

Accessing Pay Vouchers

AUDIENCE | All Employees

PROGRAM | Staff Portal (IAS)

BACKGROUND

Within the Staff Portal you will be able to view your pay vouchers for up to the past 3 years as well as view your tax and direct deposit elections and much more.

PROCESS



Navigating to your pay vouchers:

1. Login to the Staff Portal using your network username, password, and domain (phs-sfalls) at staffportal.avera.org effective on your 6.1 go live date.
2. Click on the Payroll button which will take you to an overview of your pay history and benefit balances.



- a. In order to view your most recent pay voucher select the pay date (ie 09/15/17) listed under the Current Pay section.
 - b. To view previous pay vouchers select the year under the Historical Pay section to expand that year. From there you will get the pay dates for the whole year to select from.
3. Once you have a pay voucher open you can print it by selecting the Print button at the bottom right corner of the screen. Return will take you back a screen.



4. To go back to the home screen hit the  button at the top right of the screen.
5. A link to avera.org, the payroll calendar, a W4 form, and a direct deposit enrollment/change form can be found under the Additional Resources option at the bottom of the home page.
6. Log off the staff portal by clicking the  button next to the home button.

ADDITIONAL RESOURCES

Profile button will allow you to access more information such as your demographics, contacts, skills, etc.

Jobs button will take you to the Careers at Avera website.

Training button will route you to the Avera Learning Center for online training.

Benefits button will take you to the My Avera Benefits website.

If you experience issues logging into the Staff Portal please submit a work order on [KnowledgeNet](#) in the IT Support Resources section or contact them at (605)322-6000.