

Payroll and Tax > Pay History

The **Pay History** screen is where you can obtain and download copies of your check stubs. Your most recent **Pay Summary** appears at the top of the screen and for confidentiality purposes, only the “Gross” and “Net Pay” displays, along with the hours you worked (if applicable). The “Pay Date” also appears in the center.

In order to see the details of your check, you may click on any of the sections of your **Paystub Detail**. Please make sure you are viewing in a private location. The details include:

- Earnings
- Employee Taxes
- Employee Deductions
- Direct Deposit

The screenshot displays the 'Pay Summary' section at the top, which includes a navigation bar with a 'PAY PERIOD' dropdown set to 'August 24 - 30, 2020' and a year selector set to '2020'. Below this, the 'PAY DATE' is shown as 'August 31, 2020'. Three key metrics are presented: 'NET PAY' of \$1,135.57, 'GROSS PAY' of \$1,500.00, and 'HOURS' of 40. The 'Paystub Detail' section below lists five categories: 'Earnings and memos', 'Employee taxes', 'Employee deductions', 'Time off', and 'Direct deposit', each with a right-pointing chevron icon. A 'DOWNLOAD' button is located at the bottom of the detail section.

Help Docs

If you choose the > next to the details section, the area will expand with full details.

You can change the check detail by using the < in the top left-hand corner to move backward through pay dates. You can also toggle between years on the right-hand side of the screen.

To download a copy of your pay stub, navigate to the bottom of the screen and click the arrow next to **Download**.

- If **Multiple Pay Stubs** are selected, a list of checks in the current year appears. You may also add a date range at the top of the screen. Select the checks you wish to download by clicking on the box in front of the check date.
- Once your selection is complete, click on **Download**.

Select Multiple Pay Stubs

Enter a date range to show your available pay stubs within that time period and a list will be generated. Check the ones you would like and click download.

From

To

- Pay Period: Aug 24 - 30, 2020 Pay Date: August 31, 2020
- Pay Period: Mar 23 - 29, 2020 Pay Date: March 30, 2020
- Pay Period: Mar 16 - 22, 2020 Pay Date: March 23, 2020
- Pay Period: Feb 17 - 23, 2020 Pay Date: February 24, 2020
- Pay Period: Feb 10 - 16, 2020 Pay Date: February 14, 2020

- If you select “This Check,” a copy of your current check begins downloading.
- Once the file has been downloaded, open the PDF version of your Pay Stub and save or print.

Download ✖

✓ We have received your request

⌚ Your document is being generated. This may take a few moments

Your document is being downloaded