

## Employee Self-Service for Apple® Macintosh® Users

When viewing pay stubs on your Macintosh computer you must use the Mozilla® Firefox® browser. You may download a free copy here: <http://www.mozilla.com/en-US/firefox/>. You must also have Adobe® Acrobat® Reader® installed. You may download a free copy here: <http://get.adobe.com/reader/>

(Note: If you're viewing this PDF document on your Mac® it's possible that your Mac may be displaying this document using the Preview application that's part of the Mac operating system. However, in order to view pay statements, etc., in Employee Self-Service you must have Adobe Reader installed. The Employee Self-Service application will display pay statements, etc., using Adobe Reader only.)

To access the Employee Self-Service web site, always use this link:

<http://www.evolutionpayroll.com/selfserve/savers>

This link will redirect to the login page on a secure site that begins with "https".

A link to the above web address is also available on the Payroll Administration page on the Savers' web site, [www.saversadmin.com](http://www.saversadmin.com).

The Macintosh screen captures shown on the following pages were made using Firefox version 3.0.6.

All third-party brands and trade names in this document are the property of their respective owners.

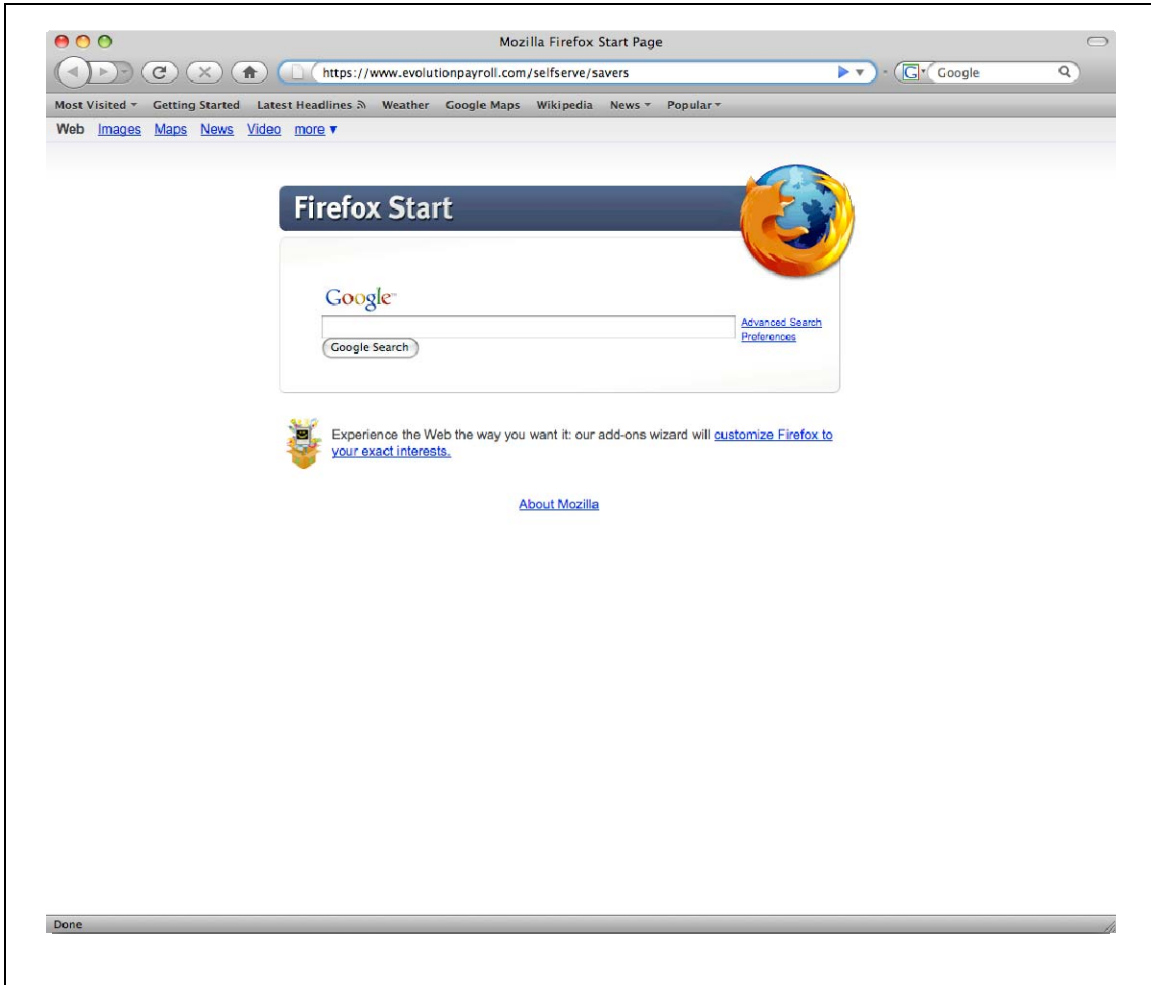


---

Savers Administrative Services • 635 W. Fourth St., Suite 201 • Winston-Salem, NC 27101-2740  
ph: 336-759-3888 • toll free: 800-949-0311 • fax: 336-759-3999 • [www.saversadmin.com](http://www.saversadmin.com)

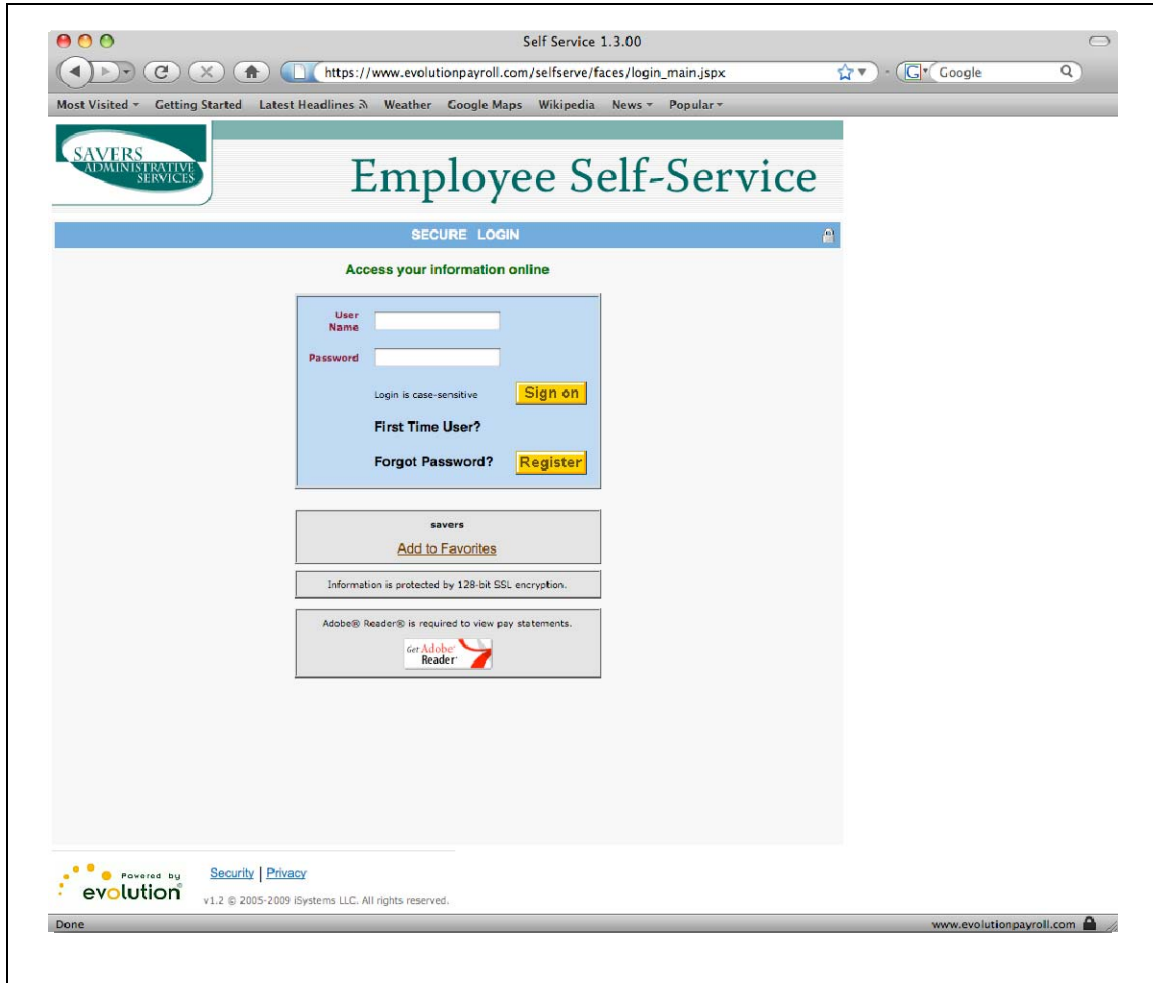
---

Firefox start page with the above web address in the address field:



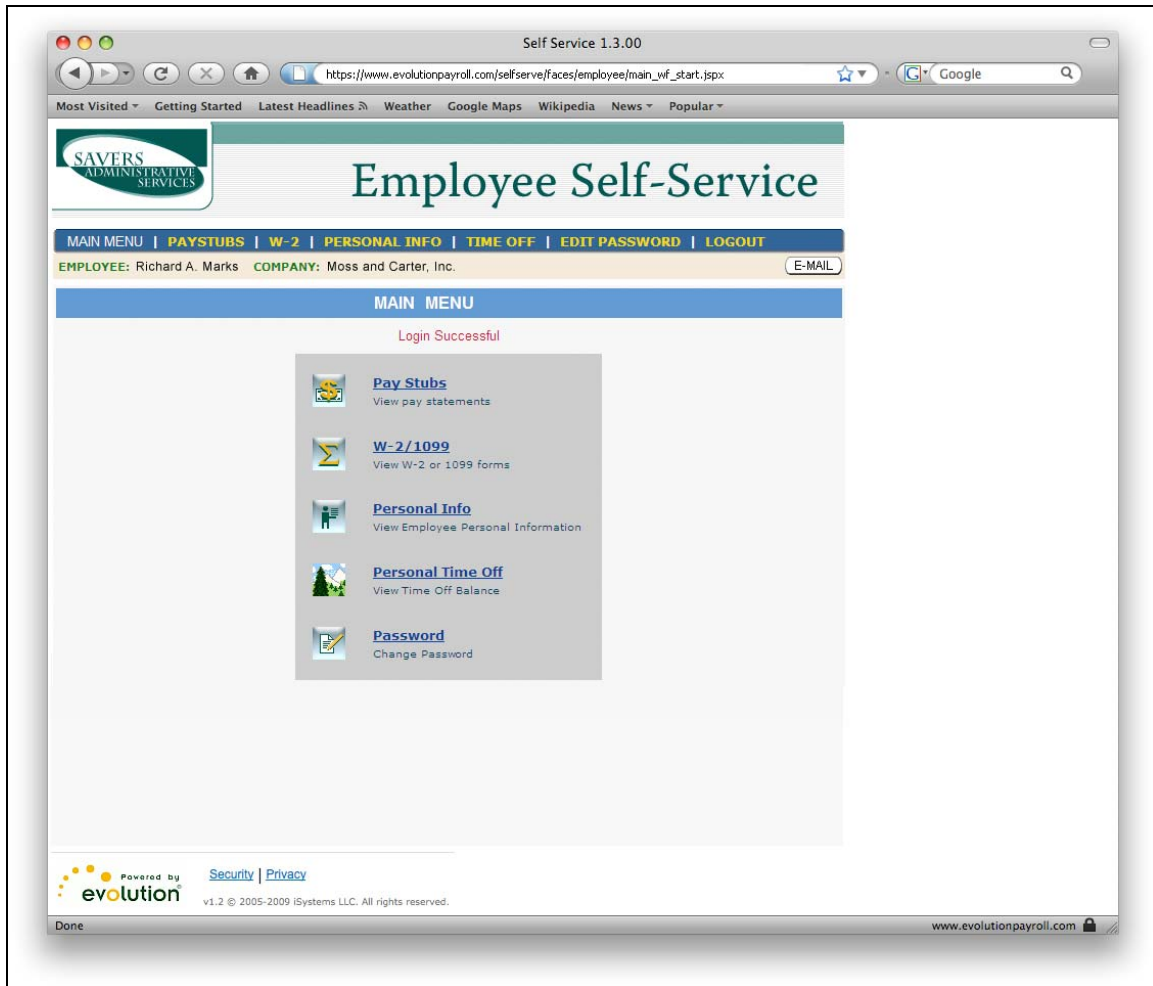
Savers Administrative Services • 635 W. Fourth St., Suite 201 • Winston-Salem, NC 27101-2740  
ph: 336-759-3888 • toll free: 800-949-0311 • fax: 336-759-3999 • [www.saversadmin.com](http://www.saversadmin.com)

The browser will redirect to the Employee Self-Service login page. Note that it now displays the “https” address, which is a secure web site. Enter your login information and click the “Sign on” button.



Savers Administrative Services • 635 W. Fourth St., Suite 201 • Winston-Salem, NC 27101-2740  
ph: 336-759-3888 • toll free: 800-949-0311 • fax: 336-759-3999 • www.saversadmin.com

Once logged in you'll see the Main Menu page. In the main menu, select Pay Stubs to view your pay statements.



Savers Administrative Services • 635 W. Fourth St., Suite 201 • Winston-Salem, NC 27101-2740  
ph: 336-759-3888 • toll free: 800-949-0311 • fax: 336-759-3999 • [www.saversadmin.com](http://www.saversadmin.com)

The Pay Statements screen will appear and display your pay statements in a table format. By default they are sorted by date. To view the details of a particular pay statement click the View button in the Action column.

The screenshot shows a web browser window titled "Self Service 1.3.00" with the URL <https://www.evolutionpayroll.com/selfserve/faces/employee/paystubs.jspx>. The page header features the "SAVERS ADMINISTRATIVE SERVICES" logo and the title "Employee Self-Service". A navigation bar includes links for "MAIN MENU", "PAYSTUBS", "W-2", "PERSONAL INFO", "TIME OFF", "EDIT PASSWORD", and "LOGOUT". Below this, the user's name "EMPLOYEE: Richard A. Marks" and company "COMPANY: Moss and Carter, Inc." are displayed, along with an "E-MAIL" button.

The main content area is titled "PAY STATEMENTS" and shows a "View Year: 2008" dropdown. A table of pay statements is displayed, with columns for "Check #", "Check Date", "Gross", "Net", and "Action". The table contains 10 rows of data, each with a "View" button in the Action column. Navigation controls for "Previous", "1-10 of 22", and "Next 10" are visible above and below the table.

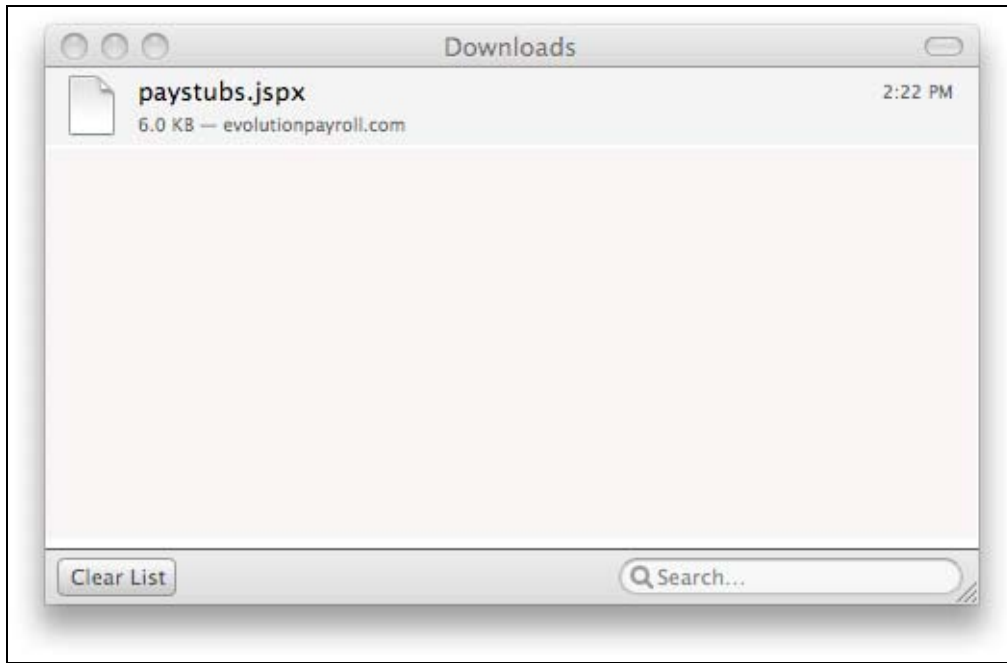
Check #	Check Date	Gross	Net	Action
8667	Dec 31, 2008	1041.00	780.75	(View)
8853	Dec 17, 2008	278.12	250.00	(View)
8709	Dec 15, 2008	1041.00	780.75	(View)
8784	Nov 28, 2008	1041.00	780.75	(View)
8826	Nov 14, 2008	1041.00	780.75	(View)
8911	Oct 31, 2008	1041.00	780.75	(View)
8954	Oct 15, 2008	1041.00	780.75	(View)
8997	Sep 30, 2008	1041.00	780.75	(View)
9039	Sep 15, 2008	1041.00	780.75	(View)
9082	Aug 29, 2008	1041.00	780.75	(View)

At the bottom of the page, there is a footer with the "evolution" logo, "Powered by", "Security | Privacy", "v1.2 © 2005-2009 iSystems LLC. All rights reserved.", and the website URL [www.evolutionpayroll.com](http://www.evolutionpayroll.com).



Savers Administrative Services • 635 W. Fourth St., Suite 201 • Winston-Salem, NC 27101-2740  
 ph: 336-759-3888 • toll free: 800-949-0311 • fax: 336-759-3999 • [www.saversadmin.com](http://www.saversadmin.com)

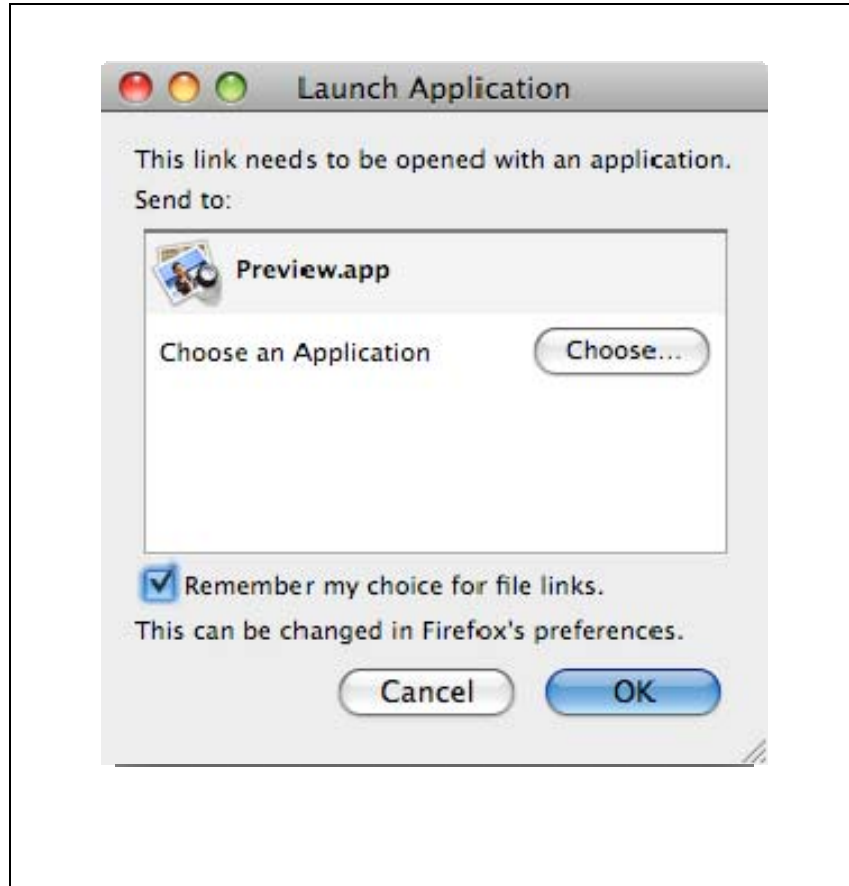
After clicking the View button next to the desired pay statement the following “Downloads” dialog box will appear:



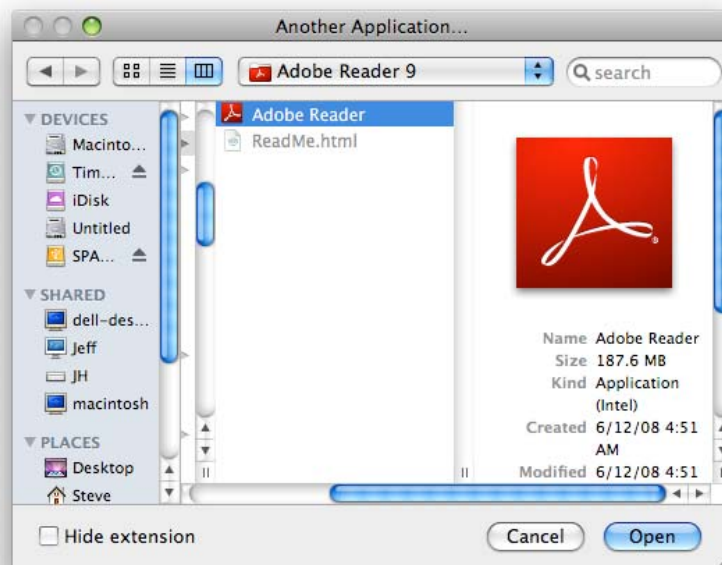
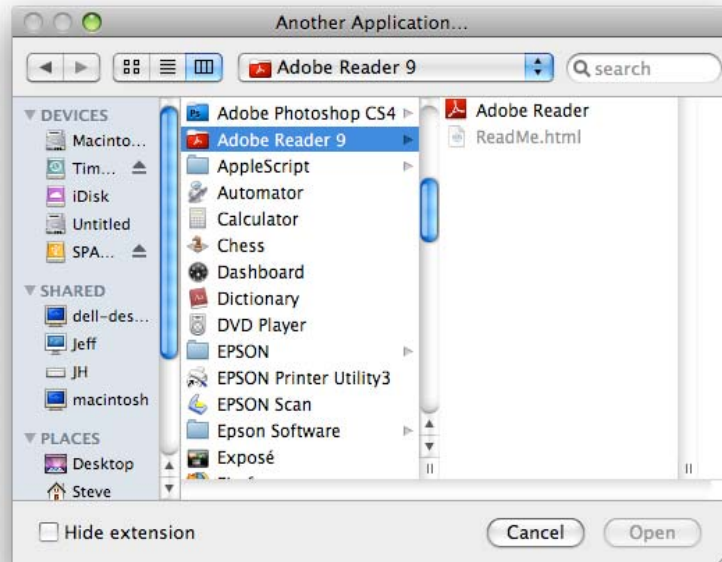
Double-click the highlighted filename (paystubs.aspx in the example above) to open it.

Note: The first time you do this you will have to select Adobe Acrobat Reader as the default application for viewing your pay stubs. It will cause the following Launch Application setup window to appear.

Click the “Remember my choice for file links” checkbox (as shown) and then click the “Choose . . .” button.



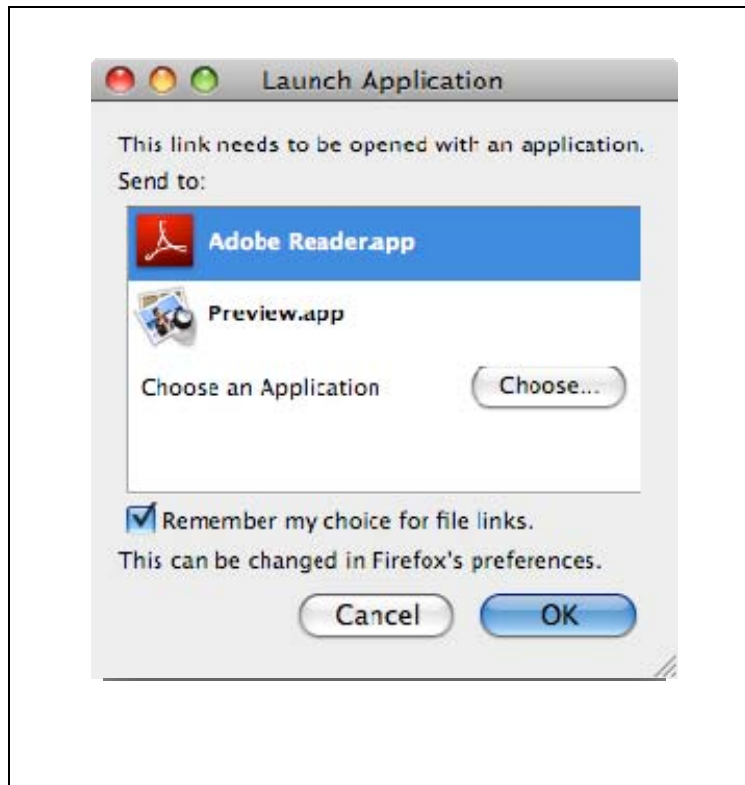
After clicking the “Choose” button above, the following dialog boxes will appear. Navigate to “Adobe Reader” (version 9 is shown in this example) and then click the “Open” button.



After you click “Open” the following dialog box will appear.

Be sure “Adobe Reader” is highlighted and that the “Remember my choice for file links.” check box is selected.

Then click the “OK” button.



After you click “OK” above, the following message will appear. Select the “Do not show this message again” checkbox and then click the “Yes” button.

Your pay statement file should now open. In the future, other documents of this type will open automatically in Adobe Reader.

