

Click “First Time User Register Here



A screenshot of the Sage HRMS login interface. At the top center is the Sage logo in green. Below it is the heading 'Sign in to Sage HRMS'. The form contains a 'Username' field with a light blue background, a 'Password' field, and a 'Show Password' checkbox. A green 'Sign In' button is positioned below the fields. At the bottom of the form are three links: 'Username and Password Help', 'First-Time User Register Here', and 'Legal Information'. A row of social media icons (Facebook, Twitter, YouTube, LinkedIn, Instagram, and a square icon) is located at the very bottom of the page.

Enter First and Last name **as it appears in HRMS/FMS including any applicable hyphens.**

Soc Sec #'s **must include dashes**

Select a security Question/answer

**NOTE:** You MUST hit “**Tab**” before you can click “Next”



Sign in to Sage HRMS

## Create New Logon

To set up your Logon, provide the following information.

First Name

Not case-sensitive

Last Name

Not case-sensitive

Social Security Number

XXX-XX-XXXX

Security Question

What is the name of the first school you attended? ▼

Security Answer

Next

Cancel

Created your logon information by completing the following steps:

- Create Username
- Create Password
- Confirm Password
- Click Save

Sign in to Sage HRMS

## Create New Logon

Username

Password

Confirm Password

The username and password cannot contain any spaces.

Password must be in the following format:

- Minimum Length: 8
- Minimum Numeric Characters: 1
- Minimum Uppercase Characters: 1
- Minimum Lowercase Characters: 1
- Minimum Special Characters: 1

Password and Confirm Password does not match.

Once you logged in, you will be taken to this screen.

Show/Hide

- Personal
- Employment
- My Menus

My Recent Messages

Message Type	Message
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Details

My Pay History

Pay Day	Wages Paid	Deductions	Taxes	Net Pay
03/21/2025	11.10	0.00	1.32	9.78
03/07/2025	757.33	0.00	90.12	667.21
02/07/2025	662.48	0.00	78.84	583.64
01/10/2025	768.89	0.00	91.50	677.39
12/06/2024	645.32	0.00	76.80	568.52

Details

To access your pay stubs, click “Employment” and then “Pay History”

The screenshot shows the Sage Employee Self Service interface. The top left corner displays the Sage logo and the text "Employee Self Service". The top right corner shows a partial "Emplo" label. The main navigation menu on the left is divided into three sections: "Personal", "Employment", and "My Menus". The "Employment" section is highlighted in green. Within the "Employment" section, the "Pay History" option is highlighted with a red box and a red arrow pointing to it. Other options in the "Employment" section include "Compensation", "Length of Service", "W-4 Form", "W-2 History", and "Direct Deposit". The "My Menus" section includes "Personal" and "Employment". The "Personal" section includes "Personal". The "Employment" section includes "Compensation", "Length of Service", "Pay History", "W-4 Form", "W-2 History", and "Direct Deposit". The "My Menus" section includes "Personal" and "Employment".

My Recent Messages

Message Type	Message
<a href="#">Details</a>	

My Pay History

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[Details](#)

Once you click “Pay History” you will be taken to this screen. Select the desired paystub you want by double clicking on the date under the “Pay Day” column.

**Sage** | Employee Self Service Employee

**Pay History**

Pay Day ↓	Period Start	Period End	Check Number	Hours Paid	Wages Paid	Deductions
03/21/2025	01/01/2025	01/31/2025	136195	48.25000	11.10	0.00
03/07/2025	02/01/2025	02/28/2025	135936	108.50000	757.33	0.00
02/07/2025	01/01/2025	01/31/2025	135175	96.50000	662.48	0.00
01/10/2025	12/01/2024	12/31/2024	134787	112.00000	768.89	0.00
12/06/2024	11/01/2024	11/30/2024	133551	94.00000	645.32	0.00
11/08/2024	10/01/2024	10/31/2024	132859	87.00000	597.26	0.00
11/08/2024	10/01/2024	10/31/2024	133117	23.50000	161.33	0.00
10/25/2024	09/01/2024	09/30/2024	132623	101.00000	683.28	0.00

*Note: A red arrow points to the date 02/07/2025 in the Pay Day column.*