

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)

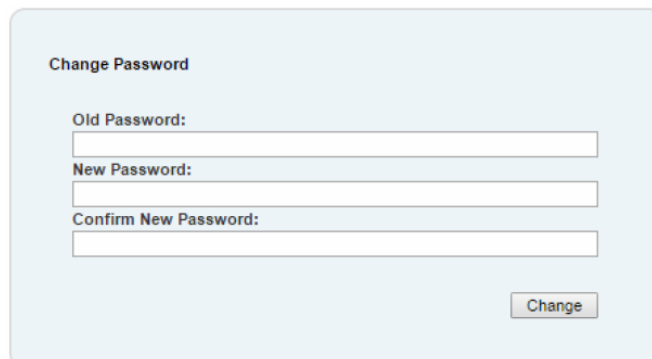
The preferred internet browser for Workforce Link is Mozilla Firefox; although Google Chrome and Safari will work as well. Internet Explorer is not recommended as the software will not allow you to login in some versions.

1. Go to yourpayrollhr.com/ta/CII02.login




The screenshot shows the login interface for the Career Institute's WorkForce Link system. At the top is the Career Institute logo with the tagline 'Specializing in Career, Education and Life Planning'. Below the logo, it says 'WorkForce Link powered by Payroll Link'. There are two input fields: 'Username:' with the text 'JSmith' entered, and 'Password:' with a masked password '*****'. A 'Login' button is located at the bottom right of the form. A link 'Problems Logging In?' is at the bottom left.

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.



The screenshot shows the 'Change Password' form. It has three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. A 'Change' button is located at the bottom right of the form.

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
123 Main Lane
Wildon Spring, MD 63304

Pay To The
Order Of: Jennifer Jones

Amount: Two Hundred Fifty Three Dollars and 81/100 Cents

Jennifer Jones
1234 Viking Drive
Wildon Spring, MD 63304

Authorized Signature

BANK OF AMERICA
N.A.

Check Date: 03/27/2016

Check #: 007

#00112 - Jennifer Jones Check # 327 Pay Date: 03/27/2016 (03/09-03/27)

Your Earnings				Your Deductions			
	Rate	Hours	Current YTD		Current YTD		
Basic Supplement		100.00	500.00	401A	100.00	500.00	500.00
Shift Differential			110.00	401B	40.00	160.00	160.00
Overtime			1.00	401C	40.00	160.00	160.00
Regime	34.00	1.00	34.00	401D	40.00	160.00	160.00
Gross Pay			644.00	401E	40.00	160.00	160.00
				401F	40.00	160.00	160.00
				401G	40.00	160.00	160.00
				401H	40.00	160.00	160.00
				401I	40.00	160.00	160.00
				401J	40.00	160.00	160.00
				401K	40.00	160.00	160.00
				401L	40.00	160.00	160.00
				401M	40.00	160.00	160.00
				401N	40.00	160.00	160.00
				401O	40.00	160.00	160.00
				401P	40.00	160.00	160.00
				401Q	40.00	160.00	160.00
				401R	40.00	160.00	160.00
				401S	40.00	160.00	160.00
				401T	40.00	160.00	160.00
				401U	40.00	160.00	160.00
				401V	40.00	160.00	160.00
				401W	40.00	160.00	160.00
				401X	40.00	160.00	160.00
				401Y	40.00	160.00	160.00
				401Z	40.00	160.00	160.00
				401AA	40.00	160.00	160.00
				401AB	40.00	160.00	160.00
				401AC	40.00	160.00	160.00
				401AD	40.00	160.00	160.00
				401AE	40.00	160.00	160.00
				401AF	40.00	160.00	160.00
				401AG	40.00	160.00	160.00
				401AH	40.00	160.00	160.00
				401AI	40.00	160.00	160.00
				401AJ	40.00	160.00	160.00
				401AK	40.00	160.00	160.00
				401AL	40.00	160.00	160.00
				401AM	40.00	160.00	160.00
				401AN	40.00	160.00	160.00
				401AO	40.00	160.00	160.00
				401AP	40.00	160.00	160.00
				401AQ	40.00	160.00	160.00
				401AR	40.00	160.00	160.00
				401AS	40.00	160.00	160.00
				401AT	40.00	160.00	160.00
				401AU	40.00	160.00	160.00
				401AV	40.00	160.00	160.00
				401AW	40.00	160.00	160.00
				401AX	40.00	160.00	160.00
				401AY	40.00	160.00	160.00
				401AZ	40.00	160.00	160.00
				401BA	40.00	160.00	160.00
				401BB	40.00	160.00	160.00
				401BC	40.00	160.00	160.00
				401BD	40.00	160.00	160.00
				401BE	40.00	160.00	160.00
				401BF	40.00	160.00	160.00
				401BG	40.00	160.00	160.00
				401BH	40.00	160.00	160.00
				401BI	40.00	160.00	160.00
				401BJ	40.00	160.00	160.00
				401BK	40.00	160.00	160.00
				401BL	40.00	160.00	160.00
				401BM	40.00	160.00	160.00
				401BN	40.00	160.00	160.00
				401BO	40.00	160.00	160.00
				401BP	40.00	160.00	160.00
				401BQ	40.00	160.00	160.00
				401BR	40.00	160.00	160.00
				401BS	40.00	160.00	160.00
				401BT	40.00	160.00	160.00
				401BU	40.00	160.00	160.00
				401BV	40.00	160.00	160.00
				401BW	40.00	160.00	160.00
				401BX	40.00	160.00	160.00
				401BY	40.00	160.00	160.00
				401BZ	40.00	160.00	160.00
				401CA	40.00	160.00	160.00
				401CB	40.00	160.00	160.00
				401CC	40.00	160.00	160.00
				401CD	40.00	160.00	160.00
				401CE	40.00	160.00	160.00
				401CF	40.00	160.00	160.00
				401CG	40.00	160.00	160.00
				401CH	40.00	160.00	160.00
				401CI	40.00	160.00	160.00
				401CJ	40.00	160.00	160.00
				401CK	40.00	160.00	160.00
				401CL	40.00	160.00	160.00
				401CM	40.00	160.00	160.00
				401CN	40.00	160.00	160.00
				401CO	40.00	160.00	160.00
				401CP	40.00	160.00	160.00
				401CQ	40.00	160.00	160.00
				401CR	40.00	160.00	160.00
				401CS	40.00	160.00	160.00
				401CT	40.00	160.00	160.00
				401CU	40.00	160.00	160.00
				401CV	40.00	160.00	160.00
				401CW	40.00	160.00	160.00
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				401CZ	40.00	160.00	160.00
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				401DB	40.00	160.00	160.00
				401DC	40.00	160.00	160.00
				401DD	40.00	160.00	160.00
				401DE	40.00	160.00	160.00
				401DF	40.00	160.00	160.00
				401DG	40.00	160.00	160.00
				401DH	40.00	160.00	160.00
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				401DJ	40.00	160.00	160.00
				401DK	40.00	160.00	160.00
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				401DM	40.00	160.00	160.00
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				401DO	40.00	160.00	160.00
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				401DQ	40.00	160.00	160.00
				401DR	40.00	160.00	160.00
				401DS	40.00	160.00	160.00
				401DT	40.00	160.00	160.00
				401DU	40.00	160.00	160.00
				401DV	40.00	160.00	160.00
				401DW	40.00	160.00	160.00
				401DX	40.00	160.00	160.00
				401DY	40.00	160.00	160.00
				401DZ	40.00	160.00	160.00
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				401ED	40.00	160.00	160.00
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				401EF	40.00	160.00	160.00
				401EG	40.00	160.00	160.00
				401EH	40.00	160.00	160.00
				401EI	40.00	160.00	160.00
				401EJ	40.00	160.00	160.00
				401EK	40.00	160.00	160.00
				401EL	40.00	160.00	160.00
				401EM	40.00	160.00	160.00
				401EN	40.00	160.00	160.00
				401EO	40.00	160.00	160.00
				401EP	40.00	160.00	160.00
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				401ES	40.00	160.00	160.00
				401ET	40.00	160.00	160.00
				401EU	40.00	160.00	160.00
				401EV	40.00	160.00	160.00
				401EW	40.00	160.00	160.00
				401EX	40.00	160.00	160.00
				401EY	40.00	160.00	160.00
				401EZ	40.00	160.00	160.00
				401FA	40.00	160.00	160.00
				401FB	40.00	160.00	160.00
				401FC	40.00	160.00	160.00
				401FD	40.00	160.00	160.00
				401FE	40.00	160.00	160.00
				401FF	40.00	160.00	160.00
				401FG	40.00	160.00	160.00
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				401FI	40.00	160.00	160.00
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				401GD	40.00	160.00	160.00
				401GE	40.00	160.00	160.00
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				401GG	40.00	160.00	160.00
				401GH	40.00	160.00	160.00
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				401GJ	40.00	160.00	160.00
				401GK	40.00	160.00	160.00
				401GL	40.00	160.00	160.00
				401			