

HOW TO ACCESS e-CHRIS

To access e-CHRIS, type **echris.phoenix.gov** and *nothing else* into the URL box located at the very top of your web page.

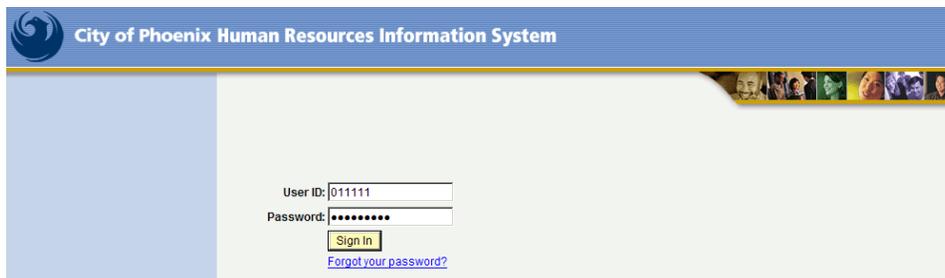


When the e-CHRIS Home page displays, please note that there is a tab specifically for Retirees that contains lots of helpful information. Clicking on the word **Retirees** will take you to that page.



To access the e-CHRIS log in page, click the **e-CHRIS Login** button in the upper right-hand corner of the page.

SIGNING INTO E-CHRIS



- Populate **User ID** and **Password** and click **Sign In**.
- User ID = City Employee ID – can be found on *any* pay stub.
- Password = whatever you have set it to unless you are signing in for the very first time.

E-CHRIS Password when signing in for the very first time:

For the very first e-CHRIS log in, you have an eight-digit predetermined password made up of the following:

- The first two digits will be your birth month (e.g. if your birth month is **February** you will enter **02**).
- The next four digits will be the last four numbers of your Social Security Number (e.g. if your SSN is 527-99-**6868** you will enter **6868**).
- The last two digits will be your birth year (e.g. if you were born in 1975 you will enter **75**).
- Using the example above, the **Password** would be **02686875**.
- **First time log in requires mandatory password change. (See CHANGING YOUR E-CHRIS PASSWORD instructions on the next page.)**

WHAT YOU NEED TO KNOW ABOUT YOUR E-CHRIS PASSWORD

- Password must be changed every 60 days or sooner (See **Changing Your E-CHRIS Password**).
- Your Password must be a minimum of 8 characters and must contain a combination of at least three of the following:
 - Uppercase character (A-Z)
 - Lowercase character (a-z)
 - Number (0-9)
 - Special character (e.g. !, @, #). Do not use ?, %, or * (e.g. **Arizona29, happy@55, smile99!**)
- Create Password Hint Question.
- *Always* sign out by clicking the [Sign out](#) link located in the upper right hand corner of the web page.

CHANGING YOUR E-CHRIS PASSWORD

When your e-CHRIS password expires, you will know as the dialog box below will automatically display:



Your password has expired.

[Click here to change your password.](#)

Clicking the [Click here to change your password.](#) link will display the dialog box below:

Change Password

User ID:

Description: Lois Lane

*Current Password:

*New Password:

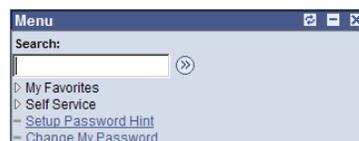
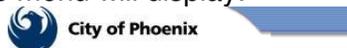
*Confirm Password:

Enter your **Current Password** in the top field, and your new password in the **New Password** field and again in the **Confirm Password** field. Click and you will see this message:

Password Saved

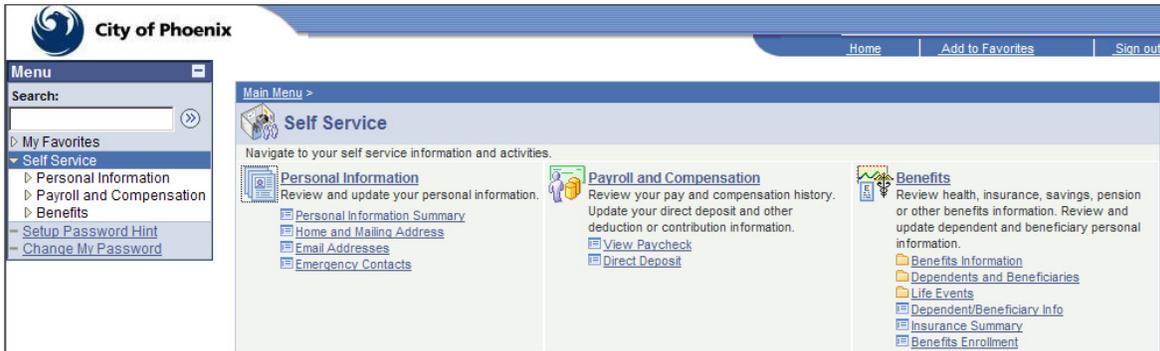
✓ Your password has successfully been changed.

Click and the e-CHRIS Home menu will display:



VIEWING YOUR PAY STUB

Once you are signed into e-CHRIS, click the **Self Service** link to view available information. Under **Payroll and Compensation**, click the [View Paycheck](#) link and your most recent pay stub will display.



To view a paycheck other than the one automatically displayed, click the [View a Different Paycheck](#) link.

City of Phoenix Electronic Pay Stub

Lois Lane

Company: City of Phoenix MERP
 251 W Washington St
 5th Floor
 Phoenix, AZ 85003

Net Pay: \$302.00
Pay Begin Date: 08/01/2010
Pay End Date: 08/31/2010
Check Date: 08/01/2010

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

| General | |
|-----------------------|---|
| Name: | Lois Lane |
| Employee ID: | 011111 |
| Address: | 1010 Daily Planet Ave Metropolis, KS 86999 |
| Business Unit: | CHRIS |
| Pay Group: | Medical Exp Reimb Prog |
| Department: | R1000 - General City Retirees |
| Location: | City Hall |
| Job Title: | MRP General City Retiree |
| Pay Rate: | \$202.00 Monthly |

When the **Paycheck Selection** page displays, if you receive a City Retirement check *and* a MERP (Medical Expense Reimbursement Program) check you will see **City of Phoenix MERP** *and* **City of Phx Emp Retirement Pln** options. To view a monthly retirement check, click the desired date for any **City of Phx Emp Retirement Pln** option. To view a monthly **MERP** check, click the desired date for any **City of Phoenix MERP** option.

Electronic Pay Stub

Review your available paychecks below. Select the check date of the paycheck you would like to review.

| Paycheck Selection | | |
|----------------------------|--------------------------------|----------------|
| <u>Pay Period End Date</u> | <u>Company</u> | <u>Net Pay</u> |
| 2010-08-31 | City of Phoenix MERP | \$302.00 |
| 2010-07-31 | City of Phx Emp Retirement Pln | \$1411.52 |
| 2010-06-30 | City of Phx Emp Retirement Pln | \$1493.16 |
| 2010-07-31 | City of Phoenix MERP | \$302.00 |
| 2010-05-31 | City of Phx Emp Retirement Pln | \$1493.16 |

The selected pay stub will display. To view a pay stub for a different date, repeat this process.

PRINTING YOUR PAY STUB

If you are viewing your pay stub and wish to print a copy, all you need to do is click the printer icon on your browser at the top of the page 

If your pay stub does not print as you expected, you may need to change your browser settings. You can change the settings by following the steps outlined below:

Right-click your mouse anywhere over the **Electronic Pay Stub** you are viewing to display a menu. Click the **Print Preview** option and a new window will open.



City of Phoenix **Electronic Pay Stub**

Betty Boop

Company: **City of Phoenix**
251 W Washington St
5th Floor
Phoenix, AZ 85003

Net Pay:
Pay Begin Date:
Pay End Date:
Check Date:

[Review the details of your paycheck. To view other checks, select](#) [View a Different Paycl](#)

At the top of the new window you should see a field that reads “**As laid out on screen**”. Click the down arrow to the right of this field to change the option to “**Only the selected frame**”. Confirm that the field to the right reads “**Shrink to Fit**”. If it doesn’t, click the down arrow and select that option from the menu.



Click the Printer icon  located in the upper left corner of the tool bar to print your pay stub. Unless you change these settings, the next time you need to print a pay stub you should only need to click the Printer icon once you have selected the pay stub you are interested in.

IF YOU NEED ASSISTANCE:

- **Setting up a DIRECT DEPOSIT**
- **Printing your PAY STUB**
- **Logging in to E-CHRIS**
- **Resetting/Changing your PASSWORD**

**CONTACT THE CITY HELP DESK AT
(602) 534-4357
MONDAY THRU FRIDAY
7:00AM TO 5:30PM
EXCEPT FOR HOLIDAYS**

