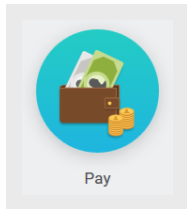


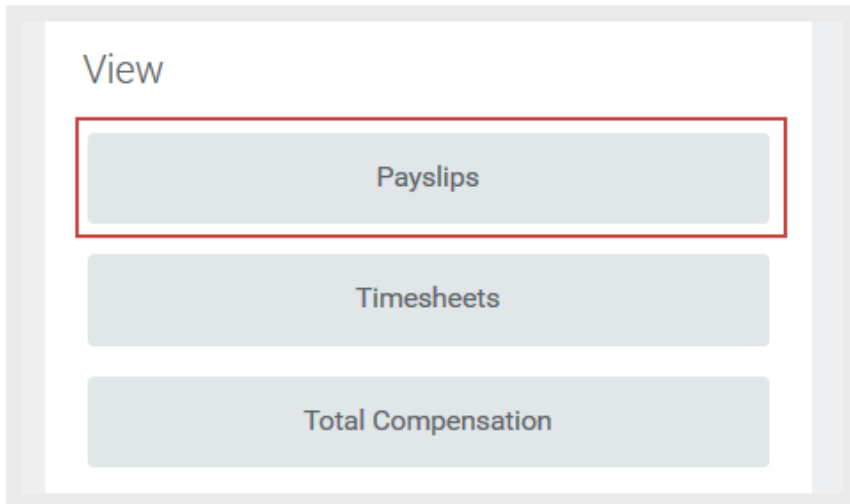
View Your Payslip

From your Home page:

1. Navigate to your **Pay** worklet.



2. Click **Payslips** under the View menu or select a recent payslip by date.



3. Click **View** to open a specific payslip.

Print Your Payslip

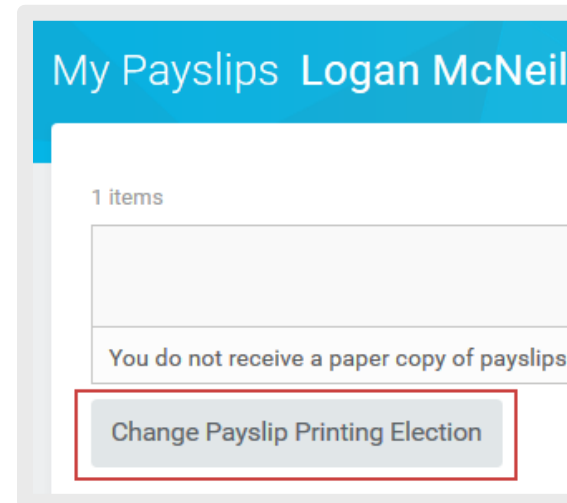
To print the specific payslip you are viewing:

1. Select **Print Payslip Image**.
2. From here, you can:
 - a. Open and print your payslip.
 - b. Save as a PDF for later use.

Change Your Payslip Printing Election

From your Pay worklet:

1. Click **Payslips > Change Payslip Printing Election**.



2. The Worker for Payslip Printing Election and Company default in. Click **OK**.
3. Click the **prompt** icon in the New Payslip Printing Election field to select an available printing option.
4. Click **OK**.
5. Click **Done** to complete the process.