

Accessing your pay records Online

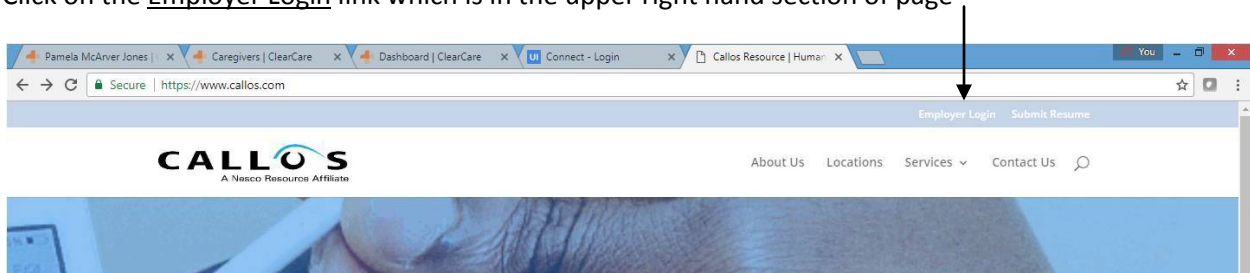
Once we have all your requested payroll documents completed and submitted you will be able to get set up in the payroll portal. ***(Typically a week after orientation when all requested paperwork has been submitted to our payroll company)***

Comfort Keepers work week is Thursday thru Wednesday. We pay every Thursday for the work that was performed the prior week (prior Thurs. thru-Wed.) Accessing the payroll portal can be done by following the instructions below and setting yourself up with a username and password. Once you are set up you can access your pay records 24/7. If you have problems setting yourself up, please contact me directly at billmrukowski@comfortkeepers.com and I will assist you!

Instructions can also be found on our website under ***“Employee Resource Center”***. Go to www.comfortkeepers.com/HilliardOH and go to the CAREERS Tab.

Step 1: Go to your Web Browser and enter the following web address: www.callos.com

Click on the Employer Login link which is in the upper right hand section of page



Step 2

Click on the **PayPlus Employee** Tab. This will take you to a self set up screen.

NG CONNECT V1.0
Your Online Payroll and Human Resource Center.

- View Online Pay Checks
- Complete Employee Forms Online
- Mobile Friendly Design

No Account yet? Click here to sign up!

EMPLOYEE AREA
Complete Form Below.

SIGN UP

Username

Password

Forgot Your Password?

Log In

Step 3

Click on the **SIGNUP** tab

NG CONNECT V1.0
Your Online Payroll and Human Resource Center.

- Step 1: Create an account.
- Step 2: Enter security code.
- Step 3: Finish sign up.

EMPLOYEE AREA
Complete Form Below.

Username

Password

Confirm Password

Cell Phone Number

Last Name

Last 4 digits of SSN

Date of Birth
mm / dd / yyyy

Next

Step 4

Create your account. Fill in all fields.

Username can be First Initial and Last Name **Example:** BJones

Password must be 8 characters with One cap and lower case and a special character

Cell number must be entered and a security code will be sent to your phone

Please enter in all requested fields

Hit **NEXT** button and you will receive a text with a security code on your cell phone

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Your Online Payroll and Human Resource Center.

- Step 1: Create an account.
- Step 2: Enter security code.
- Step 3: Finish sign up.

EMPLOYEE AREA
Security Code

We sent a code to your cell phone number. Please enter the code below.

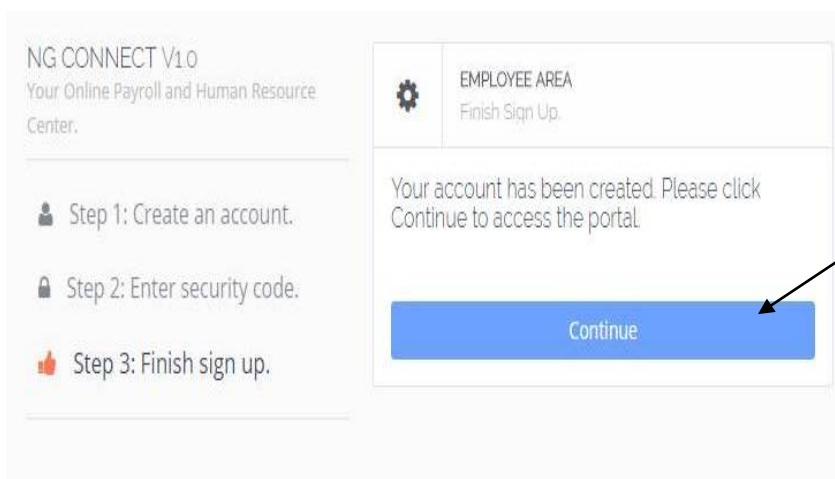
Code

Didn't get the code? Click here to resend a new code.

Continue

Step 5

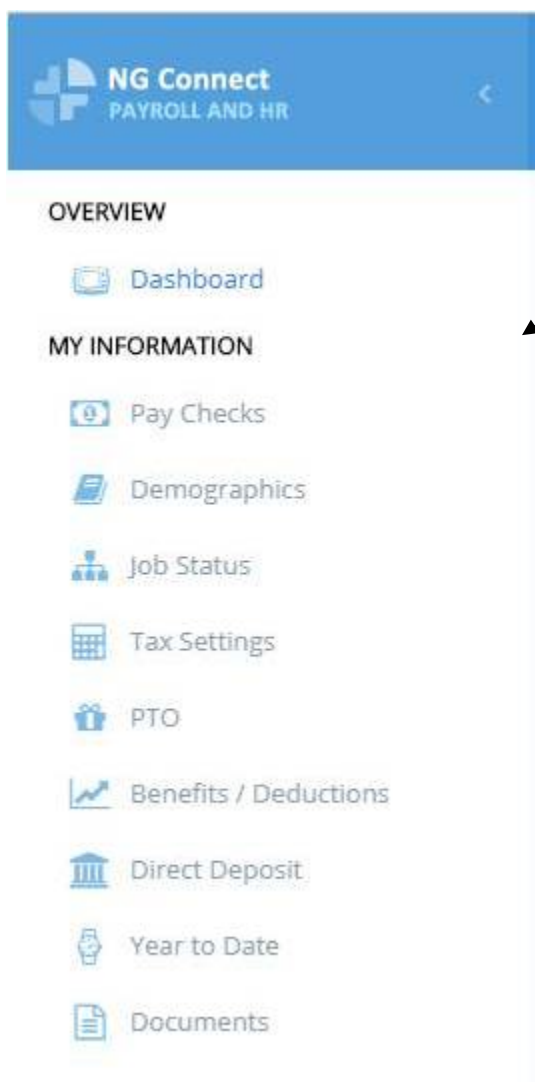
Enter Security code and hit **Continue**



Step 6

This screen should pop up once your security code was entered above. Hit **Continue** to proceed to the payroll portal

You will also receive an email stating your account has been set up and your user name. (Remember your password)



Step 7

You now have access to your pay records with the following tabs appearing on the left hand side of the screen.

To log out of the portal go to the top of the screen. Next to your name there is a drop down arrow. Click on the arrow and the **RED Logout** button will appear.