



## **VIEW YOUR PAY STUBS THROUGH THE CERIDIAN SELF-SERVICE PORTAL**

*The self-service system provides an easy-to-use page after your first payroll period with Driveline. You will be able to view and print your actual pay check stubs.*

*Driveline will continue to maintain the detail payroll screen that you access through your Merchandiser home page.*

### **Instructions to access SELF-SERVICE**

*Please click OR copy/paste the link below to access the web site.*

**<https://sourceselfservice2.ceridian.com/driveline>**

*Your User name and passwords are configured in the following manner:*

**Userid:** *the first character of first name, all of last name  
AND the last 4 digits of SSN*

**(EXAMPLE: Margaret Robinson becomes MRobinson1234)**

**Password:** *Last four digits of the employee's Social Security number.*

**(EXAMPLE: 1234)**

*Once you reset your password, Payroll will not have your information. If you forget your password, an email must be submitted to the email address below to be reset.*

*If you have any questions, you may email [payrollsupport@drivlineretail.com](mailto:payrollsupport@drivlineretail.com).*

*Thank you.*

*Payroll Department*