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Online Paystub Instructions

For the best viewing experience, we recommend using Google Chrome or Mozilla Firefox web browsers.

Please Note:

In order to view or download paystubs, you will have to wait until the first “payday” to have access.

Instructions:

- To access your online paystubs, logon to <https://smarterhcpartners.madisonrf.com> and click “Login” under Online Services in the right corner.
- Enter your username (your last name and the last 4 digits of your SSN – ex: smith1234).
- Enter your password (the last 4 digits of your SSN – ex: 1234) and click the “Log In” box.
- If it is your first-time logging in, the system will prompt you to enter your email address. This is recommended as it activates the “Forgot Password” assistance feature.
- Click on the “Paystubs” tab and select “Home”
- The “Home” screen displays your last 5 pay stubs as well as your year- to-date wage, taxes, and net pay amounts.
- Click on the check number to see the pay stub detail.
- Click on the “Paystubs” tab again and select “My Account” to view employee details, change your password or change your email address.