



We are very pleased to announce that your pay stubs will be available on line at www.careerpersonnel.com. **Pay stubs online** will allow you to securely access your year to date information as well as the current year paystubs online. We will no longer be emailing or mailing your pay stubs.

Please take a minute to review the instructions listed below:

- (1) Go to our website at www.careerpersonnel.com.
- (2) Click on **Employee Log In** button on upper right side of screen.
- (3) At the sign on screen:
 - a. **User ID:** Your social security number (*This will always be your user ID*).
 - b. **Password:** Your initial (default) password is the **first four letters of your last name** followed by the **last four digits of your social security number**. (*Example Password: Employee: Frank Smith, SS# 123-45-6789, password would be **SMIT6789***).
- (4) Once you have successfully logged on, you can follow the links and instructions to change your password.

We hope that you are as excited about this enhancement as we are. Please feel free to contact any Staffing Manager at **706-722-1265** or email:

Barbie Yonce: byonce@careerpersonnel.com
Carolyn Durham: cdurham@careerpersonnel.com
Mark Smith: msmith@careerpersonnel.com

If you have any questions or run into any problems signing into the Pay stubs online program.

Our strongest strength is our dedicated employees. Thank you for making us strong!