



## 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/CII02.login](http://yourpayrollhr.com/ta/CII02.login)

The screenshot shows the login interface for Career Institute. At the top is the logo for Career Institute, which includes the text "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" and "Password:" with a masked password of seven asterisks. At the bottom left is a link "Problems Logging In?" and at the bottom right is a "Login" button.

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:

The screenshot shows a "Change Password" form. It has three input fields: "Old Password:", "New Password:", and "Confirm New Password:". At the bottom right is a "Change" button.

**\*\*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:

Pay Statement Preview: Regular 03/27/2015

This pay statement has been finalized.

Golden Cakes  
123 Main Lane  
Weldon Spring, MO 63304

BANK OF AMERICA  
1234  
Check Date: 03/27/2015  
Check # 327

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

Weldon Spring, MO 63304  
Authorized Signature

880412 - Jennifer Jones Check # 327 Pay Date: 03/27/2015 (03/09-03/22)


Year Earnings					Year To Date		
	Rate	Hours	Current	YTD			
Basic Compensation			500.00	500.00	Sat, 03/14/2015		
Holiday			116.00	116.00	Sat, 03/14/2015	08:09a	04:45p 7:17
Overtime			1.00	1.00		07:14a	02:19p 7:40
Regular	14.50	8.00	116.00	2,757.50			
Gross Pay			634.00	3,242.28			

Voluntary Deductions			Accruals			
	Current	YTD		Accrued To	Accrued Taken	Balance
401K	100.00	540.13	Sick	30A	0.00	0.00
MSD	48.15	276.00	Vacation	30A	0.00	0.00
STANDARD	8.82	34.80				
Total	156.97	851.93				

Taxes Withheld				
	Taxable	Taxable YTD	Current	YTD
FIT	486.03	2,217.22	82.78	81.75
FICA	549.83	2,607.23	25.33	189.54
MSDC	549.83	2,607.23	2.28	44.33
NET CA	486.03	2,217.22	48.07	47.28
Total			158.46	462.90

Net Pay 253.81 1,963.84

Download PDF Close Previous Statement Next Statement

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