

Instructions for logging into Employee Self Service (for pay check stubs)

1. Go to the Administrative Applications and Resources (AAR) home page
<https://aar.is.colostate.edu/>
 - a. (off-campus: login via the secure server
https://secure.colostate.edu/dana-na/auth/url_1/welcome.cgi first and then proceed to the AAR)
2. Choose "HR SYSTEM" from the menu on the right
3. Login with your EID & EID password**
4. Click on "Employee Self-Service"
 - a. This should bring up your personal HR information. You will need to click on "Pay Advice" for your check stubs. You will then be able to choose from a drop down menu of dates of each pay date.

**If you are a non student hourly employee, you will need to create an EID once your CSU id number is issued. You will need to go to the link below in order to set it up.

<https://eid.colostate.edu/>