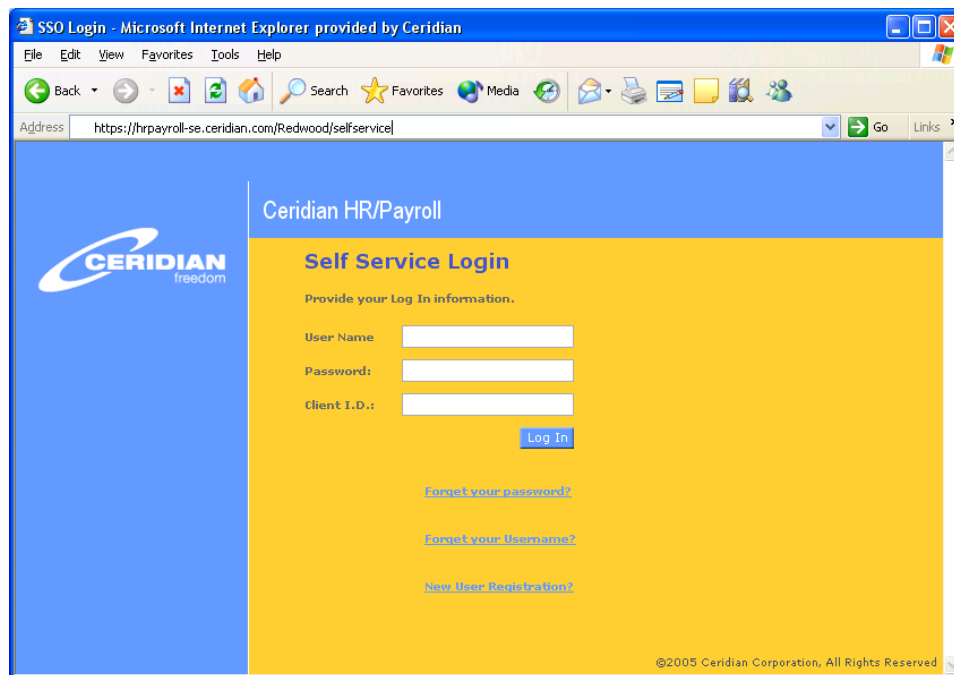


**Date:** Jan 1, 2011  
**To:** All Employees  
**From:** Payroll Department  
**Subject:** Employee Self-Service

Effective immediately, we are pleased to offer easy access to payroll and benefits information through the Internet. You will be able to view information such as your emergency contact(s), benefit elections, salary, hire date, address, as well as, view and print your paystub.

Follow these guidelines to access the new Self-Service site. If you have any access questions, please contact the Payroll Department via email at payroll@summit-technical.com

- **Email payroll@summit-technical.com so we can verify your email and provide you with your Employee number and Client ID #.** Then follow the instructions below.
- Either type or copy and paste the link below into your web browser address line.  
<https://hrpayroll-se.ceridian.com/Redwood/selfservice>
- When you connect to Self-Service (see sample log-on page below) you will be asked to either log-on or create your account. Since this is the first time accessing Self-Service, you should select the option for **'New User Registration'**.



- After you have clicked on the link for 'New User Registration', you will be asked to supply
  - **Client ID = E525**
  - **Last name** = enter your last name
  - **Email address** = enter your email address
  - **SSN** = enter your social security number (no dashes)
  - **Employee number** = enter your employee number

- Click the Submit button after all information has been entered. A default password will be emailed to the email address supplied in the prior step. You are now ready to login to Self-Service.
- On the login screen you will now enter:
  - **User Name** = must be 7-9 letters or numbers and unique to the Ceridian System. Write it down once created so you won't forget it.
  - **Password** = Default password that was emailed to you.
  - **Client I.D.** = E525
  - **Once you get in, you will be asked to change your password immediately. You will have to enter your temp password then your own personal password. It must be 7-9 digits, have at least 1 number, and 1 special character such as #, \$, & and it is case sensitive.** Again write it down so you won't forget. This will become your password in all future visits to the site.

Once on the site, you will see a list of options on the left:

- General – Allows you to view personal, employment, job, salary, tax and contact information
- Payroll – Allows you to view direct deposit information and check history. Check history allows viewing and printing of any pay stub.
- Benefits – Allows you to view current benefit elections.
- Accruals – Allows you to view current accrual balances and options.

If you need help using the site, there is a Help section on the list of options. Contact the Payroll department with any questions or issues at [payroll@summit-technical.com](mailto:payroll@summit-technical.com)

We hope that you will find this new tool beneficial.