PAYROLLSELECT
SERVICES LLC

The following instructions will guide you through the login process to access your online employee self-service portal for your pay stubs and W2s. Please contact our office if you are not able to successfully log in after following these instructions. The link in Step 1 should be saved as a favorite on your workstation / PC

STEP 1) Navigate to your website: https://cityofross.asurehcm.com/SysForms/Login.aspx?sid=s0507

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Secure Login 🔒
Enter your credentials below and click Login.

Employee	
Password	
Role	⌄

UPDATE ROLES

I accept this Website's Terms and Conditions ☐

LOGIN

STEP 2) Enter your **employee number** which can be found on your initial paper stub or check in with your payroll contact. Make sure to use all digits including any leading zeroes.

STEP 3) Click on the "Update Roles" button. This will populate the "Role" field with **"Employee Payview"**.

STEP 4) Enter your **password*** and **agree to the terms and conditions.** Click login.

*Your default password is the last four digits of your Social Security Number. You will be prompted to change your password. Your new password must contain an upper and lower case letter, number, and special character, and must be a minimum of 8 digits long. An example of a good password: **Spring!02**

Once logged in, navigate to **"My Payroll Checks"**, choose either Last Paycheck for your most recent pay information or Paycheck History. If you click on Paycheck History you will get a list of previous paychecks, to access them click on "View Stub" behind the one you want to view.