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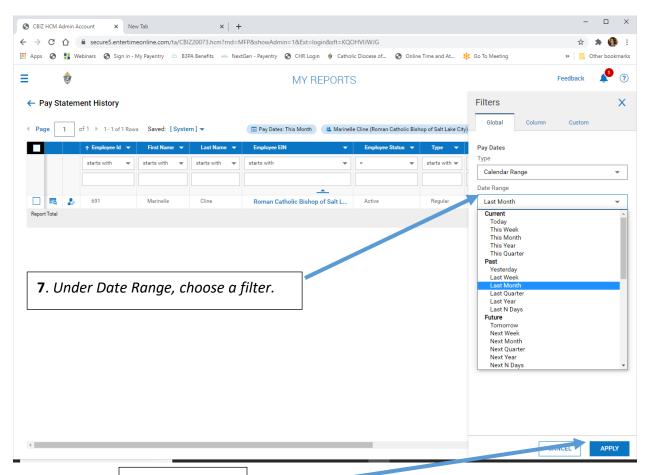
Login to CHR and go to My Teams.

1. *Go to Employee Information.*

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

3. *Click on the Employee Quick Links.*

4. *Click on Pay Statement History.*

5. *Click on **Pay Dates** or **Filter** to choose needed paydate.*

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

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

8. *Click Apply.*

9. *Click on Preview Pay Statement to view.*

10. *Click on Download PDF to print or save.*