

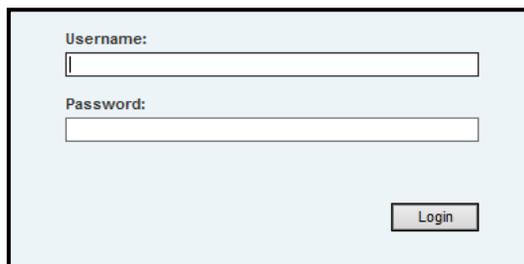
## Viewing My Pay Statements

---

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://secure3.entertimeonline.com/ta/Ck7282.login>

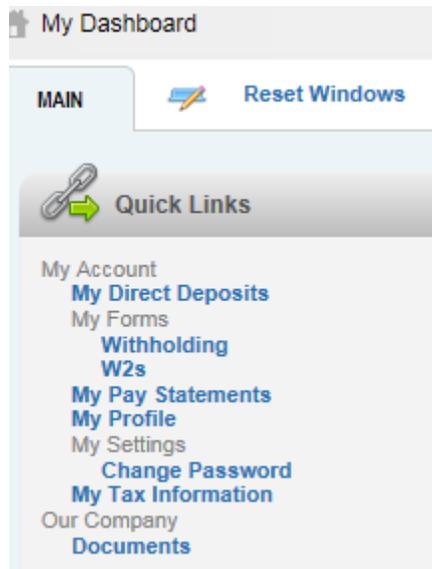
4. Once you have clicked on the link and are at the user name and password screen you can save this website as a favorite for future use.



The screenshot shows a light blue login form with two input fields. The first field is labeled 'Username:' and the second is labeled 'Password:'. Below the fields is a button labeled 'Login'.

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 be looking at a dashboard which provides links to various areas.

## Viewing My Pay Statements



- To view your pay statements click on the My Pay Statements link. You will be brought to another screen that will show you a list of your pay statements. Locate the pay statement you are looking for and click on the icon with the paper and magnifying glass (highlighted) to see the details.

The screenshot shows the pay statements list interface. At the top, there are filters for 'Pay Dates' (Calendar Range, This Year, 01/01/2014 – 12/31/2014), 'View' (My View), and 'Rows On Page' (20, 2 Rows). Below the filters is a table with columns for '#', 'Type', and 'Pay Date'. The table contains two rows of data, each with a magnifying glass icon in the first column. The first row shows a payment of -428 for 'Regular' on 11/06/2014. The second row shows a payment of -429 for 'Second Check' on 11/06/2014. A 'Totals' row is at the bottom.

#	Type	Pay Date
<input type="text" value="="/>	<input type="text" value="starts w"/>	<input type="text" value="="/>
	-428 Regular	11/06/2014
	-429 Second Check	11/06/2014
<b>Totals</b>		

- You can then print the statement if needed, by using the "Download to PDF" option in the lower left tool bar. The pay statements will always be here, so you can come back later to print also.
- The other links that you see on your dashboard take you to areas of the system that will allow you to see how your account is setup and to make certain changes to your account.

## Viewing My Pay Statements

---

11. The Documents Link will take you to a list of “How To Documents” that explain how to view and make changes to various aspects of your employee record.
12. You can also access other How To documents by clicking on the My Account drop down menu and selecting My Learning.