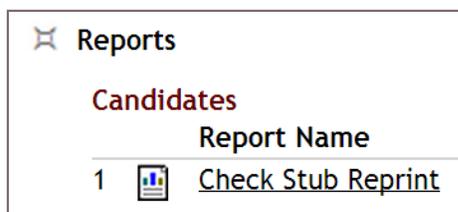


How to View & Print Check Stubs



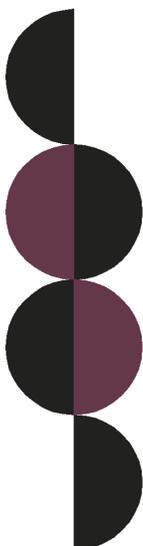
CareerPros, LLC

1. Log in to Sedona Compass: careerpros.sedonacompass.com
2. Enter your username & password
 - ◆ Please contact your local Sedona office if you have troubles logging in
3. Click **Statistics** in the Maroon Toolbar
4. Click “Check Stub Reprint”



5. Enter Check Date Range
 - ◆ Ranges can be entered for a week, month, or year
 - ◆ Payroll is processed every week and runs Monday - Sunday
6. Verify information is correct (i.e. pay rate, hours, additional deductions, etc.)
7. Print check stub (optional) Ctrl+P

Please contact your local Sedona Staffing Services branch for further assistance.



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