

# Online Pay Vouchers – Quick Reference Guide

*The Internet Gateway is your tool to access pay history, payroll vouchers, benefit balances, as well as forms and other information online. All you need is internet access and you can view your information from anywhere; from home, on vacation, at the library or here at Avera St. Luke's. Information is updated on Pay Day (Friday) with your most current pay voucher.*

*Your payroll information is highly confidential and should not be shared with anyone. We recommend not leaving your confidential information viewable to others. When finished accessing the Internet Gateway please make sure you click the Log Off button and close the internet browser to ensure your confidential information cannot be viewed by others. If printing, be aware of the printer location and please be sure to pick up your voucher off the printer immediately. We are aware that not all employees have computer and/or internet access at home, please contact your manager for alternatives.*

*Please contact the Avera St. Luke's Payroll Department at (605) 622-5274 with questions.*

## Internet Gateway Instructions

**Your payroll information is confidential and secure and only you can access it. Therefore, you will be signing on to a secure site that will require you to have a user name and password that are unique to you.**

1. Connect to the Internet Gateway website at <https://mig.avera.org>.

Note: The link and instructions can also be found on:

- From HOME or other location- [www.averastlukes.org](http://www.averastlukes.org) choose “for employees” on left side.
- From WORK - Click on Internet Explorer and choose Pay Voucher on left side.

**\*\*Please see the reverse side for possible prompts you may encounter when logging in.**

2. Click **Login**.

3. Enter your Internet Gateway **User Name**: your 6 digit employee number.

4. Enter your Internet Gateway **Password**: Initially set to ASL (all caps) followed by the last four digits of your social security number (i.e. ASL0000). New employees hired after 5/1/09 received initial password from HR on first work day.

Note: For security purposes we highly recommend that you change your password when logging in to the Internet Gateway the first time. Your password can easily be changed by clicking on the Change Password button on the right. Passwords must be at least 6 characters and should include numbers, letters, special characters or a combination. The system will require you to change your password every 90 days.

**Forgot your password?** Please call Payroll at (605) 622-5274 or HR at (605) 622-5859.  
To process your request, you will be required to verify your social security number and date of birth.

5. Use the Navigation Buttons found on the right hand side of the screen to view Benefit Balances, **Vouchers**, and Current Pay, as well as History, to Change Password, and to Log Off. External Links provides forms, payroll calendar and payroll news.

To print your pay voucher:

Right click anywhere on the voucher

Select print

Under Page Range click “pages” and 1

Then click Print.

This process will print the voucher only and not all the additional links listed below your voucher. We recommend extreme caution in printing your voucher at work due to the open access of all printers to co-workers. Remember the system stores all payrolls so you can view your vouchers anytime.

6. When you have completed your session log off by clicking the Log Off button on the right side.
7. Close your Internet Browser.

## Prompts you might see when logging into the Internet Gateway

When you first enter the URL of <https://mig.avera.org> you might see this warning when you first try to access the site and just click yes to proceed as it's a safe web link.



If this is your first time entering the website from a new machine after you click the certificate warning you will get prompted for an install listed below. This is the first of two Active X controls that need to be installed. There will be a second prompt just like this one after you have signed into the portal. Make sure you install it as well; otherwise the page will not function correctly.



When you log in you could also see this warning and if you do please choose yes otherwise everything will not display correctly.

