# ACCESSING PAY STUBS
# THROUGH CERIDIAN SELF-SERVICE ONLINE

1.     Follow this link to Ceridian Self-Service Registration.
       https://hrpayroll-se.ceridian.com/Redwood/selfservice/UserRegistration.aspx?userAction=R

2.     Enter the following information:

|  |  |
|---|---|
| **Client ID:** | B7301 |
| **Last Name:** | As given on your W-4 or 1099 |
| **Email Address:** | As provided to Wingspan. *If you did not list an email address, contact the Business Department for set-up assistance.* |
| **SSN:** | Your Social Security Number |
| **Employee Number:** | Last 5 digits of your SSN |



3.     Click SUBMIT.

4.     Enter a User Name that is 7 to 9 characters.

5.     Click SUBMIT.
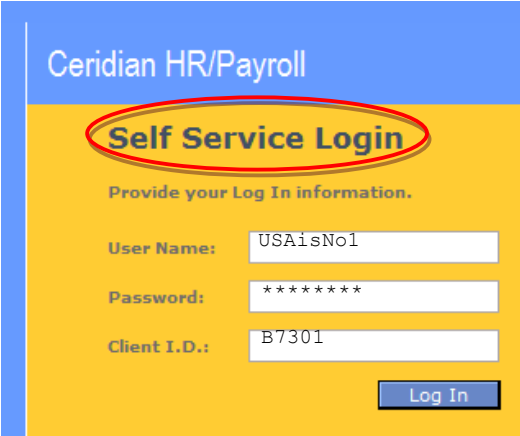


6.     Check your email for a temporary password.



Congratulations, you have successfully created your Self-Service User Name. Please check your email for your temporary password. Click on the Login button below in order to access Employee Self-Service.    Log In

7.     Follow this link to Ceridian Self-Service Login: https://hrpayroll-se.ceridian.com/Redwood/SelfService/

8. Make certain it says SELF SERVICE!

9. Enter your chosen User Name.

10. Enter the temp password you received from Ceridian by email.

11. Enter the Client ID: **B7301**
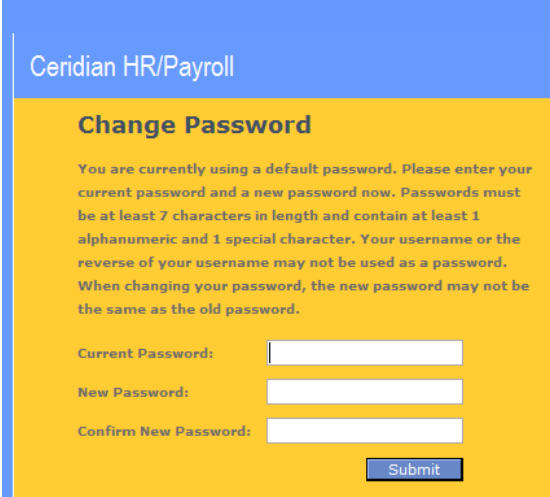
12. On your first log-in the system will prompt you to change your password.

13. Enter the temp password under Current Password.

14. Choose a password that is:
    - At least 7 characters
    - Has 1 alphanumeric character (A-Z, 0-9)
    - Has 1 special character (!@#$%^&*)
    - Is not your User Name
    - Is not the reverse of your User Name
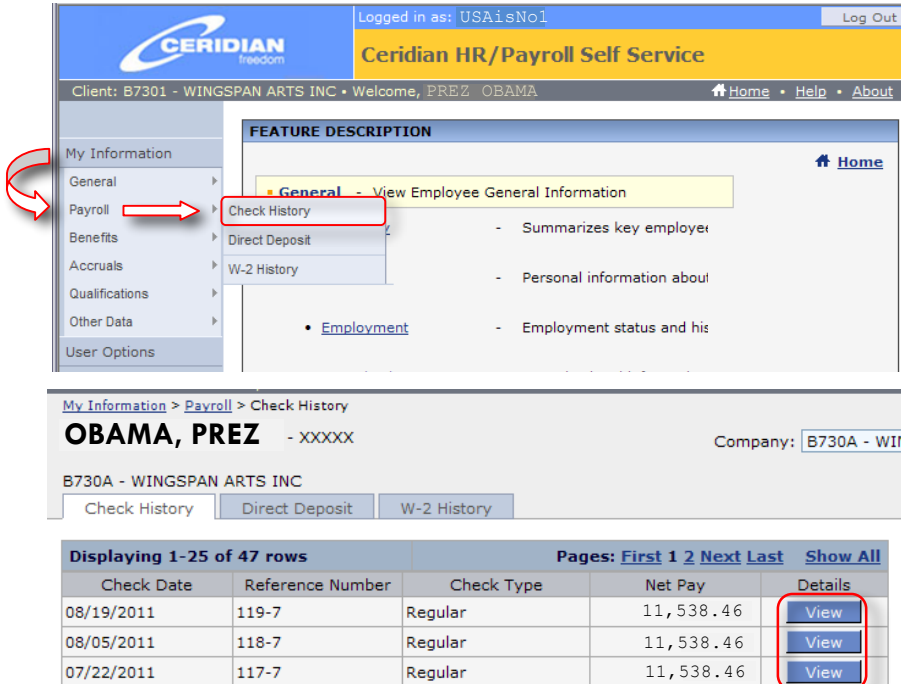
15. WRITE DOWN YOUR PASSWORD!!

16. For all future log-ins:  https://hrpayroll-se.ceridian.com/RedwoodSSO/default.aspx?t=ss&

17. Once logged in, click on "My Information", then "Payroll", then "Check History" to view your past paystubs.