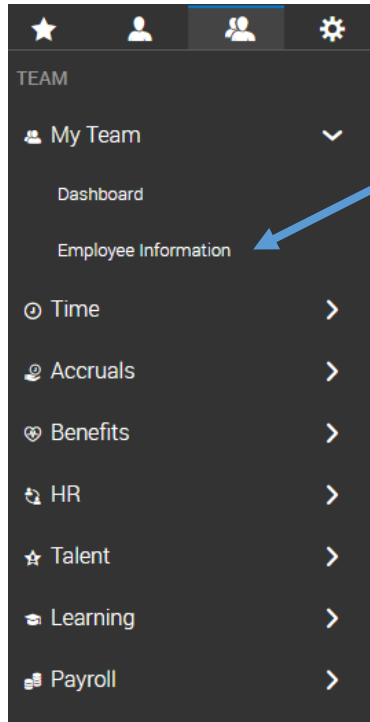
Login to Centrally HR (CHR) and go to My Teams.

1. *Go to Employee Information.*

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

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3. *Click on the Employee Quick Links.*

← Employee Information

HIRE · TERMINATE · REHIRE · VIEW · ...

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Columns (2) ⊗ ▼(2)

	↑ Empl... ▾	Badge	User... ▾	First ... ▾	↓↑ ▼ La... ▾	Employee EIN ▾	In Pa... ▾	Locked ▾	WC J... ▾	↓↑ ▼ E... ▾
			= ▾	starts with ▾	starts with ▾	starts with ▾	All ▾	All ▾	= ▾	!= ▾
					cline					Terminated
☐	691	691							HR Assistant / Vicar for Clergy	Active

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.*

← Pay Statement History

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	↑ 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

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

7. *Under Date Range, choose a filter.*

8. *Click Apply.*

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Pay Statement History

		↑ 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	-10945
☐		691	Marinelle	Cline	Roman Catholic Bishop of Salt L...	Active	Regular	Finalized	Done	-12388

Report Total

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