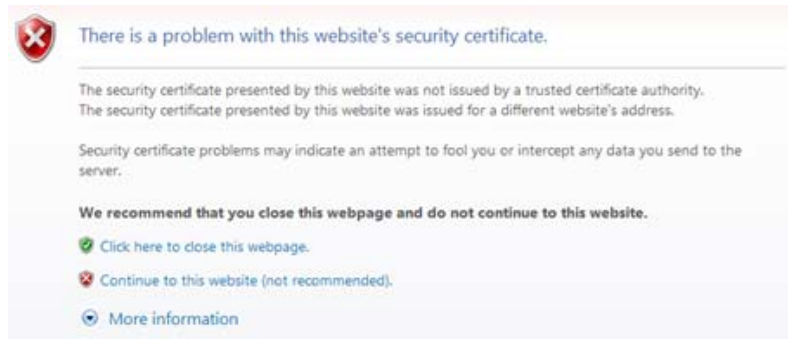


Cass County Web Access for Payroll Information & Stub Image

<https://156.99.225.100/payroll/inqweba>

Depending on your version of Internet Explorer you may receive one of the following security messages:

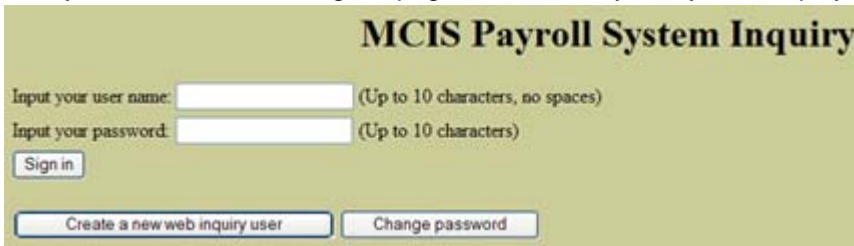


Click on 'Yes' or 'Continue to this website'.

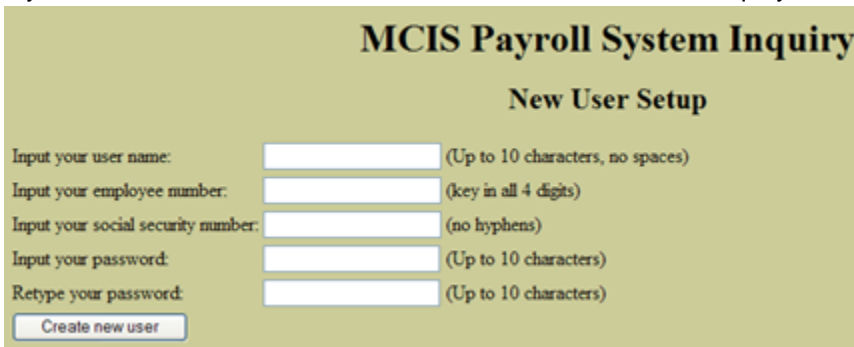
Also answer 'Yes' if you receive the following security warning:



Now you should be at the sign in page for 'MCIS Payroll System Inquiry':

The sign-in page for the MCIS Payroll System Inquiry. It has a green header with the title "MCIS Payroll System Inquiry". Below the title are two input fields: "Input your user name:" (with a note "(Up to 10 characters, no spaces)") and "Input your password:" (with a note "(Up to 10 characters)"). Below these fields is a "Sign in" button. At the bottom of the page are two buttons: "Create a new web inquiry user" and "Change password".

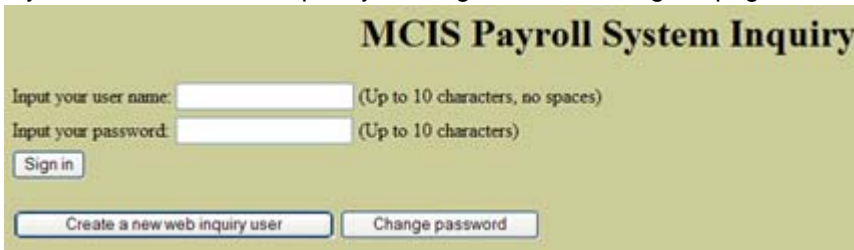
If you have not created a user – click on 'Create a new web inquiry user':

The "New User Setup" page for the MCIS Payroll System Inquiry. It has a green header with the title "MCIS Payroll System Inquiry" and the subtitle "New User Setup". Below the subtitle are five input fields: "Input your user name:" (with a note "(Up to 10 characters, no spaces)"), "Input your employee number:" (with a note "(key in all 4 digits)"), "Input your social security number:" (with a note "(no hyphens)"), "Input your password:" (with a note "(Up to 10 characters)"), and "Retype your password:" (with a note "(Up to 10 characters)"). Below these fields is a "Create new user" button.

Create your own user name and password (all fields required).

If you receive 'The user name "your user name" already exists.' Then please call Doug Stark or the MIS Department.

If your user name is accepted you will go back to the sign in page:

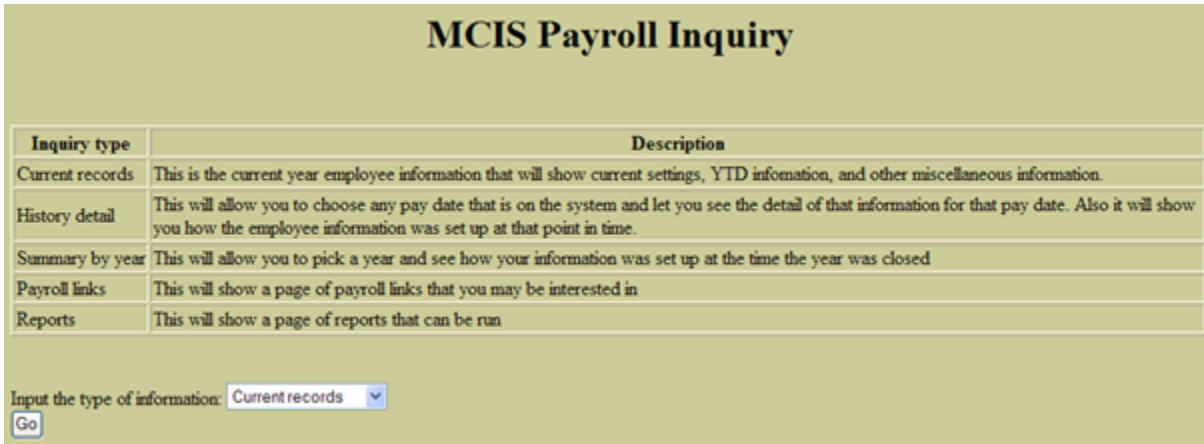


MCIS Payroll System Inquiry

Input your user name: (Up to 10 characters, no spaces)

Input your password: (Up to 10 characters)

After you enter your user name and password - click on 'Sign in'. This will take you to the follow page:

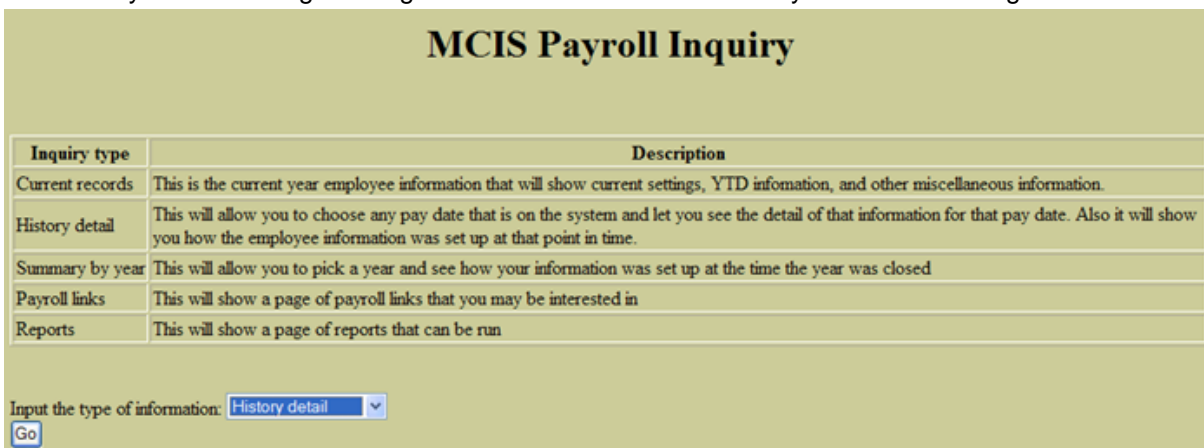


MCIS Payroll Inquiry

Inquiry type	Description
Current records	This is the current year employee information that will show current settings, YTD information, and other miscellaneous information.
History detail	This will allow you to choose any pay date that is on the system and let you see the detail of that information for that pay date. Also it will show you how the employee information was set up at that point in time.
Summary by year	This will allow you to pick a year and see how your information was set up at the time the year was closed
Payroll links	This will show a page of payroll links that you may be interested in
Reports	This will show a page of reports that can be run

Input the type of information:

To look at your 'Stub image' change the 'Current records' to 'History detail' and click 'go':



MCIS Payroll Inquiry

Inquiry type	Description
Current records	This is the current year employee information that will show current settings, YTD information, and other miscellaneous information.
History detail	This will allow you to choose any pay date that is on the system and let you see the detail of that information for that pay date. Also it will show you how the employee information was set up at that point in time.
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Payroll links	This will show a page of payroll links that you may be interested in
Reports	This will show a page of reports that can be run

Input the type of information:

Click on the 'Pay date' you wish to look at (01/09/2009 -1):

CASS COUNTY, MINNESOTA

Payroll History Detail

Number				
Name				
Pay date	Check Nbr	Pay Period Beginning Date	Pay Period Ending Date	Status
1/09/2009 - 1	Direct deposit	12/13/2008	12/26/2008	
12/26/2008 - 1	Direct deposit	11/29/2008	12/12/2008	
12/12/2008 - 1	Direct deposit	11/15/2008	11/28/2008	
11/28/2008 - 1	Direct deposit	11/01/2008	11/14/2008	
11/14/2008 - 1	Direct deposit	10/18/2008	10/31/2008	
10/31/2008 - 1	Direct deposit	10/04/2008	10/17/2008	
10/17/2008 - 1	Direct deposit	9/20/2008	10/03/2008	
10/03/2008 - 1	Direct deposit	9/06/2008	9/19/2008	
9/19/2008 - 1	Direct deposit	8/23/2008	9/05/2008	
9/05/2008 - 1	Direct deposit	8/09/2008	8/22/2008	

[Next Page](#)

Here you can view 'Vacation/Sick/Comp/etc' information or 'Stub detail' information. If you want to see what your paper stub looks like - click on 'Retrieve stub image':

CASS COUNTY, MINNESOTA

Payroll History Detail

Employee Record as of Pay Date Shown

Employee information YTD dollars Rates Personnel information Vacation/Sick/Comp/etc Job position Stub detail Retrieve stub image Payments New pay date Change inquiry type	Number			
	Name			
	Pay date	1/09/2009 - 1		
	Pay period range	12/13/2008 - 12/26/2008		
	Check Nbr or Direct deposit	Direct deposit		
	Voided	No		
	Retired	No	Status	Active
	Tax state	MN	Married or Single tax table	Married table
	PERA plan	Coordinated	Earned Income Credit	No EIC
	Federal exempt	No	State exempt	No
Federal exemptions	1	State exemptions	1	
Federal add on dollar amount	0	State add on dollar amount	0	
Salary or Hourly employee	Hourly	Pay cycle	Bi-weekly	

You will be asked to reenter your password:

CASS COUNTY, MINNESOTA

Direct Deposit

Reenter your password to see your stub: (Up to 10 characters)

Depending on how your adobe is setup, you may have to press your browser back button to return to the previous screen.

Since you can pick any pay date to print, the Year-To-Date column will be blanks when you print a stub off the web inquiry.

Click 'Submit':

CASS COUNTY, MINNESOTA WALKER, MN 56484									
1002 CASS COUNTY, MINNESOTA		XXX-XX-2002		Check location 0					
PAY PERIOD	PAY DATE	CHECK NUMBER		NET PAY					
12/21/2001 - 12/24/2001	1/09/2002			21,202.84					
TAX STATUS	N	PRD RK	1	PRD ADD ON	9.00	STATE RT	1	STATE ADD ON	9.80
EARNINGS/PAYS					DEDUCTIONS/BENEFITS				
CODE	DESCRIPTION	HOURS	RATE	AMOUNT	CODE	DESCRIPTION	EMPLOYEE	EMPLOYER	YTD
1000	NORMAL HOURS	42.000	22.198	932.32	4222	ASSURANT L/T DISABIL		9.48	
1010	FLOAT HOLIDAY HOURS	8.000	22.198	177.58	4251	WACO DC 62002		20.00	
1020	FLOAT HOLIDAY HOURS	8.000	22.198	177.58	4259	DC/RS #2,500 DEDUCT		225.00	
1094	VACATION TIME TAKEN	2.000	22.198	44.39					
1095	SICK TIME TAKEN	20.000	22.198	443.96					
1104	COUNTY CAPTERIA COM			429.50					
TAXES/PENSION									
CODE	DESCRIPTION	EMPLOYEE	EMPLOYER	YTD					
0202	FICA - Employee	118.40		118.40					
0202	FICA - Employer		118.48	118.48					
0202	Medicare - Employee	27.69		27.69					
0202	Medicare - Employer		27.69	27.69					
0200	Federal Withheld	127.84		127.84					
0202	MN Withheld	60.92		60.92					
0204	PERA	101.71		101.71					
0204	PERA		118.19	118.19					
Employee total							474.60		
Employer total									
VAC/ACC/CRIP/PS	CURRENT	YTD	AVAILABLE	CURRENT	YTD				
Vacation	1,214	12,000	1,214	12,000	122,214	CRIP HOURS	2,124.70	2,124.70	
SLC	1,694	20,000	1,694	20,000	272,712	TRAVEL HOURS	1,557.88	1,557.88	
Comp	2,250	.000	2,250	.000	24,800	PERA HOURS	1,569.70	1,569.70	
Personal	.000	14,000	14,000	14,000	14,000	MEDICARE HOURS	1,329.70	1,329.70	
						PERA HOURS	1,695.20	1,695.20	
						NET PAY	1,222.84	1,222.84	
MESSAGES: **** REPRINTED DIRECT DEPOSIT STUB ***									
DIRECT DEPOSIT VOUCHER									
CASS COUNTY, MINNESOTA									
NAME	C/S	ACCOUNT	AMOUNT						
F B B WALKER	C	**1002	1,202.84						
CASS COUNTY CASS COUNTY, MINNESOTA WALKER, MN 56484									
Pay date: 1/09/2002									
--- 12/01/01									