

Logging into Workforce Link for the First Time

The preferred internet browser for Workforce Link is Mozilla Firefox; although Google Chrome and Safari will work as well. Internet Explorer is not recommended as the software will not allow you to login in some versions.

1. Go to yourpayrollhr.com/ta/ClI02.login

Specializing in Career Educ	voltion and Life Planning
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WorkForce Link powe	red by Payroll Link
Username:	
JSmith	
Password:	

2. Your user name will be your first initial last name (ie John Smith = JSmith) and your password will be your social security number (no dashes: 123456789)

3. You will immediately be prompted to change your password:

Old Bernards		
Old Password:		
New Password:		
Confirm New Passwor	d:	

Your new password must be at least 7 characters long



Reviewing your Pay Statements

1. Go to My Account > My Pay Statements to view a report of your pay statements

2. Please note the "Pay Date" in the top right will default to show you "Calendar Range: Last Month And Future" - you can changed this to fit the range of pay statements you need to see

- 3. To view a pay statement click 🖳
- 4. This will open the pay statement in a preview pane:

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5. You can click Download PDF if you wish to print or save your pay statement locally