

# 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



Ceridian HR/Payroll

### Self-Service Registration

Please enter your information into the fields provided

#### Employee Information

EXAMPLE: {

■ Client ID:	<input type="text" value="B7301"/>
■ Last Name:	<input type="text" value="Obama"/>
■ Email Address:	<input type="text" value="superprez@gmai"/>
■ SSN:	<input type="text" value="111-22-3333"/>
■ Employee Number:	<input type="text" value="23333"/>

3. Click SUBMIT.

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

5. Click SUBMIT.

Self-Service User Name Creation  
Please enter your username  
Create Login User Name

■ User Name:

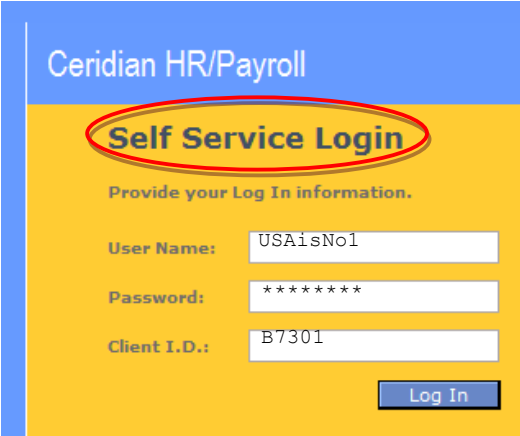
Note: • The username must be between 7 and 9 characters.  
• A temporary password will be sent to the email address provided.

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.

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**



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**Self Service Login**

Provide your Log In information.

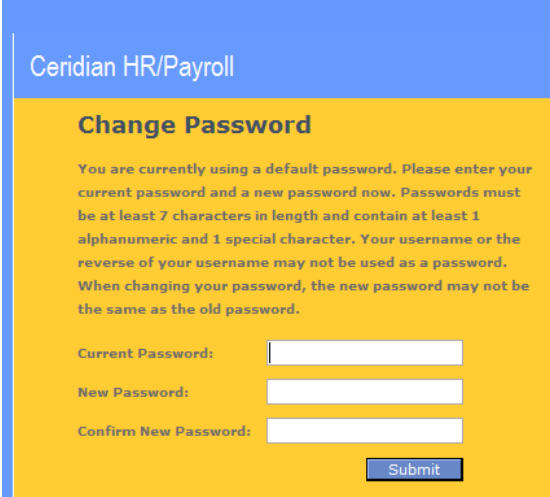
User Name: USAisNo1

Password: \*\*\*\*\*

Client I.D.: B7301

Log In

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



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**Change Password**

You are currently using a default password. Please enter your current password and a new password now. Passwords must be at least 7 characters in length and contain at least 1 alphanumeric and 1 special character. Your username or the reverse of your username may not be used as a password. When changing your password, the new password may not be the same as the old password.

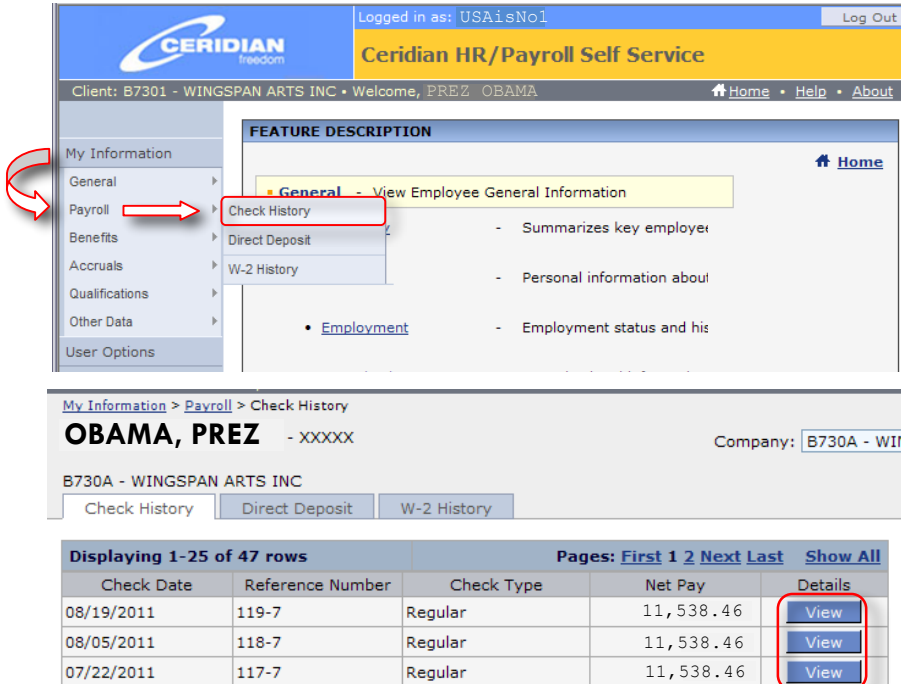
Current Password:

New Password:

Confirm New Password:

Submit

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.



Logged in as: USAisNo1 Log Out

**Ceridian HR/Payroll Self Service**

Client: B7301 - WINGSPAN ARTS INC • Welcome, PREZ OBAMA Home Help About

My Information

- General
- Payroll → Check History
- Benefits
- Accruals
- Qualifications
- Other Data
- User Options

**FEATURE DESCRIPTION**

General - View Employee General Information

- Direct Deposit - Summarizes key employee
- W-2 History - Personal information about
- Employment - Employment status and his

My Information > Payroll > Check History

**OBAMA, PREZ** - XXXXX Company: B730A - WINGSPAN ARTS INC

Check History Direct Deposit W-2 History

Displaying 1-25 of 47 rows Pages: First 1 2 Next Last Show All

Check Date	Reference Number	Check Type	Net Pay	Details
08/19/2011	119-7	Regular	11,538.46	View
08/05/2011	118-7	Regular	11,538.46	View
07/22/2011	117-7	Regular	11,538.46	View