

CAREER INSTITUTE

Specializing in Career, Education and Life Planning

A copy of your pay statements should be emailed to you bi-weekly as payroll is processed. If you are not receiving this email, please let your Career Mentor know. Copies of your pay statements may be printed from the Payroll Website:

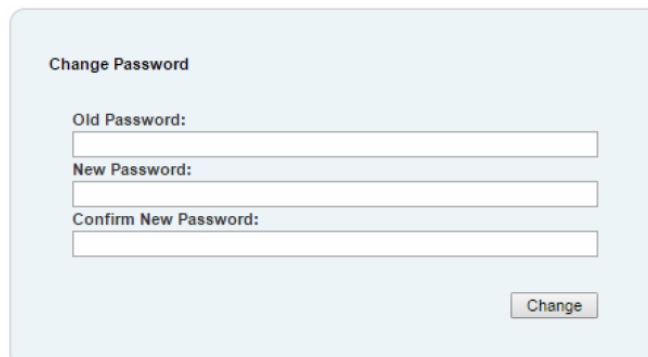
yourpayrollhr.com/ta/CII02.login (capital 'C' capital 'I' capital 'I' zero two.login)

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/CII02.login



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. Your new password must be at least 7 characters long. Your old password is our social security number.



Once you are logged onto the Payroll website, you may view your pay statements.

1. Go to My Account > My Pay statements
2. Please note the “Pay Date” in the top right corner will default to show you “Calendar Range: Last Month and future.” You can change this to fit the range of pay statements you need to see.
3. To view a statement click 
4. This will open the pay statement in a preview pane:

✓ This pay statement has been finalized.

Golden Cakes
121 Main Lane
Wildon Spring, MD 63304

BANK OF AMERICA
P.A.
124
Check Date: 03/27/2016
Check #: 007

Pay To The
Order Of: Jennifer Jones
Amount: Two Hundred Fifty Three Dollars and 81/100 Cents \$ 253.81

Jennifer Jones
1020 Viking Drive
Wildon Spring, MD 63304

Authorized Signature

#10112 - Jennifer Jones Check # 327 Pay Date: 03/27/2016 (03/09-03/22)


Year Earnings				Year Earnings			
	Rate	Hours	Current	YTD			
Bonus Supplement			500.00	500.00	Sat, 03/14/2016	Time Off	In Out Total
Holiday			110.00	110.00	Wed, 03/16/2016		08:00 04:00 7:17
Overtime			1.00	1.00			07:44 02:00 7:60
Regular	34.00	1.00	110.00	2717.50			
Grand Total			414.00	3334.78			

Volunteer Deductions				Accruals			
	Current	YTD		Accrued To	Accrued	Taken	Bal.
401K	100.00	100.00		11A	0.00	0.00	0.00
MED	481.51	273.90		11A	0.00	0.00	0.00
11A/11B/11C	892	34.80					
Total	1383.51	368.70					

Taxes Withheld				
	taxable	taxable YTD	Current	YTD
FED	409.80	2074.40	117.90	317.70
MDCA	309.80	3007.10	32.30	180.20
MDDC	309.80	3007.10	8.28	40.20
MDTCA	409.80	2317.10	400.00	87.10
Total	1439.20	10405.70	558.48	625.20

Net Pay: 253.81 3,063.84

Download PDF X Close Previous Statement Next Statement

5. If you wish to print your pay statement, click  in the lower left corner. This will open a new window and you can then print the pay statement. If you do not choose to download the pdf, and print from the preview pane, it will not print correctly and the top and bottom of the pay statement will be cut off.
6. If you are locked out of the payroll website or cannot remember your password, please call the Career Institute office at: (909) 481-0270. A payroll clerk will unlock your account and reset your password to your social security number.