Employee Self-Service Training
Viewing Paycheck

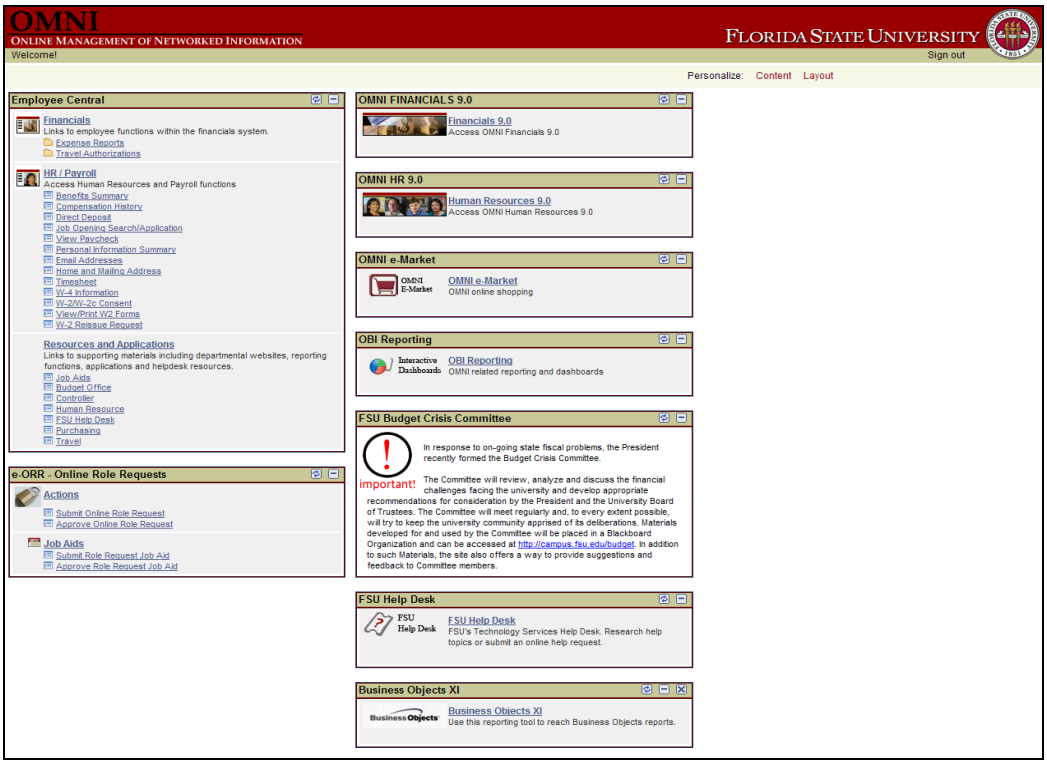
Overview:

Understanding the Viewing Paycheck Process

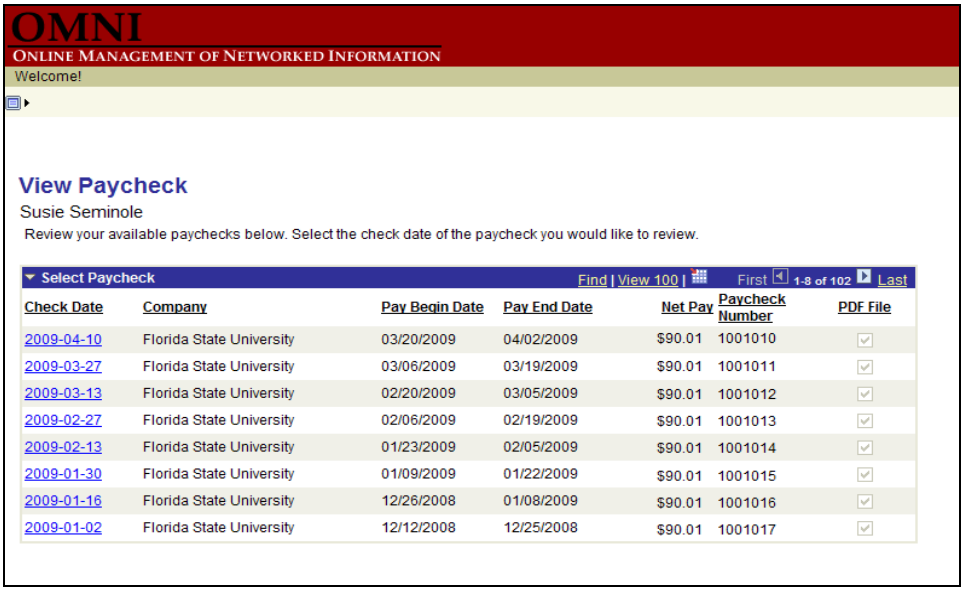
This tutorial outlines the basic steps to viewing your paycheck information for any confirmed pay period. By viewing your paycheck, you can also view deductions, benefits, direct deposit information, and leave balances if applicable.

Procedure

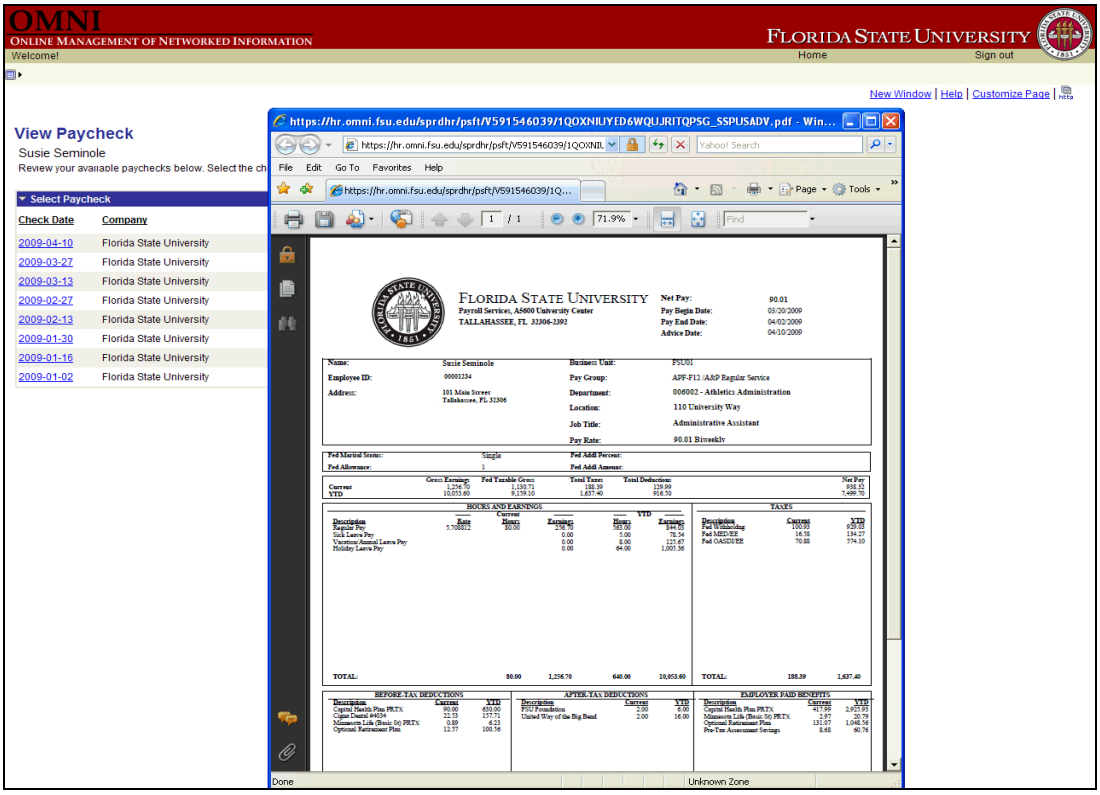
Scenario:
In this topic, you will learn the steps to viewing your paycheck.



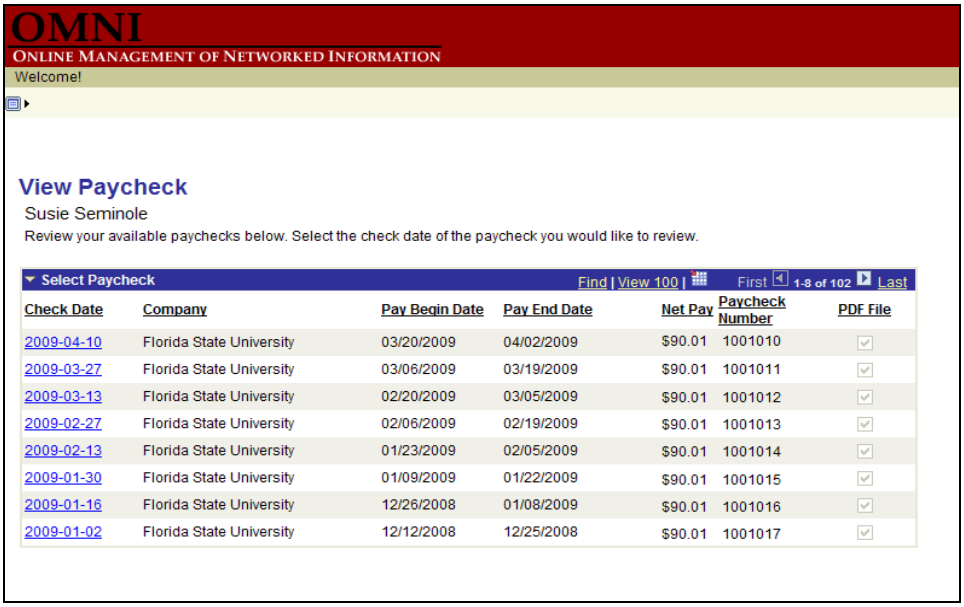
Step	Action
1.	Click the **View Paycheck** link. View Paycheck



Step	Action
2.	Select the paycheck which you would like to view.
3.	**NOTE:** Pop-up blockers ***must*** be disabled to allow your paycheck to appear. If no window appears after clicking this link, go to Tools on your Internet browser menu bar and select "Pop-Up Blocker," then "Turn off Pop-up Blocker" or simply hold down the Ctrl key on your keyboard while clicking this link.



Step	Action
4.	To maximize the view of your paycheck, click the **Increase (+)** button.
5.	Use the icons along the top bar of this page to print or save as needed. Scroll down to view deductions, benefits, direct deposit information, and leave balances, if applicable.
6.	Click the **Close** button to return to the View Paycheck page.
7.	Use the **View 100** link to view the latest 100 paychecks.



Step	Action
8.	To browse through other paychecks, click the **Show next row** button.
9.	You may also click on the column name headers to sort by that column. **NOTE:** Paychecks are automatically sorted by most recent check date. To reverse this order to show oldest check dates first, click on the **Check Date** column name.
10.	**Congratulations!** You have completed this topic. **End of Procedure.**