

# Payroll Employee Self-Service Instructions

*View your pay stubs, vacation/PTO balances, and more online with Employee Self-Service*

1. To begin, go to Savers Web Site at [www.saversadmin.com](http://www.saversadmin.com)
2. Go to the Payroll Administration page by clicking the link at the bottom of the page or from the Services drop-down menu at the top of the page.
3. On the Payroll Administration page, click the Employee Self-Service Login link in the left-hand column. This will take you to the login page on the evolutionpayroll.com web site.



4. Enter your User Name. **Your User Name is your first initial plus your middle initial plus your full last name, all in lowercase letters. For example, if your name were Robert Allen Carroll, your user name would be: racarro11**

5. Enter your Password. Your default password is the last four digits of your social security number, plus an asterisk, plus the first and last initials (the first letter of your first name plus the first letter of your last name). The initials will be in lower case letters. Example: For the name Robert Allen Carroll with a social security number of 123-45-6789, the default password would be: 6789\*rc.

6. Click the Log In button.

7. Upon successful login you will be prompted to create three security questions and to create a new password. The security questions will be used by the system to help you reset you password.

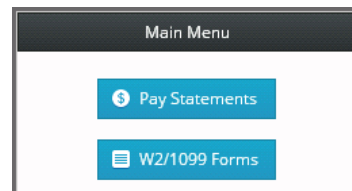
8. Select a question from the drop-down lists and then enter the answer next to question.

9. Enter a new password and confirm it. **Passwords must be at least 6 characters in length. They must contain letters, numbers and at least one special character – such as \$, %, &, etc.**

10. Calculate the “math problem” and enter the answer. (This is to verify to the Self-Service web site that you’re a human and not an automated software program that’s just going from web site to web site filling out forms.)

11. Click the Save button to finish.

12. Once you have logged in to Employee Self-Service, you can view your check stubs by clicking the Pay Statements on the Main Menu or in the top navigation bar.



13. You can change your password by clicking Services.

14. If you have questions, you can email your employer’s HR representative by clicking the email icon in the upper right corner.

Show Year:	CHECK DATE	CHECK #	GROSS	NET	ACTION
2012	Oct 16, 2012	-99997510	1950.00	0.00	[Search] [Print]
2011	Oct 9, 2012	-99997542	1950.00	0.00	[Search]
2010					
2009					

15. When finished, click Log Out to exit Employee Self-Service.

16. Bookmark the login page for future use.