

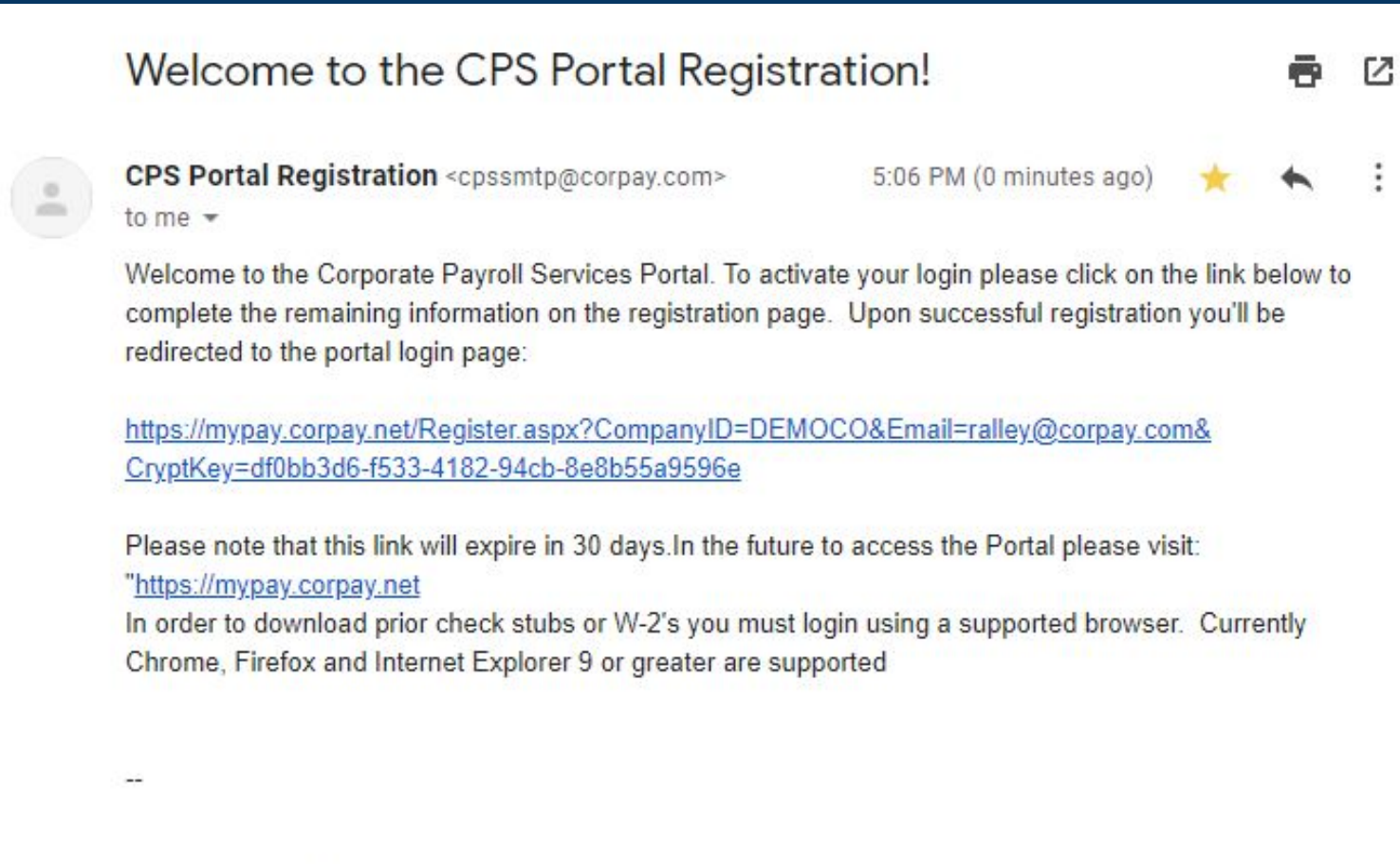


CORPORATE
PAYROLL
— SERVICES —

Registration

Once your employer sends you the registration email, you will be invited to activate your login.

*Please note that the link expires in 30 days.



Registration

Once redirected to the registration page, all fields other than Social Security Number (SSN) and Password will be filled out automatically.

You will need to enter your SSN, a password, and 3 security questions of your choice.

Please note the specific password requirements listed on the screen.

CPS Employee Portal Registration

Email Address:

Customer ID:

Registration Key:

SSN:

Cell Phone:

Password:

Confirm Password:

Password must be between 8 to 20 characters in length
AND
must contain at least 1 character from
each of the 4 following items:

- Uppercase Letter (A-Z)
- Lowercase Letter (a-z)
- Number (0-9)
- Symbol (! @ \$ % * + , ; ?)

Security questions will help establish your identity if your password is lost.
Select your security questions by clicking each Security Question link below:

[Security Question 1](#)
[Security Question 2](#)
[Security Question 3](#)

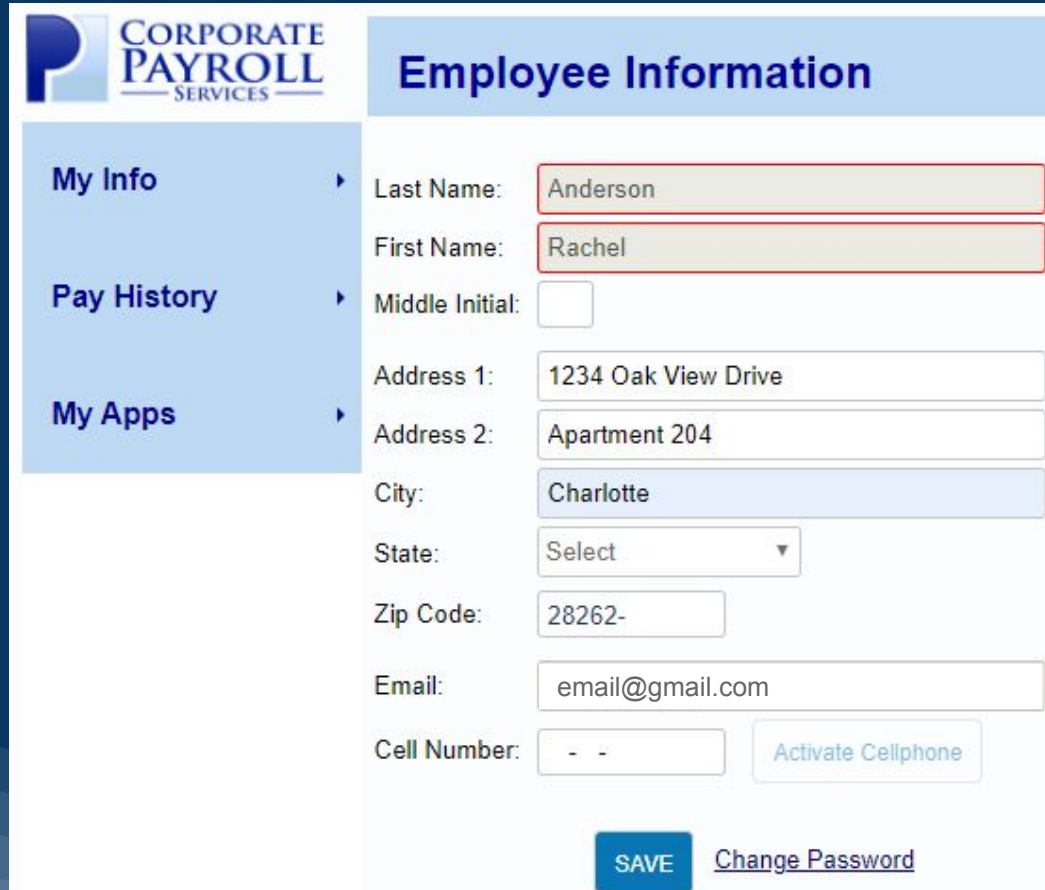
Register

Employee Information

The default home page is the Employee Information screen.

Depending on the settings chosen by your employer, you can view and edit personal information.

You can return to this screen via My Info -> Employee Info.



The screenshot shows the 'Employee Information' page of the Corporate Payroll Services portal. On the left is a navigation menu with 'My Info', 'Pay History', and 'My Apps'. The main content area contains a form for updating personal details. The form fields are: Last Name (Anderson), First Name (Rachel), Middle Initial (empty), Address 1 (1234 Oak View Drive), Address 2 (Apartment 204), City (Charlotte), State (a dropdown menu currently showing 'Select'), Zip Code (28262-), Email (email@gmail.com), and Cell Number (two empty digits). There is an 'Activate Cellphone' button next to the cell number field. At the bottom right, there is a blue 'SAVE' button and a 'Change Password' link.

CORPORATE PAYROLL SERVICES		Employee Information	
My Info Pay History My Apps	Last Name:	Anderson	
	First Name:	Rachel	
	Middle Initial:		
	Address 1:	1234 Oak View Drive	
	Address 2:	Apartment 204	
	City:	Charlotte	
	State:	Select ▼	
	Zip Code:	28262-	
	Email:	email@gmail.com	
	Cell Number:	- -	Activate Cellphone
		SAVE	Change Password



This is a smaller version of the Employee Information screen. The navigation menu on the left includes 'My Info', 'Pay History', and 'My Apps'. The main content area shows 'Employee Info' and 'Tax Info' tabs. Below the tabs, the 'Address 1' field is filled with '1234 Oak View' and the 'Address 2' field is filled with 'Apartment 204'.

CORPORATE PAYROLL SERVICES		Employee Info	
My Info Pay History My Apps	Employee Info		
	Tax Info		
	Address 1:	1234 Oak View	
	Address 2:	Apartment 204	

INTRODUCING CPSGo EMPLOYEE!

**Now on
Google Play and
Apple App Store!**



CPSGo Employee, our employee-centric mobile app, gives employees easy access to their pay information on the go.


With CPSGo Employee, employees can:

- View and download paystubs
- View and download tax forms (W2's and 1099's)
- Update personal information such as home address and tax filing status if you allow it
- Clock in and Clock out*
- View time entries*
- Request time off*

** These features are only available if the employer subscribes to NetClockIn.*

All while on the go from their cell phone or tablet.

APP LOGIN



Email

Password

Sign In


[Forgot Password?](#)

[Help](#)

[Privacy](#)

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SIGN IN



Email

Password

Sign In

[Forgot Password?](#)

[Help](#)

[Privacy](#)

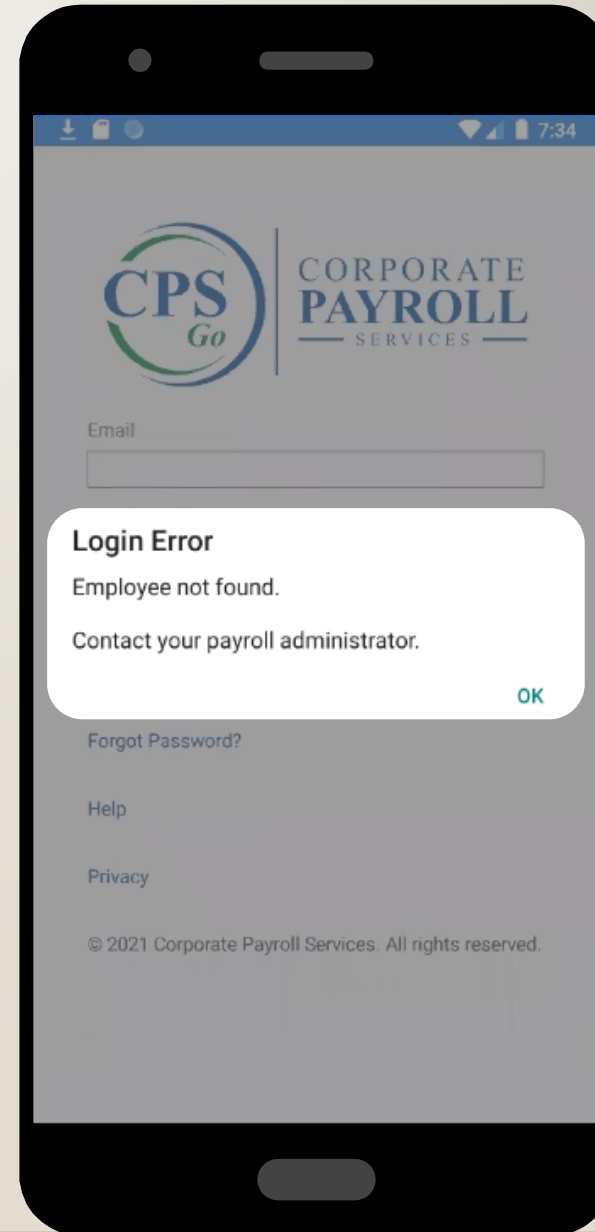
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NO REGISTRATION SENT

The email address used to access CPSGo has not been registered for EE Portal access.

You must

- Verify email address with Payroll (OC or IPR, respectively)
- Register using Admin Portal



No CELL PHONE NUMBER

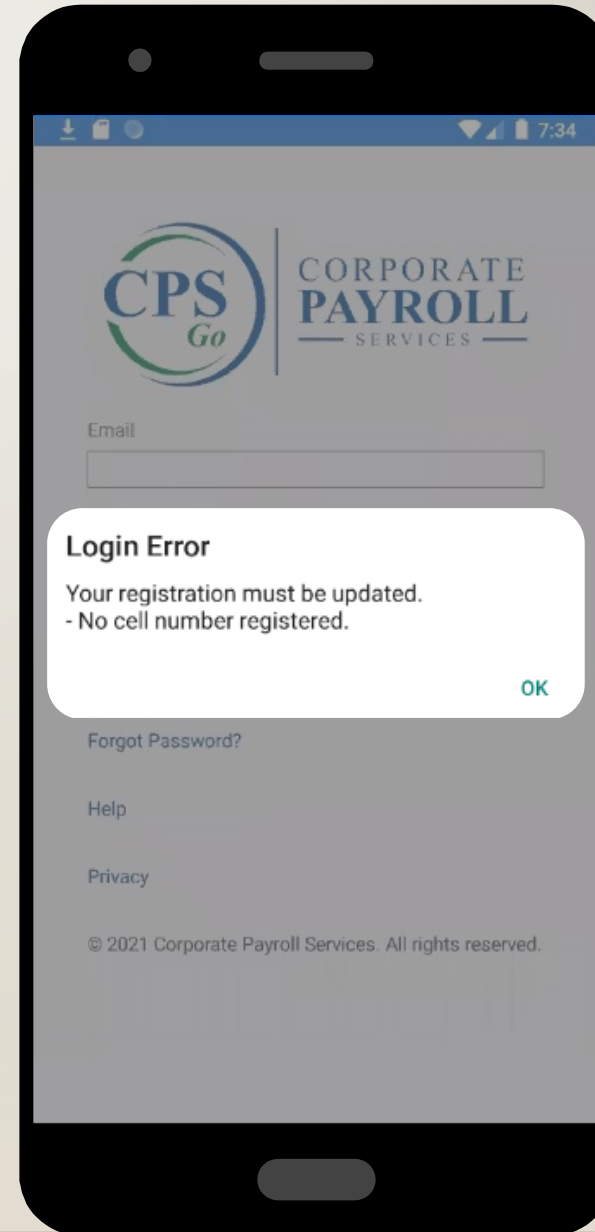
The cell phone number used to access CPSGo has not been registered.

The employee must

- Complete the Registration Information online using the link sent to them by their administrator

OR

- Update the Cell Number in the Registration Information on the My Info tab of the Employee Portal

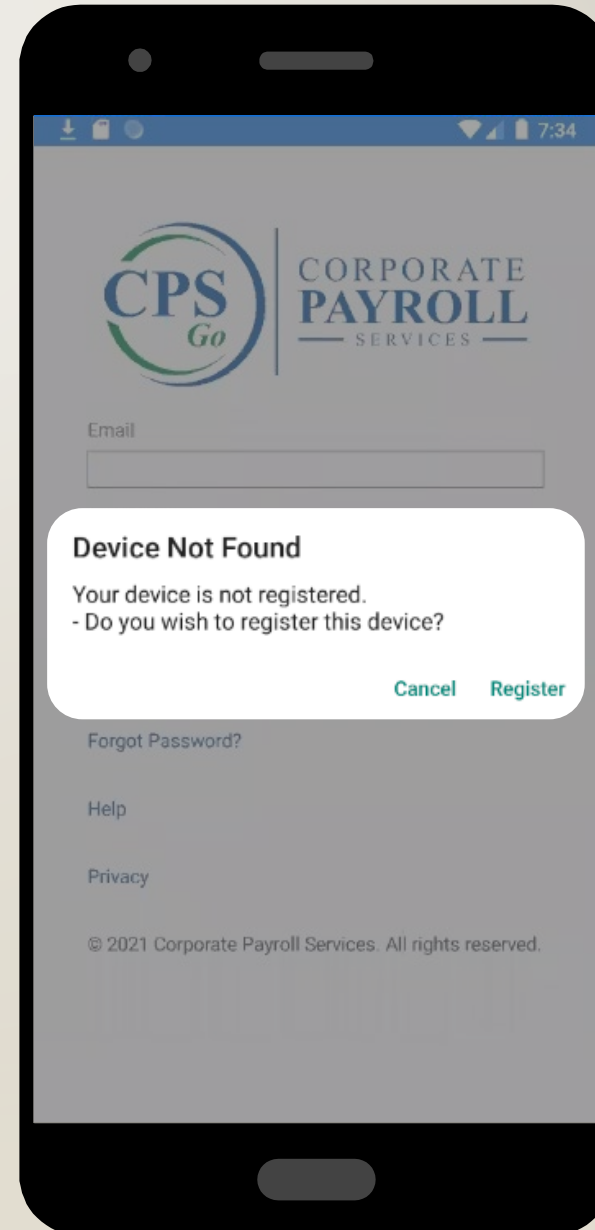


DEVICE NOT FOUND

The device has not been registered to access CPSGo. This may occur when an employee is attempting access on a device other than their registered cell phone.

The employee must

- Click Register and a code will be texted to the cell phone number on file for the employee



INCORRECT LOGIN REPETITIVELY

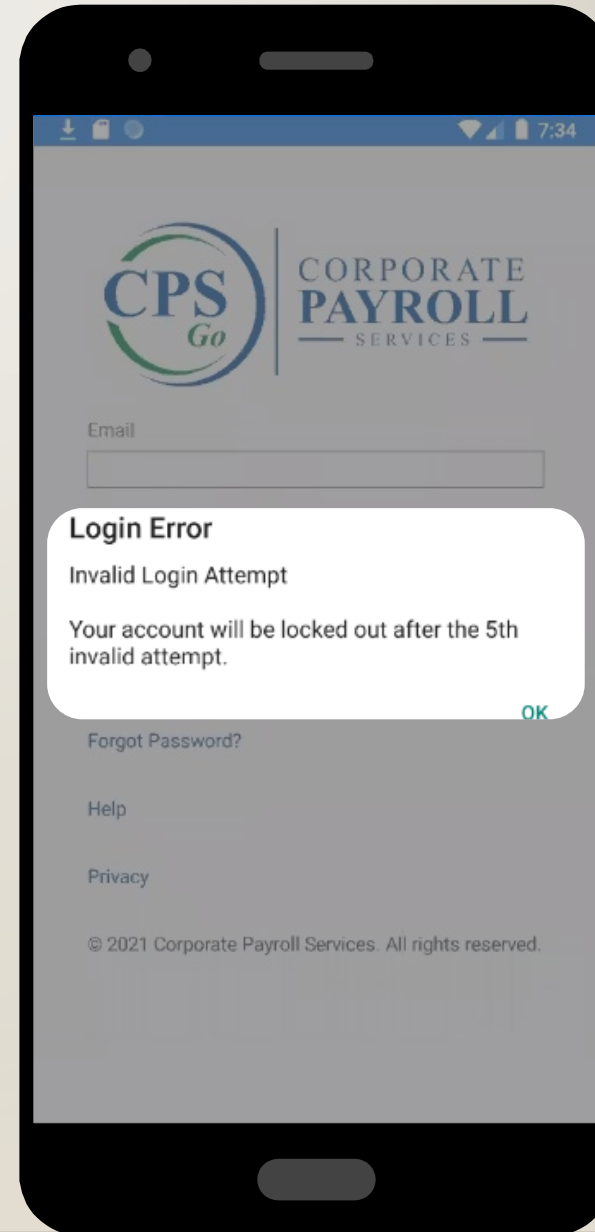
The employee has logged in too many times with the incorrect password.

You can

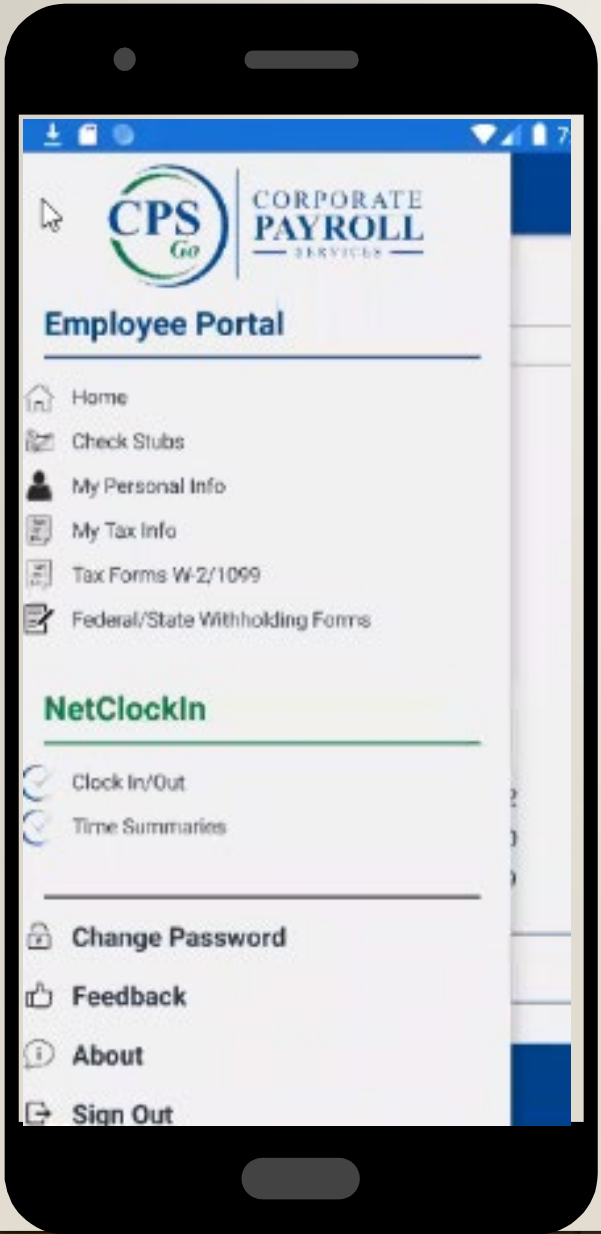
- Reset Invalid Login attempts if the employee knows the correct password

OR

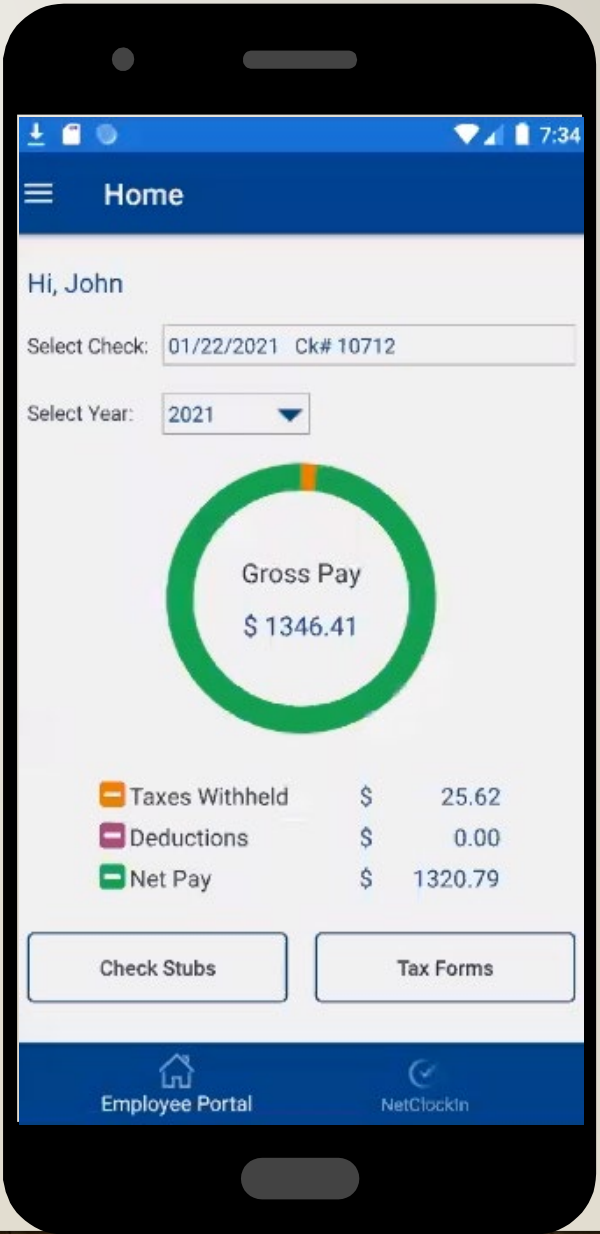
- Reset Password for the employee



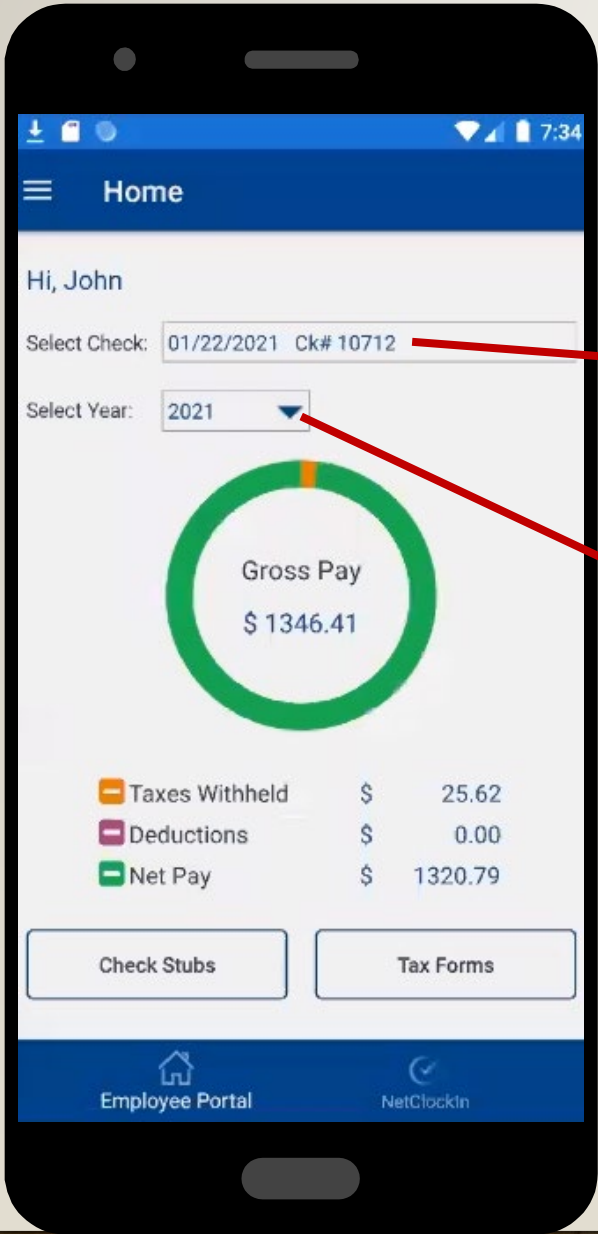
MENU



HOME

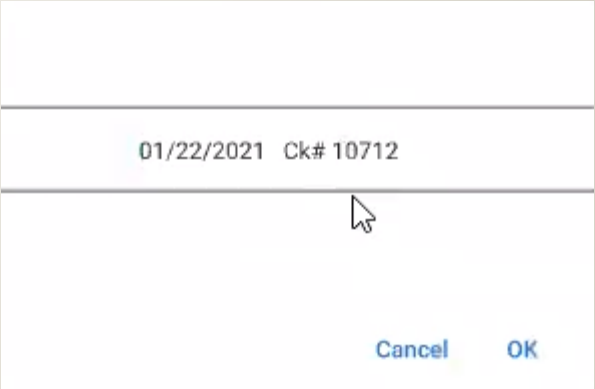


HOME



CHANGING CHECK SUMMARY

Select Check#

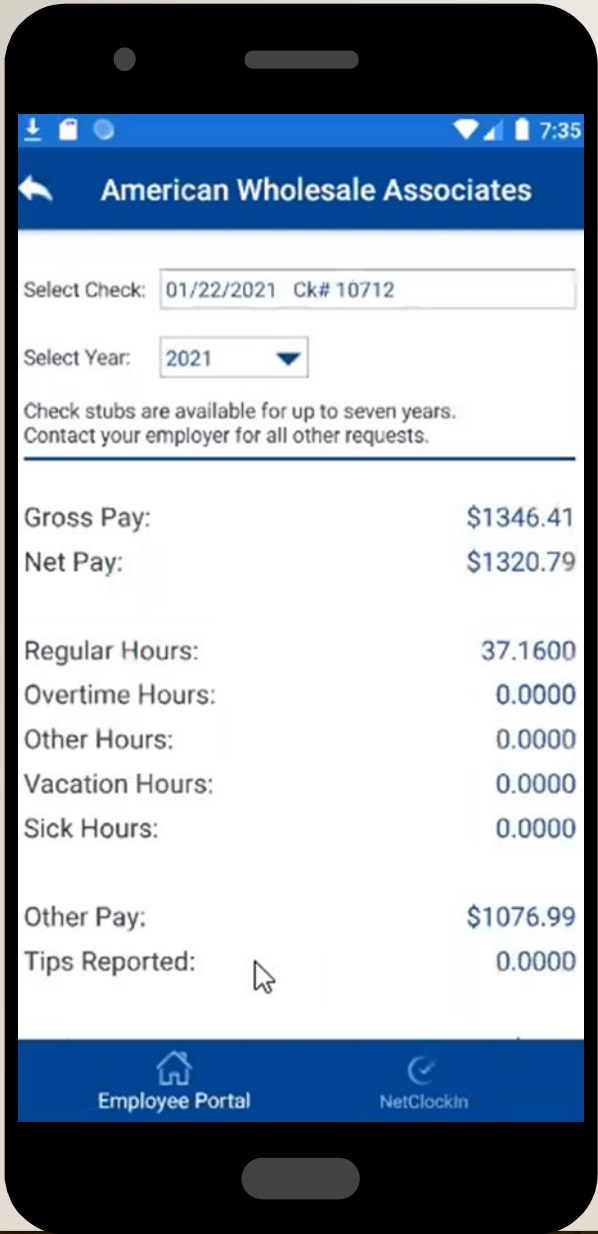


Select Year



CHECK STUB

Top of Screen

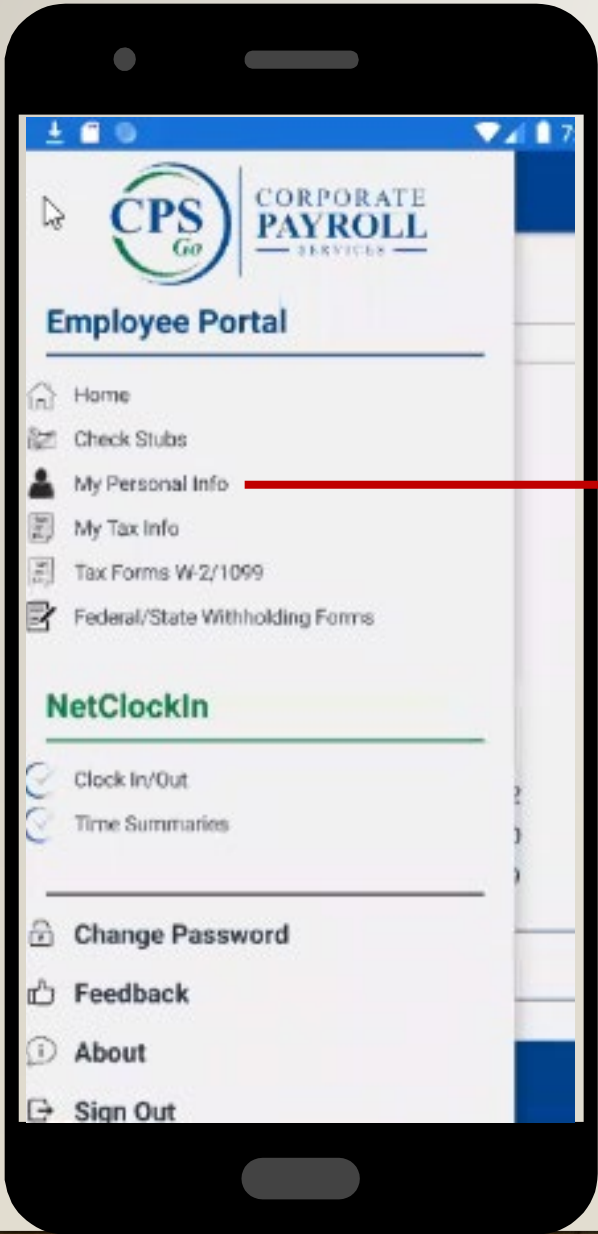


CHECK STUB

Bottom of Screen

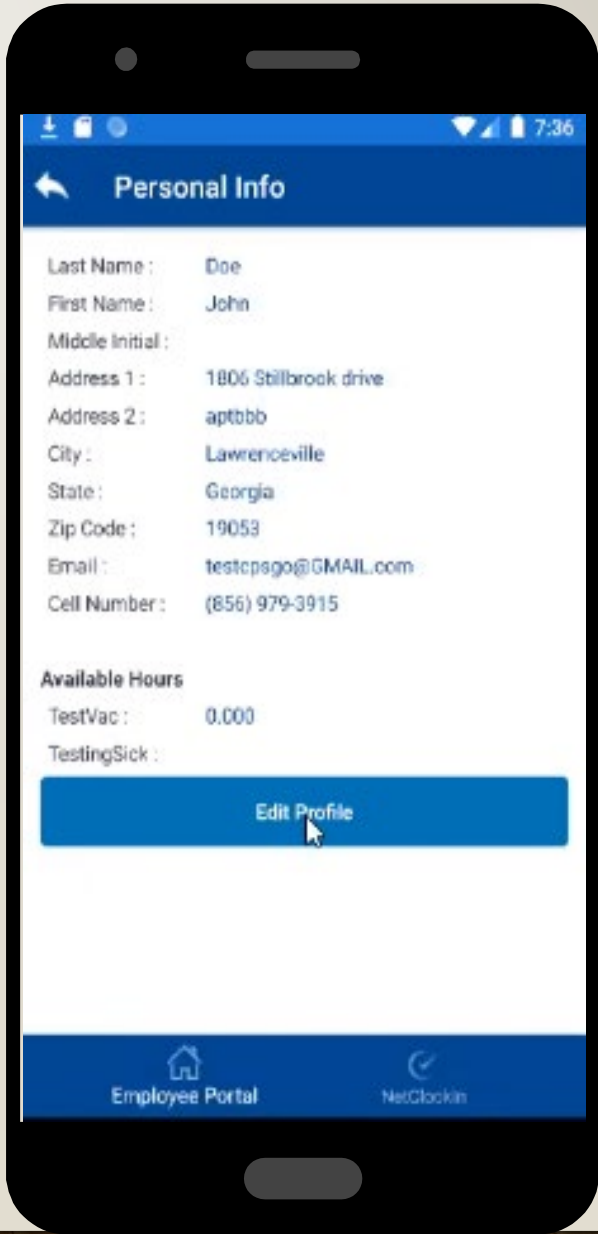


MENU

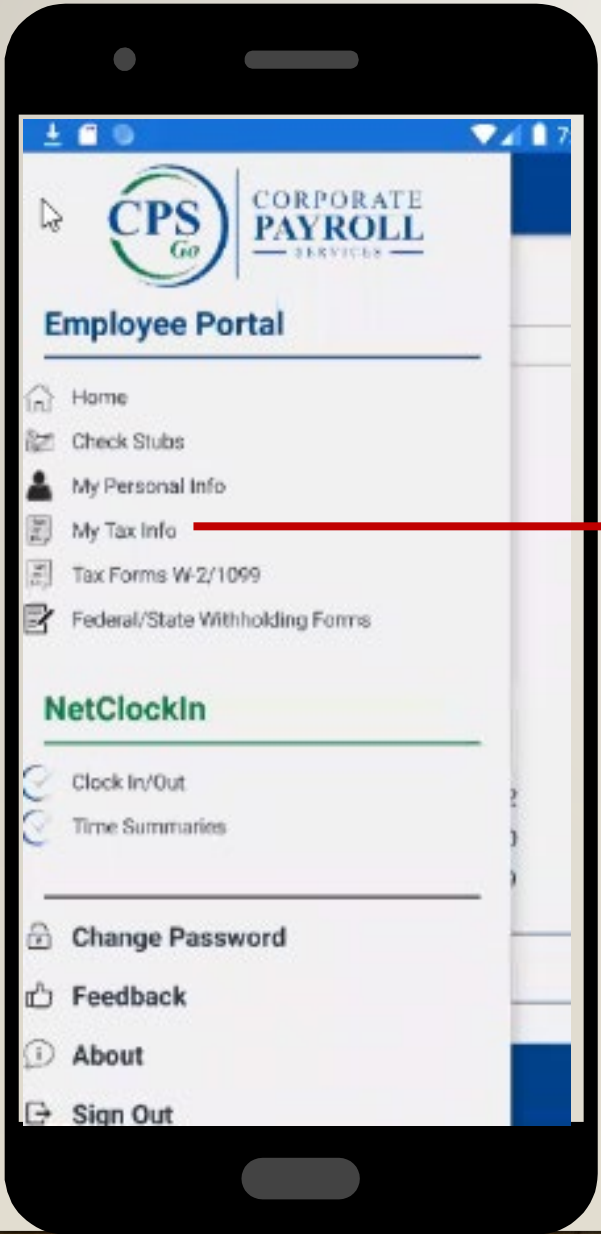


PROFILE

Customer's preferences determine EE's ability to edit.

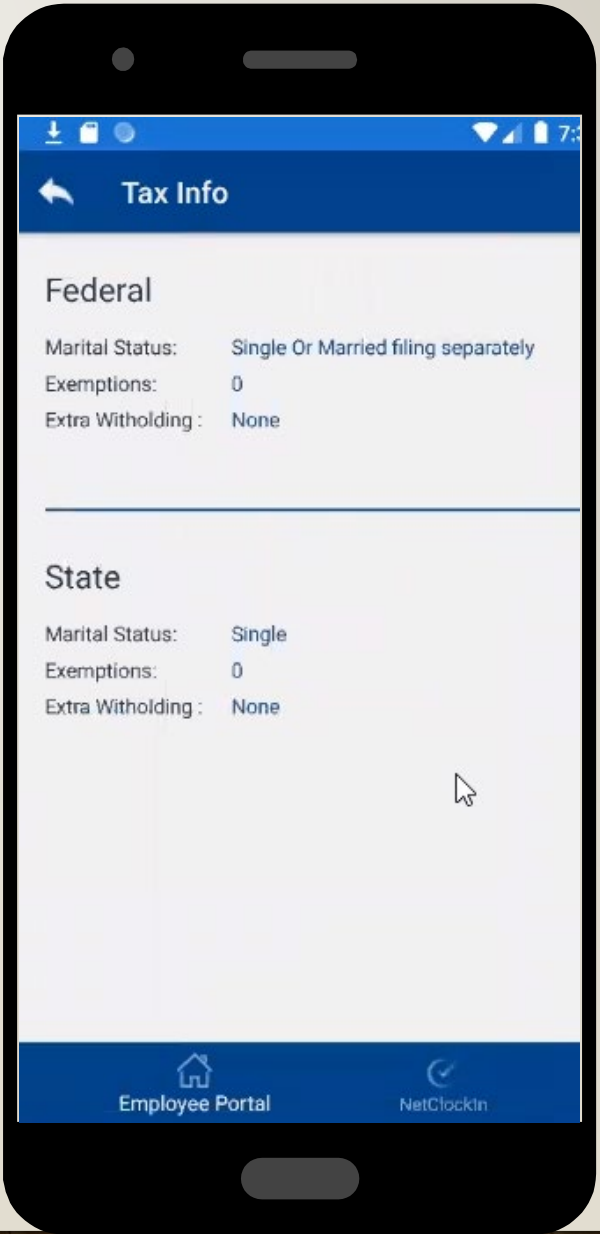


MENU

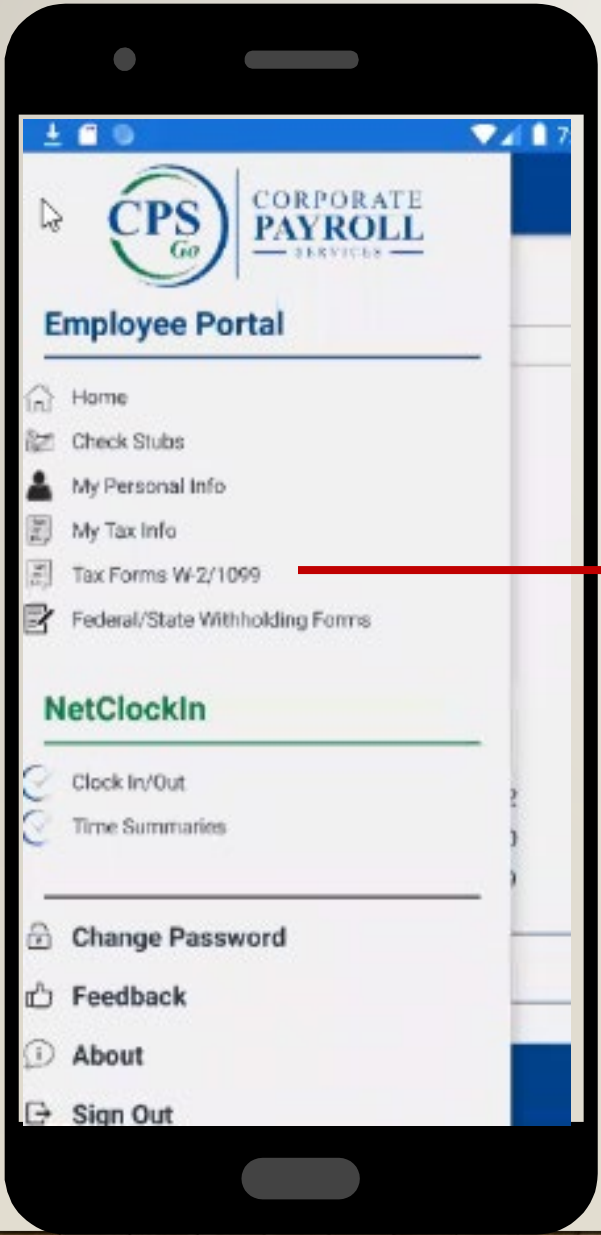


TAX INFO

Customer's preferences determine EE's ability to edit.



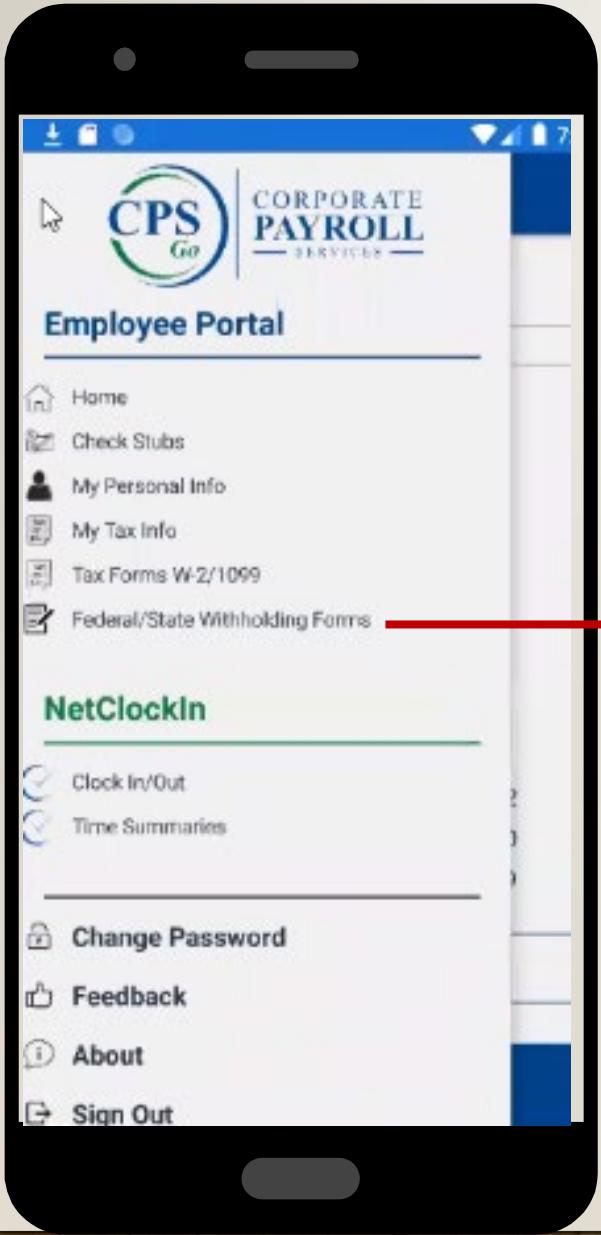
MENU



TAX FORMS



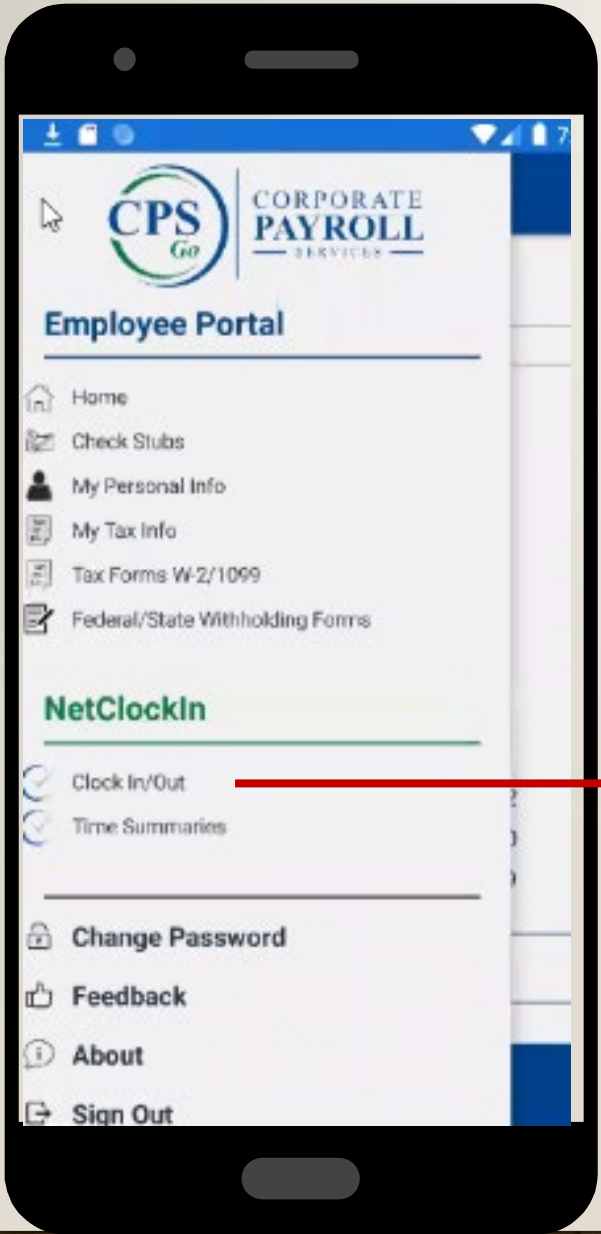
FORMS



FORMS



FORMS

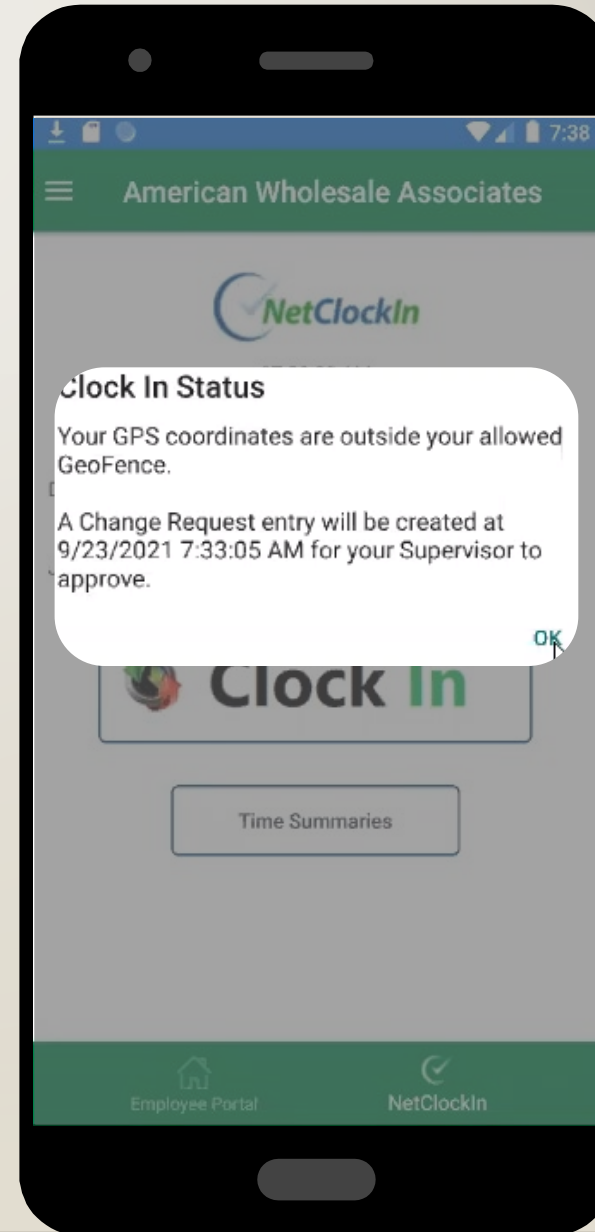


NCI

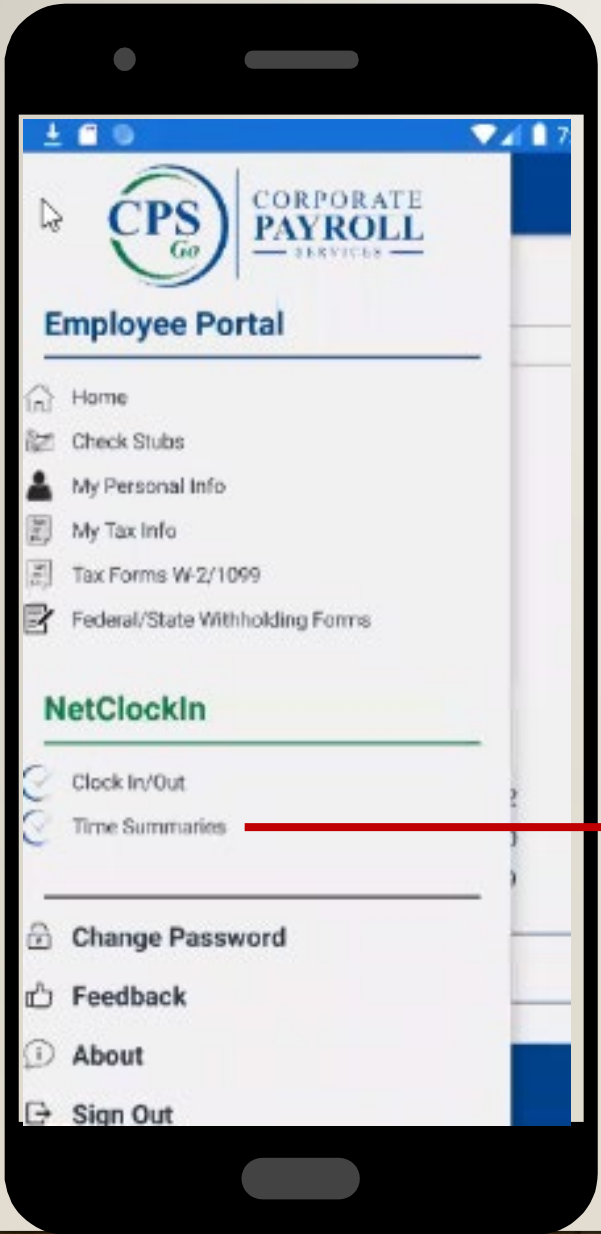


OUTSIDE THE GEOFENCE

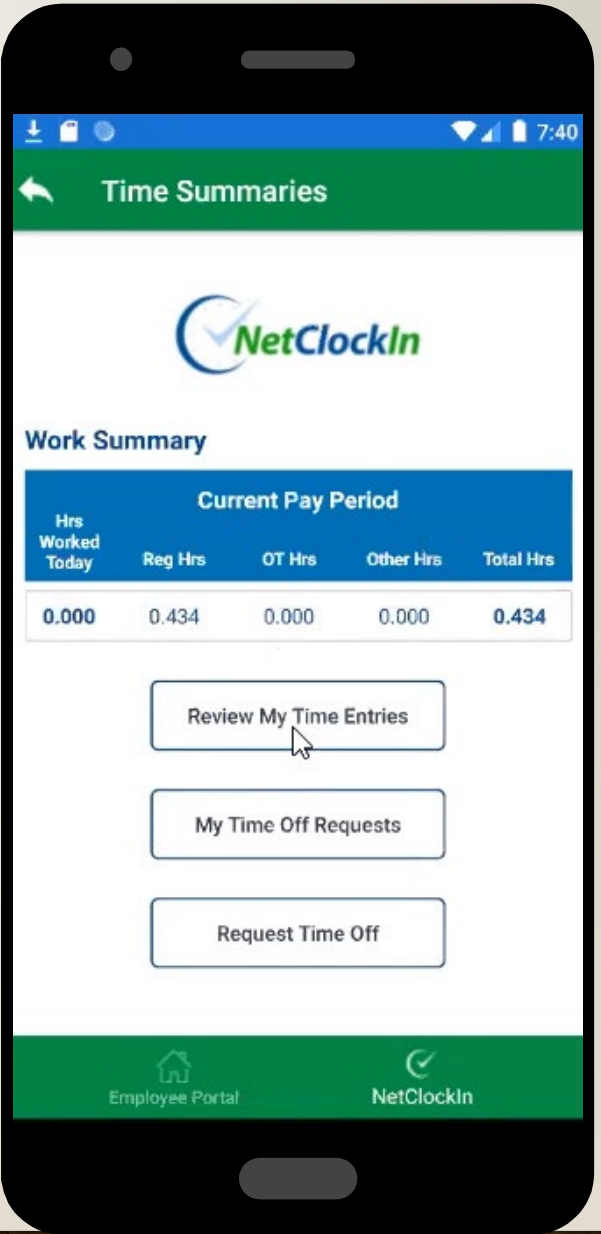
If the employee is setup for GeoFence and they are outside the designed area, this message will appear.



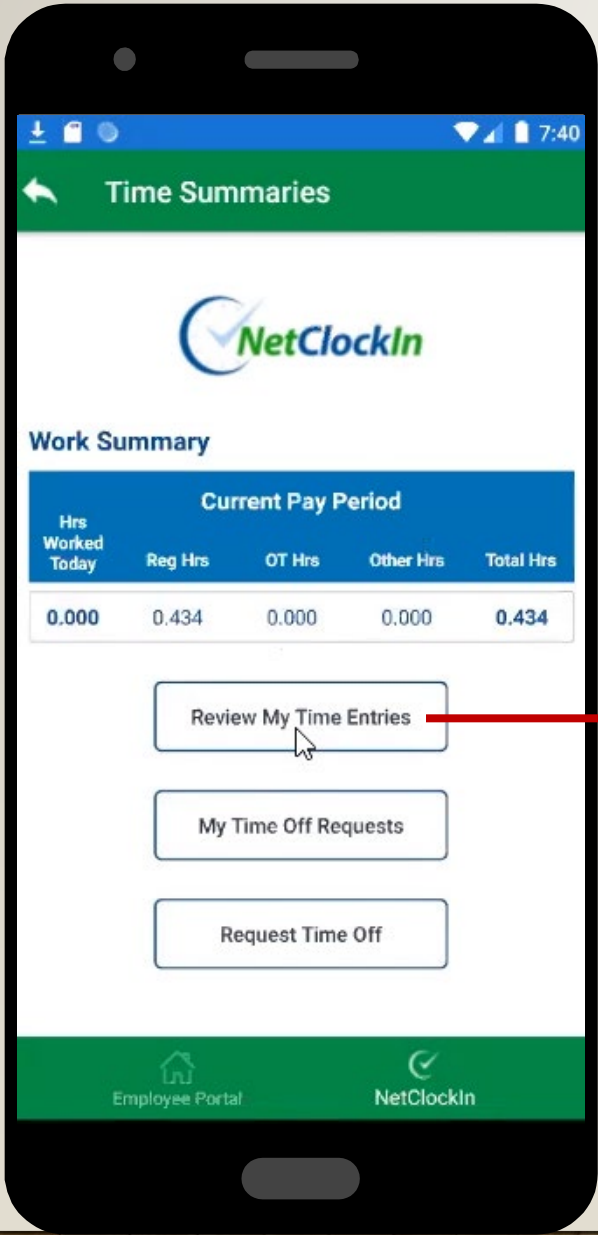
MENU



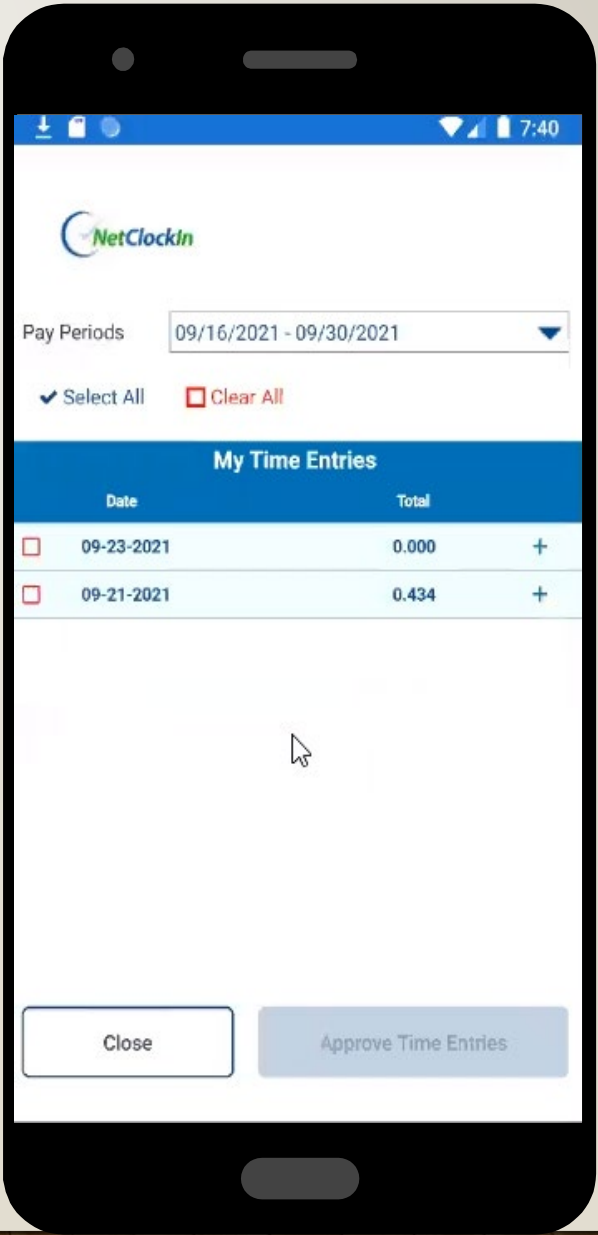
SUMMARY



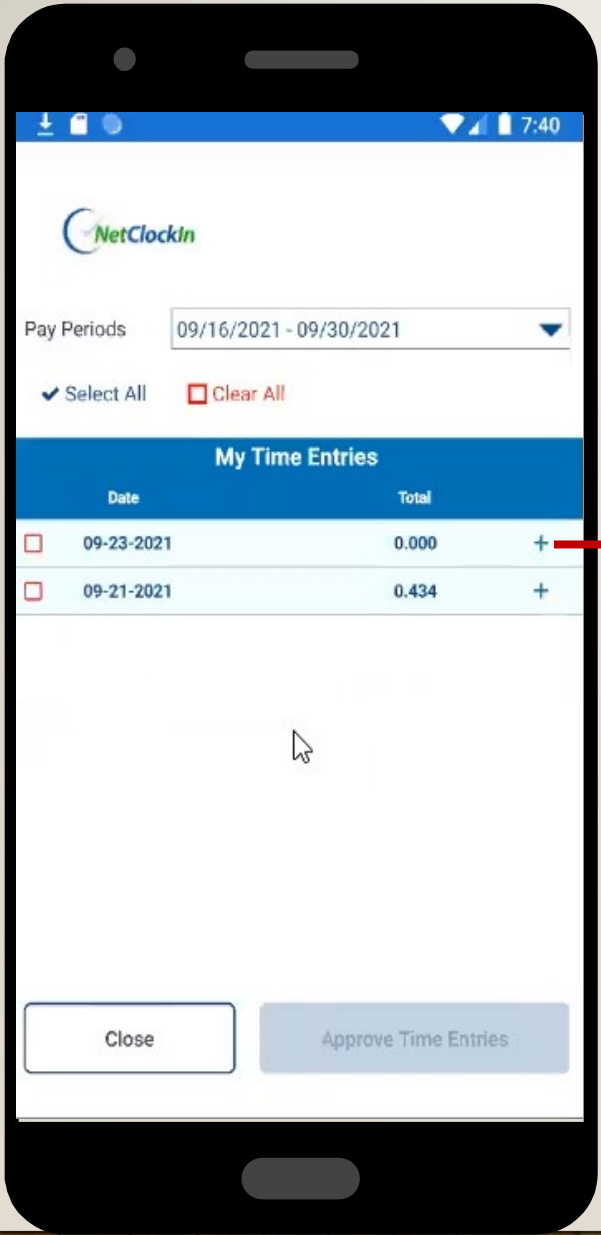
SUMMARY



REVIEW/EDIT

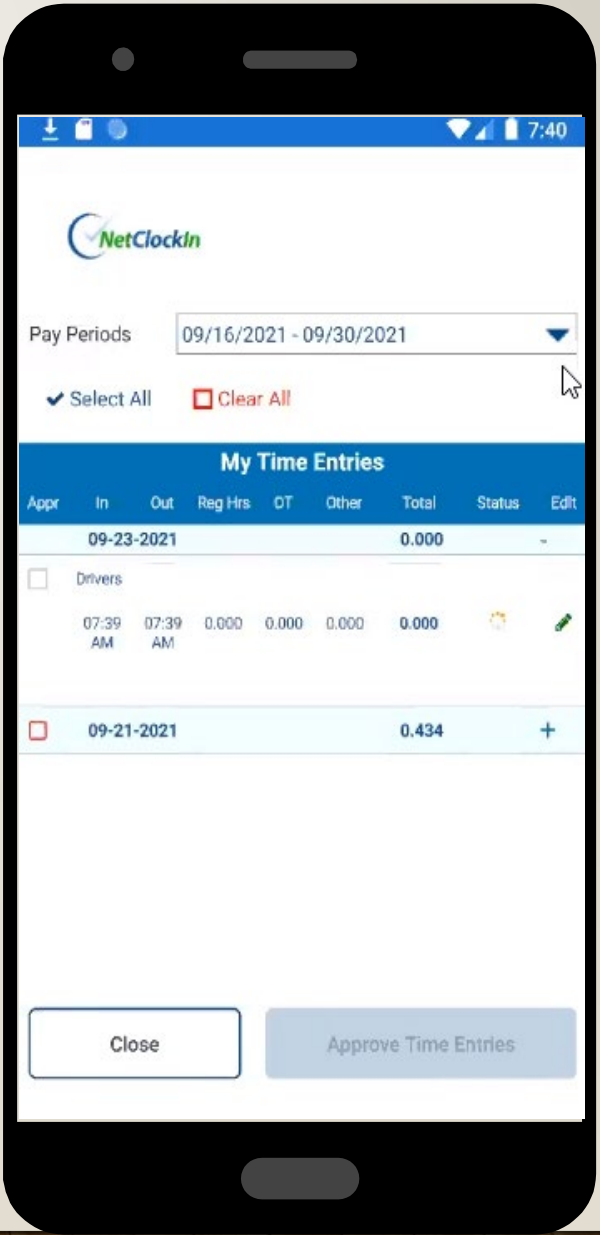


REVIEW/EDIT

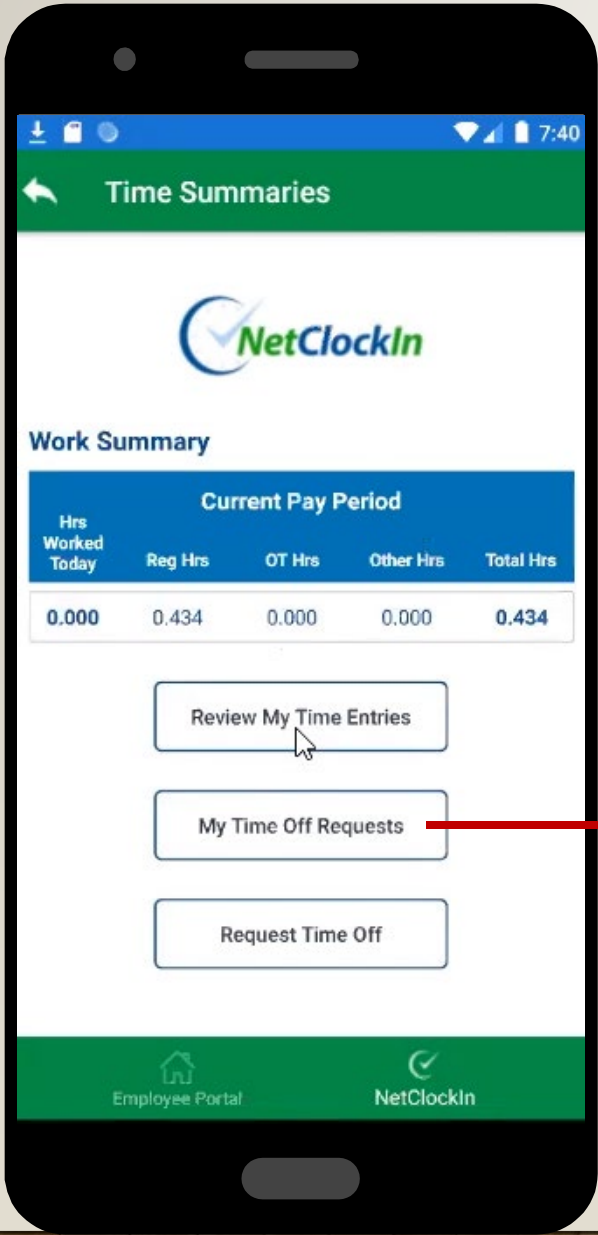


EXPAND

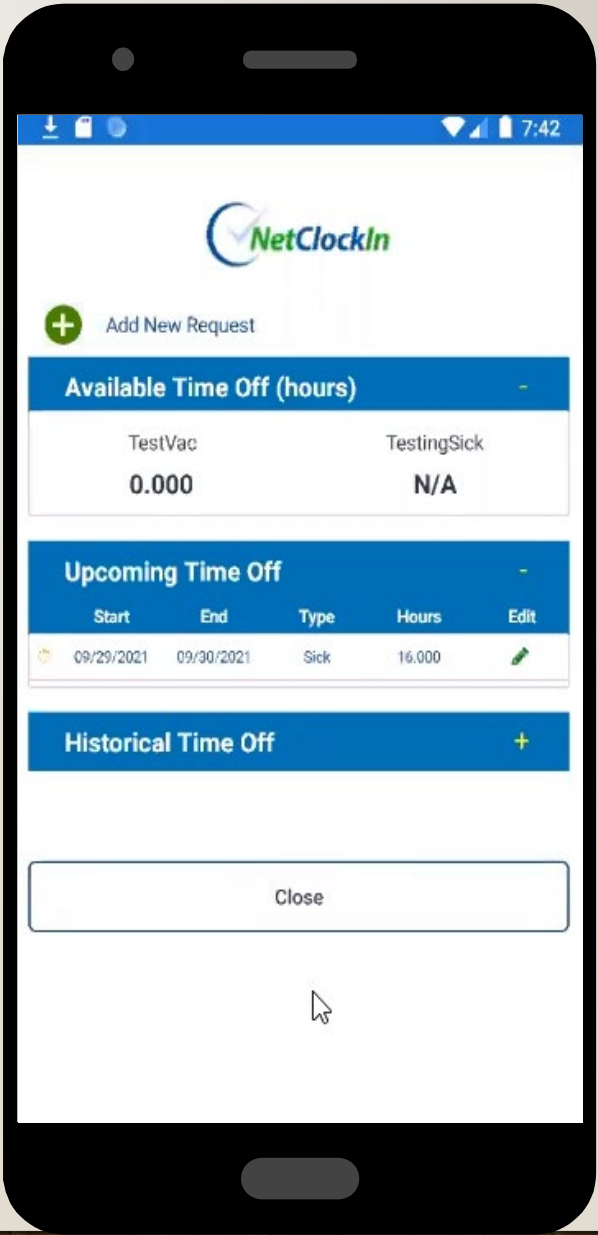
Customer's preferences determine EE's ability to edit.



SUMMARY



TIME OFF



SUMMARY

Time Summaries

Work Summary

Current Pay Period

Hrs Worked Today	Reg Hrs	OT Hrs	Other Hrs	Total Hrs
0.000	0.434	0.000	0.000	0.434

Review My Time Entries

My Time Off Requests

Request Time Off

Employee Portal

NetClockIn

TIME OFF

New Time Off Request

Enter your request

* Dept:

Drivers

* Pay Type:

Select Time Off Category

* Start Date:

* End Date:

Time In:

Time Out:

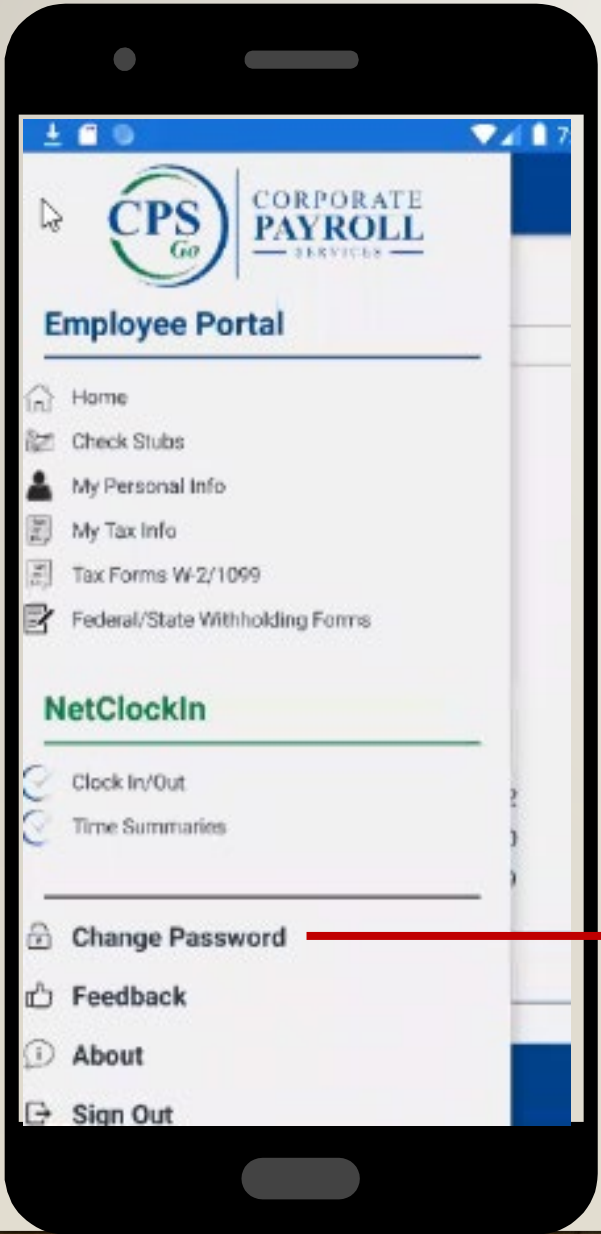
* Total Hours:

* Reason:

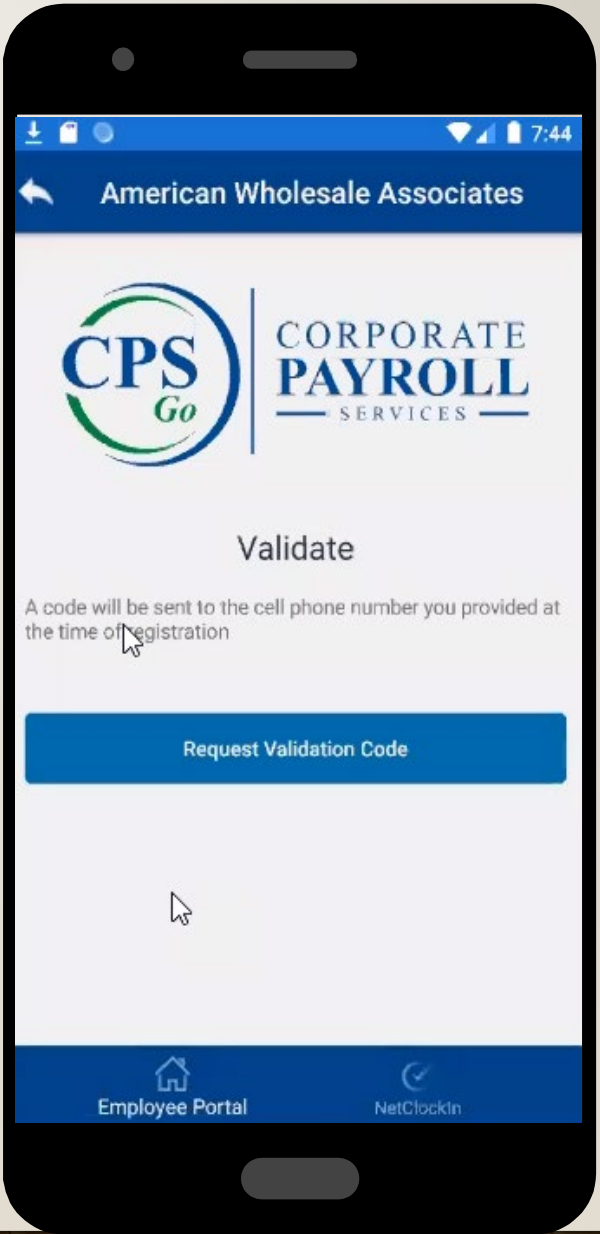
Cancel

Submit

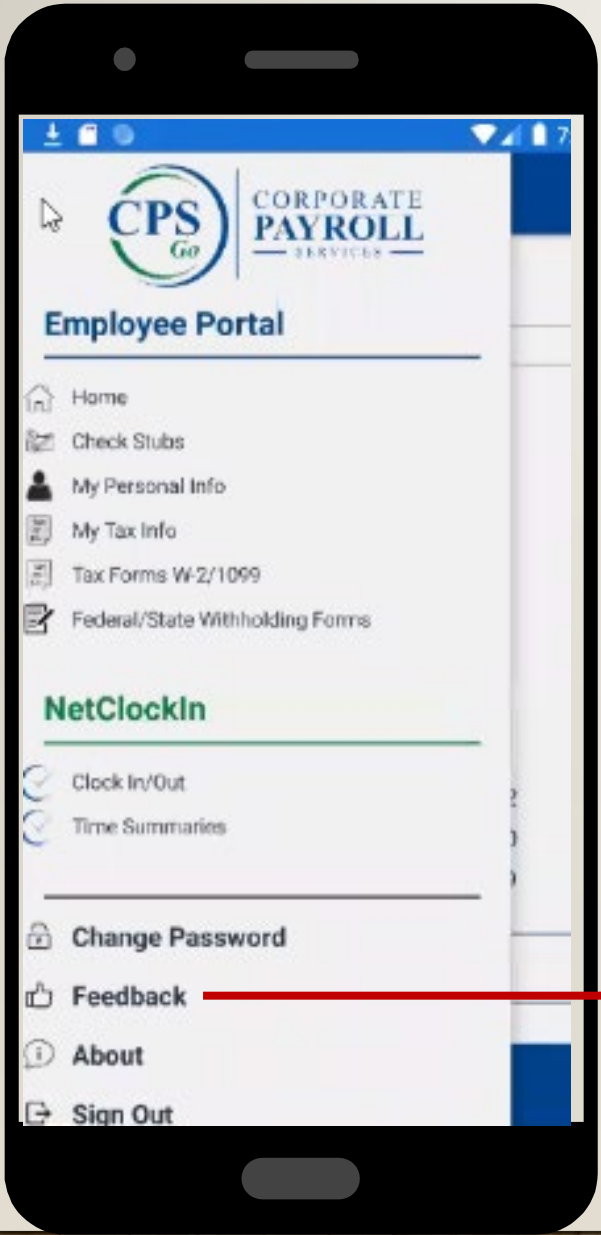
MENU



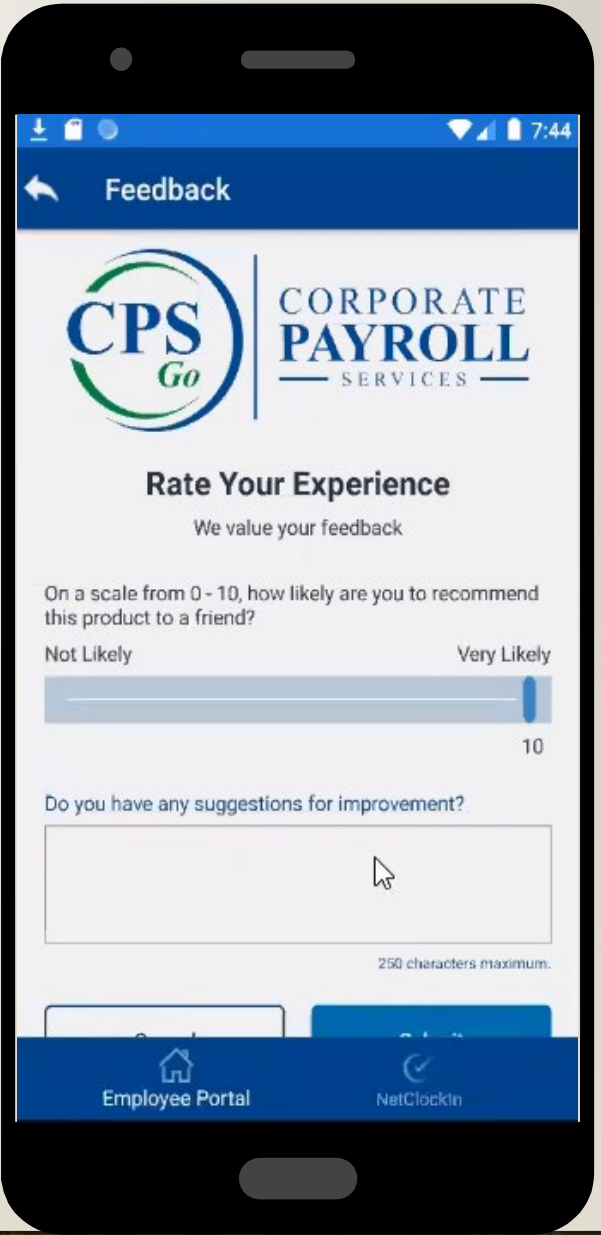
PASSWORD



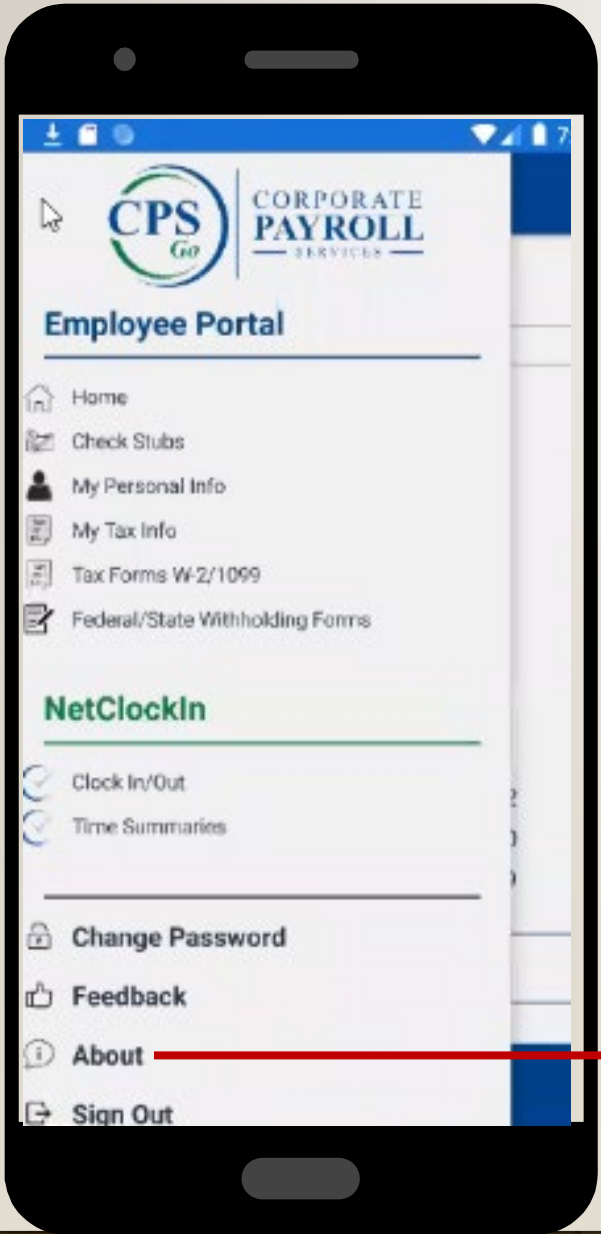
MENU



FEEDBACK



MENU



ABOUT

