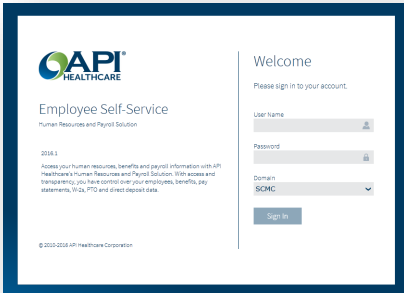


Step 1

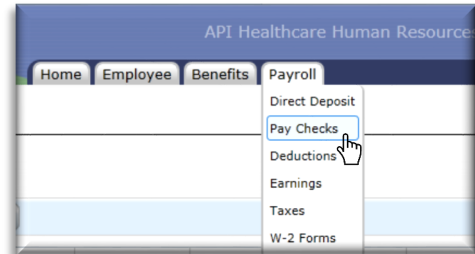
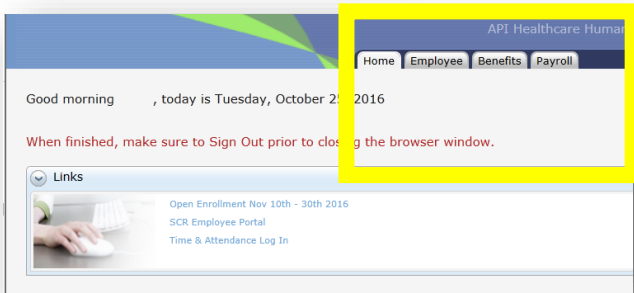
Go to scrstaff.org and click on "Employee Self Service" link

(Only works in Internet Explorer )



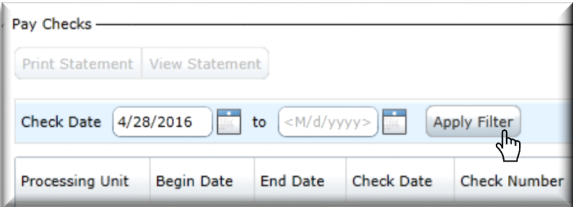
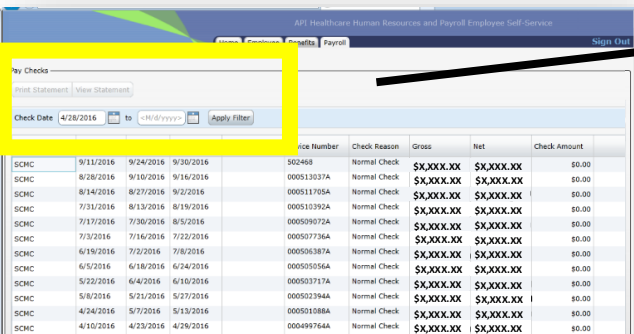
Step 2

Sign in using your User Name (ex: xx12345) And Password (Same as the User Name and Password you use for logging into any SCR computer.)



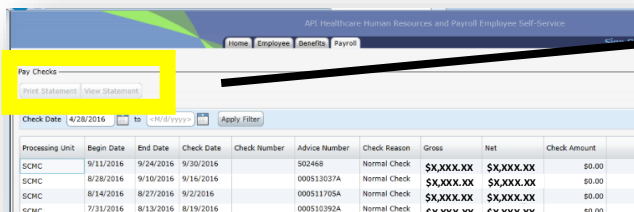
Step 3

Click on the "Payroll" tab and click on "Pay Checks"



Step 4

Enter the date for which checks you would like to view in the box next to "Check Date" and click "Apply Filter"



Step 5

Click on which check you would like to view, then you can select "View Statement" to see it on the screen, or "Print Statement" if you want a printed copy