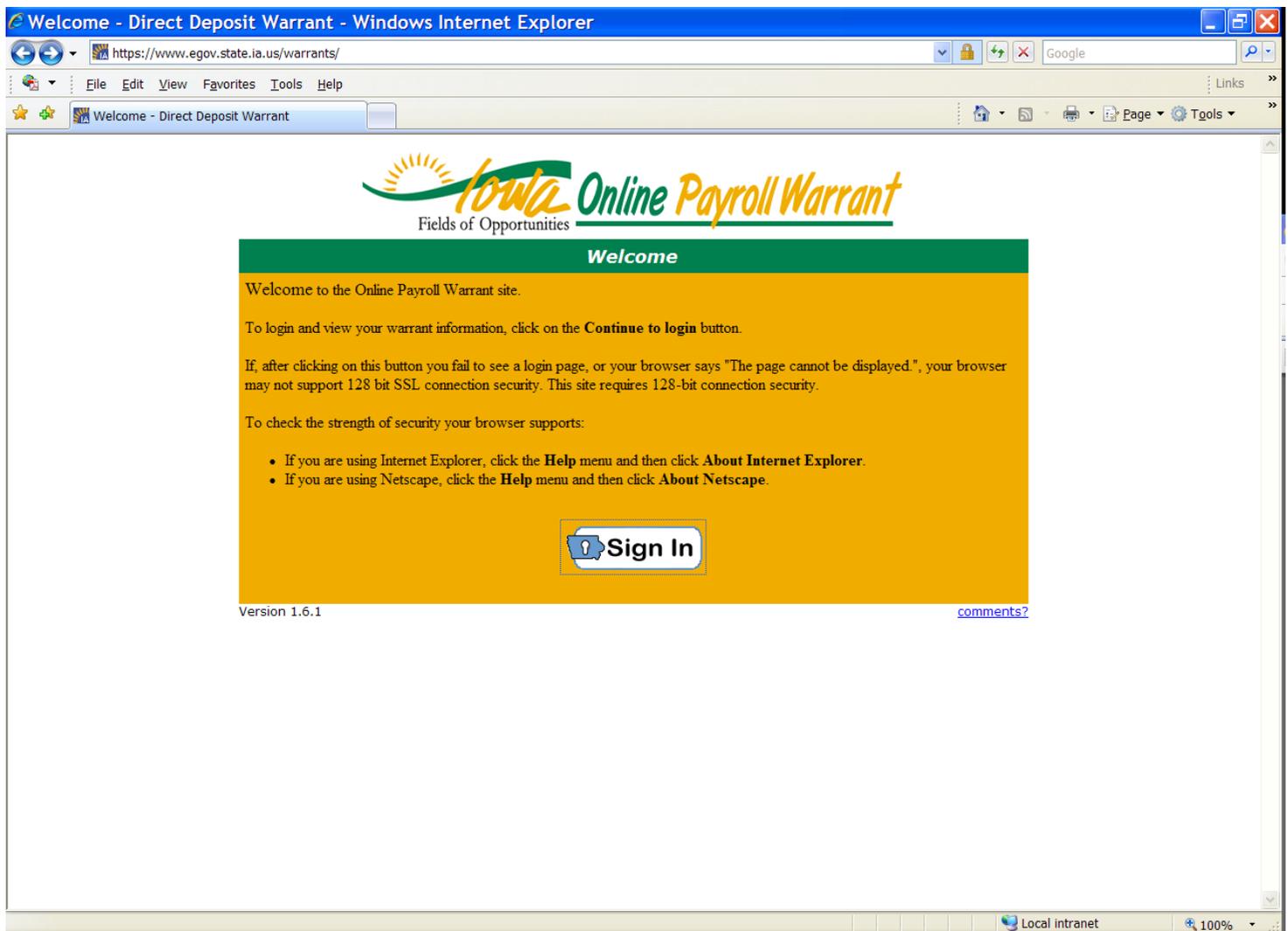


ONLINE PAYROLL WARRANT LOGIN PROCESS

Service Desk (515) 281-5703

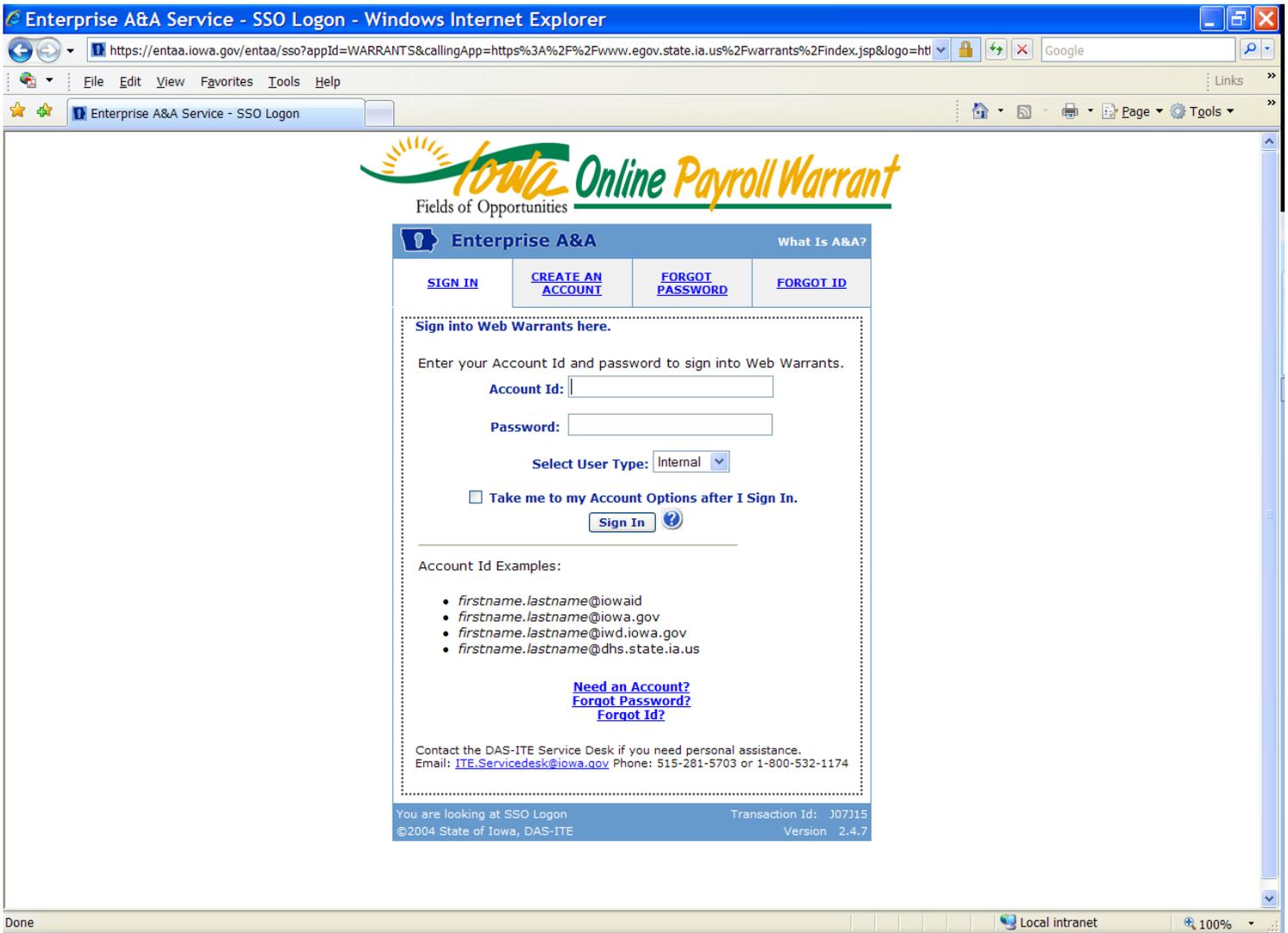
Payroll warrant information is available the Wednesday preceding payday. The actual payment is not available until the Friday pay date.

1. Enter the following address in your web browser: <https://www.egov.state.ia.us/warrants/>
 - Be sure to enter the “s” in “https”
 - The “Welcome” screen will appear
 - Click on the “Sign In” box



2. The “Iowa Online Payroll Warrant” screen will appear.

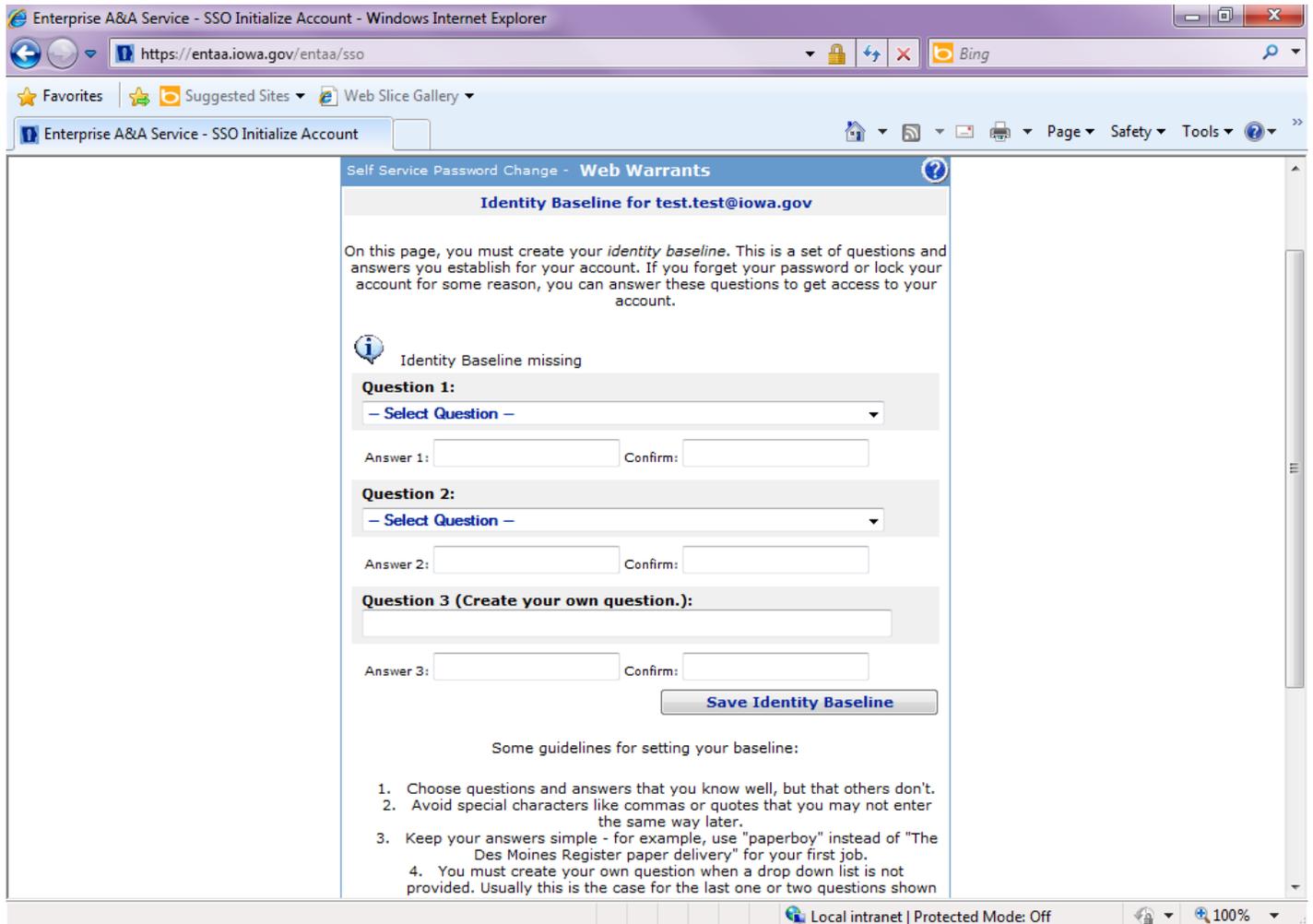
- “Account ID” is your network email address or the user name you have been specifically given for this purpose. Example: john.doe@iowa.gov
- “Password” is your current network email password or the password you have been specifically given for this purpose.
- “Select User Type” should remain “Internal”
- Click on the “Sign In” box



Contact your local Information Technology Service Desk for assistance with your password.

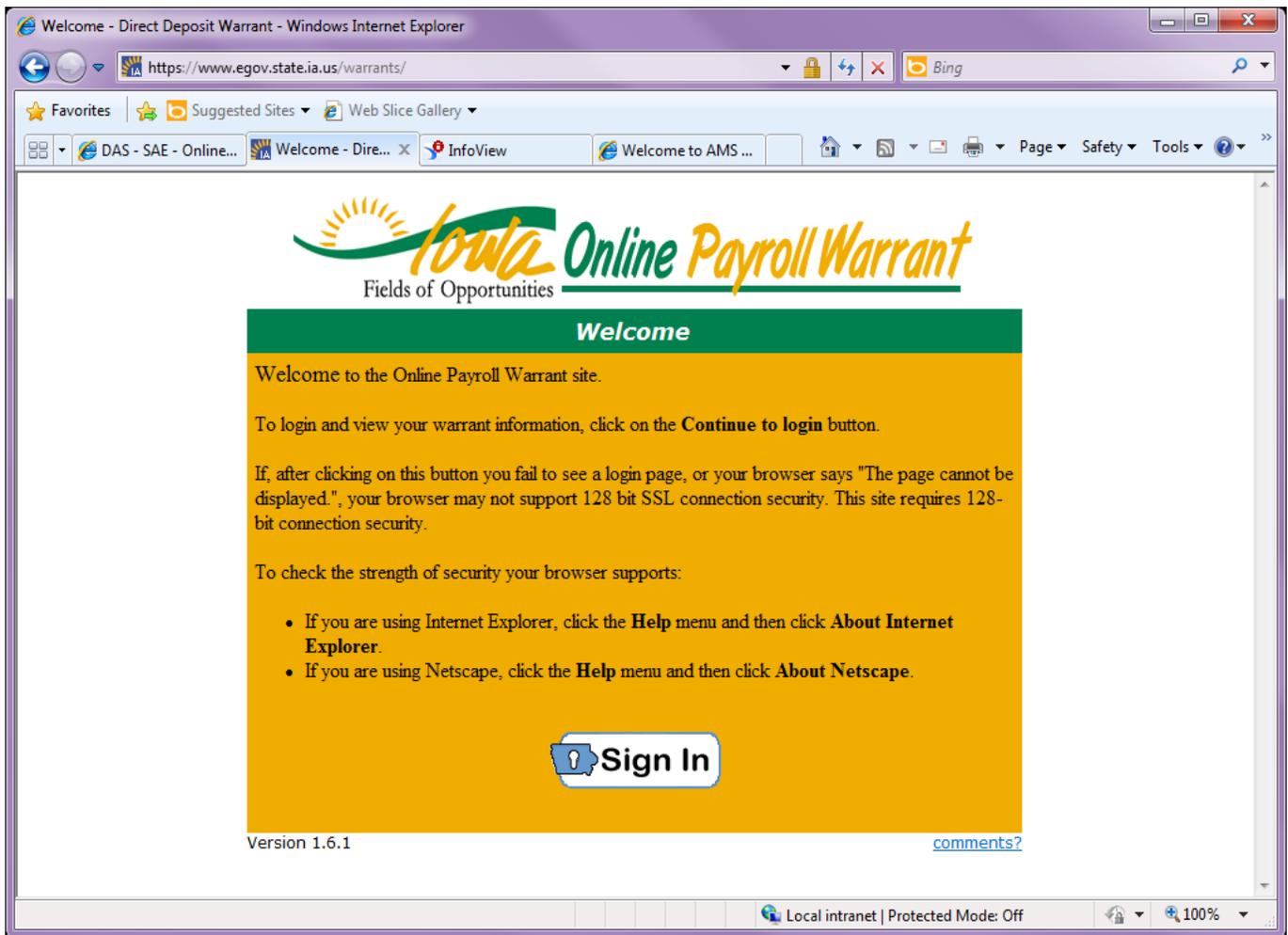
3. Some first-time users will be directed to the following Identity Baseline screen.
 - Choose Questions 1 and 2 from the drop down boxes. Enter your personal answers to the questions.
 - Create your own question and answer for Question 3.
 - Click on “Save Identity Baseline”.

IF YOU DO NOT SEE THIS SCREEN, SKIP TO STEP 5 NOW



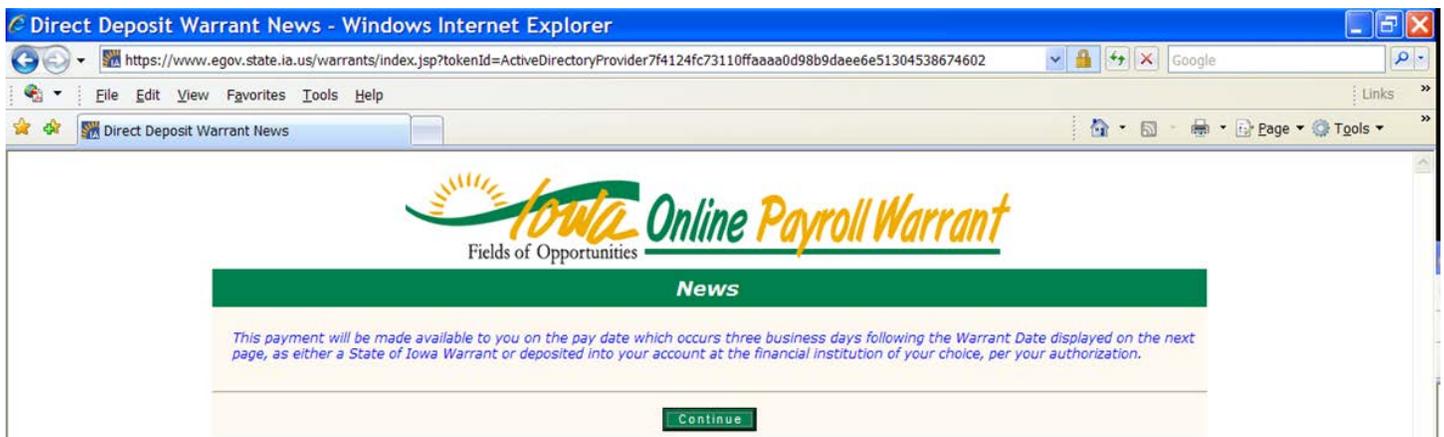
4. The following screen will appear once again. Click “Sign In” and continue as in Step 1 and Step 2 above.

Steps 3 and 4 will appear the first time you log in only. The information captured will be used when you need to change or have forgotten your password.



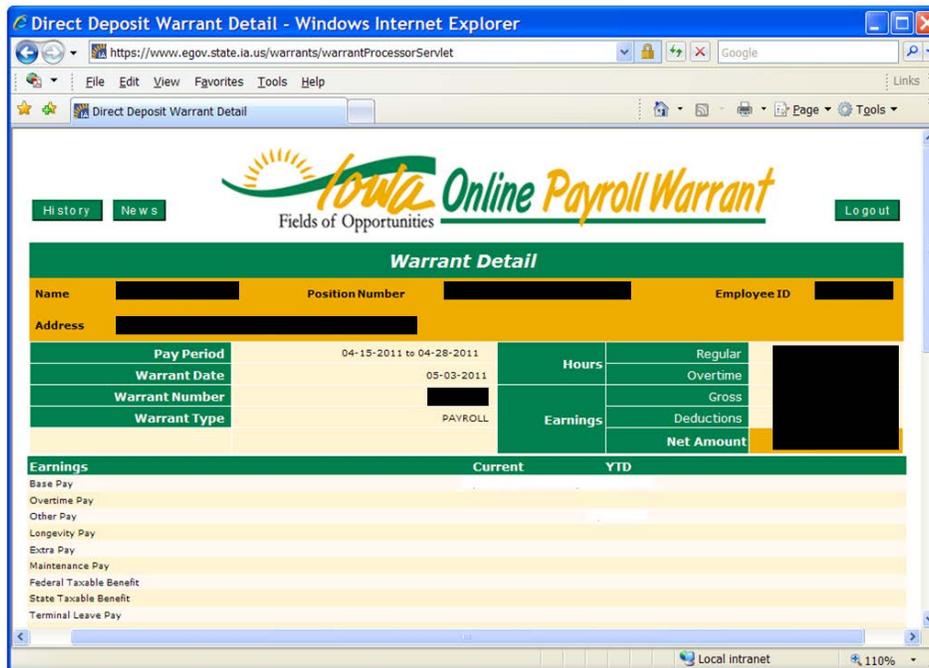
5. Once logged in, the “News” box below will appear. The “News” page will contain information concerning your pay, benefits, or related topics.

- Click the “Continue” box at the bottom of the page.

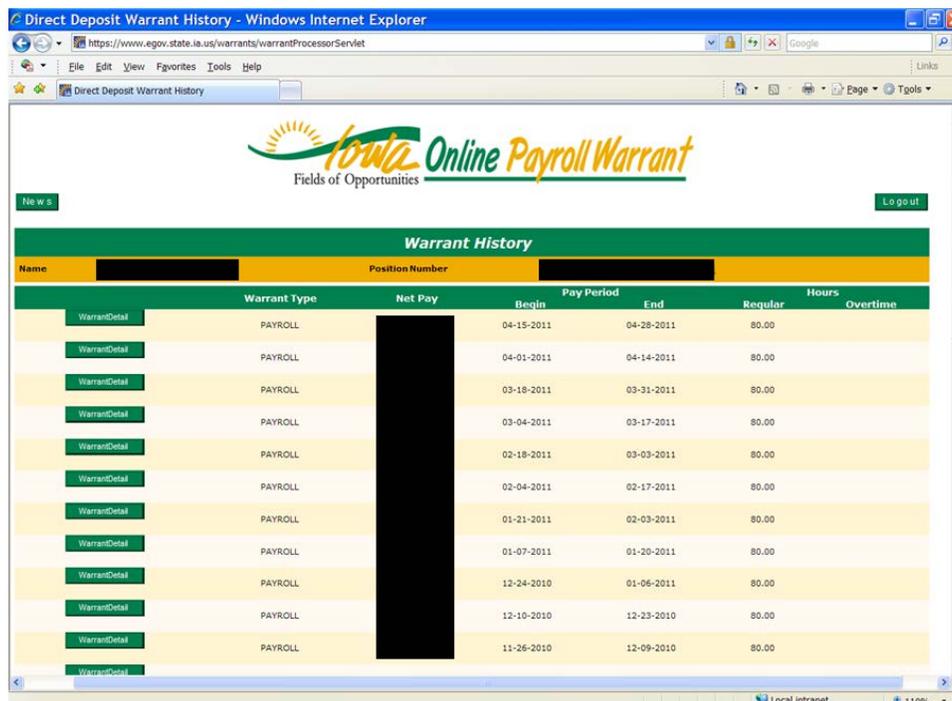


- The web page below displays the detail of the most recent warrant. You may log in at any time, with the most recent warrant as the first page to appear. Use the scroll bar to the right to move up and down the detail page.

Warrant information for the upcoming Friday payroll will be available to view on the Wednesday before payday.



- Clicking the “History Button” will display select information for the current and previous calendar years. Clicking on the “Warrant Detail” tab adjacent to any pay period will display the “Warrant Detail” screen for that pay period.



- To exit the system, click the “Logout” box in the upper right corner of the page. Closing the internet window will ensure your privacy.