



HOW TO ACCESS PAYROLL INFO STAFF GATEWAY

Technical issues?
Call the Help Desk
ext. 2700

Payroll questions?
Ask HR
ext. 2248

1 Log in to Staff Gateway

giffordhealthcarestaff.meditech.cloud

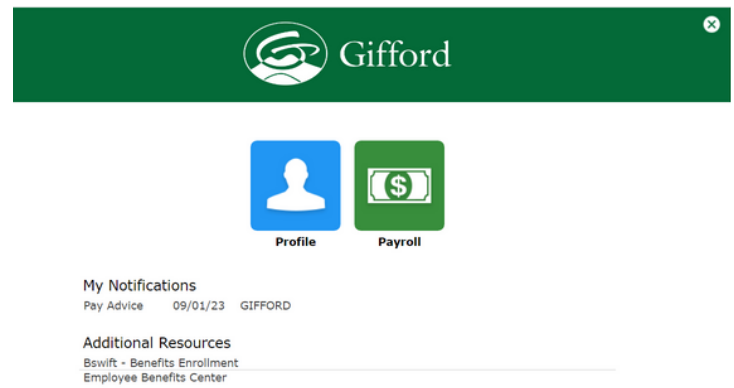
Visit this link to access Staff Gateway. The login screen looks like this. →

Log in with the User Name and Password that you use to log in to your desktop. If you can't log in, call the Help Desk at ext. 2700.



2 View your dashboard

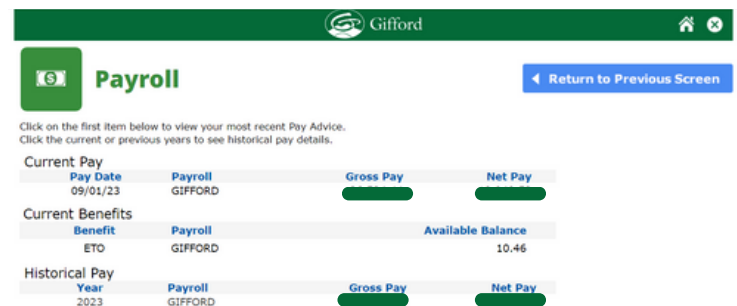
It looks like this, with icons linking to your Profile and Payroll information. →



3 View Payroll info

Click on the green-and-white Payroll icon (with the dollar bill).

You'll then be taken to your Payroll page. It looks like this. Here you can view your Current Pay (click on the line with the date to view your stub), ETO balance, and Historical Pay (year-to-date). →



4 View Profile info

Click on the blue-and-white icon (the person) to view your Profile, which looks like this and includes items like Contacts and Direct Deposit info. Here you also can update info by clicking on the tabs to the right. →

