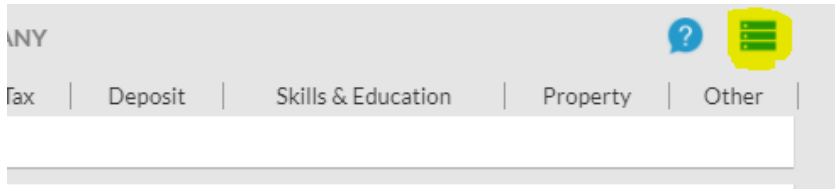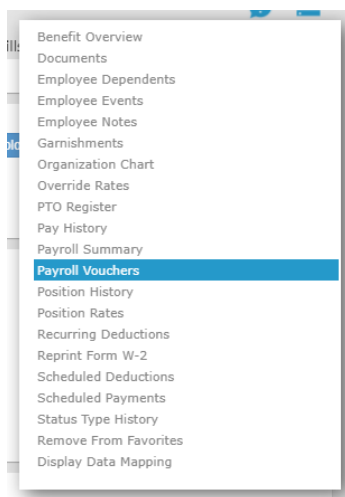# Printing an Employee Paycheck Stub

1. Select the employee you would like to print a stub for from **My Employees** on your homepage or by searching for the employee in your search bar.
2. In the employee record, click on the Action Menu.

3. Select **Payroll Vouchers**.

4. Click on the Voucher number.

5. Click on the **Banking** Tab and then click **Reprint Check Stub**. The stub will save in PDF format to your computer.