

# Viewing and Printing Paystubs from Payroll Self-Service

To log in from a factory workstation, click the F9 key to bring up the Ceridian Self-Service screen

To log in from an outside computer go to <https://sourceselfservice2.ceridian.com/harleydavidson>

## Logging In:

### First-Time Users...

**Username:** HDMC0##### (HDMC in all caps followed by the numeral zero followed by your 5-digit clock number, no spaces. *Example:* HDMC055432)

**Default Password:** HDMC##### (HDMC in all caps followed by the last five digits of your Social Security number.)

The first time you log in you will be asked to create a new password. *Please write this password down and keep it in a safe place.* You will also be asked to provide a 'reminder' for your password. Use a phrase that describes your password.

### Returning Users...

**Username:** HDMC (all caps) + 0 + your clock number (no spaces)

*Example:* HDMC055432

**Password:** The password you created

*Note: If you cannot remember your password, fill in your username and click 'Need a password reminder.' The reminder phrase you created will be displayed*

Username:

Password:

[Need a password reminder?](#)

## Viewing Your Paystub:

- From the Home screen click the 'Earnings Statements' link under the 'Payroll & Tax' section.
- On the next screen, click the check number of the stub you would like to view



## Printing Your Paystub (Optional).

- Scroll to the bottom of the paystub and click the 'Printable Copy' button. A new window will open.
- Click the 'Print' button that appears at the top of the new window (just above the H-D logo). The document will go to the connected printer.

