

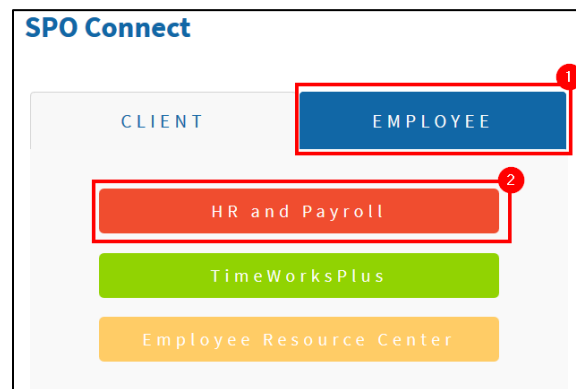
WORKLIO – FAQ

Viewing Check Stubs

Q1. How do I navigate to the correct technology portal to view my pay stubs?

Step 1. You can navigate to the portal page from our website which is as follows:
<https://www.single-point.com/spo-connect/> .

Step 2. When on the website click the blue EMPLOYEE button and make sure that it's selected. Then you will click on the red HR & PAYROLL button.



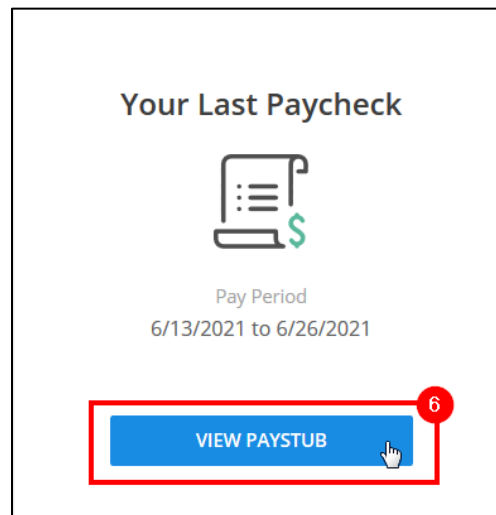
Step 3. Type in your username, hint: this will always be your email address. Usually it will be your personal email but if we did not have one on file it will be your company email address.

Step 4. Type in your password.

Step 5. Click on LOG IN.



Step 6. In the square that says “Your Last Paycheck” click on VIEW PAYSTUB.



Step 7. From the Payroll Detail section, you will have an option to DOWNLOAD a PDF copy of your pay statement.

