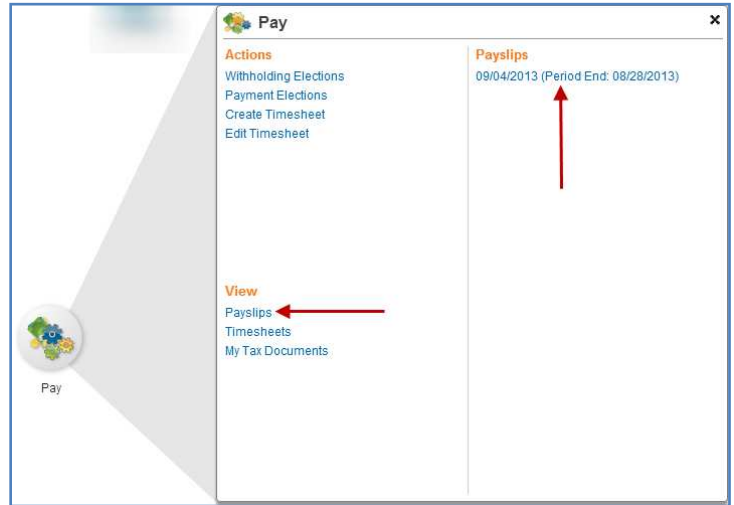


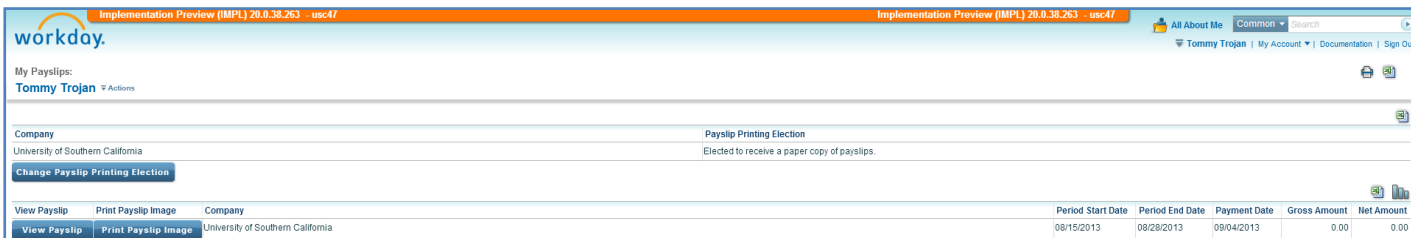
Viewing & Printing Payslips

1

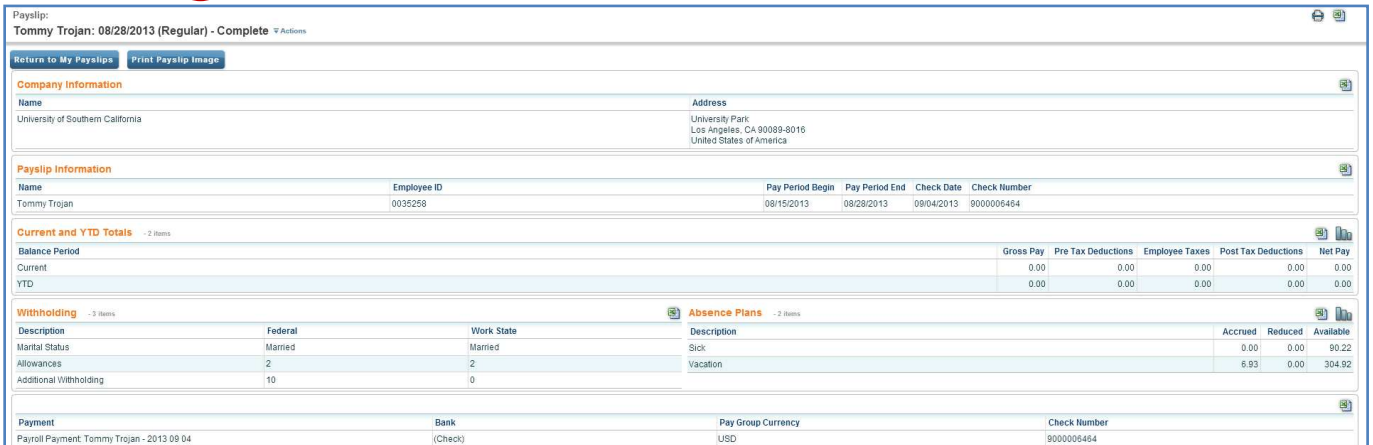
1. From the Pay worklet, click on the individual payslip under **Payslip** or click the **Payslip** link.
2. Click **View Payslip** to view your payslip. Your payslip displays.
3. You can click **Print Payslip Image** to print your payslip. A PDF of your payslip opens and is ready for printing.



2




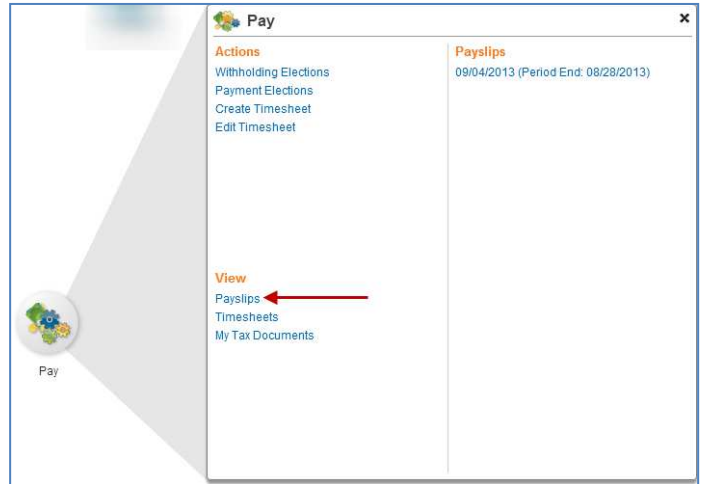
3



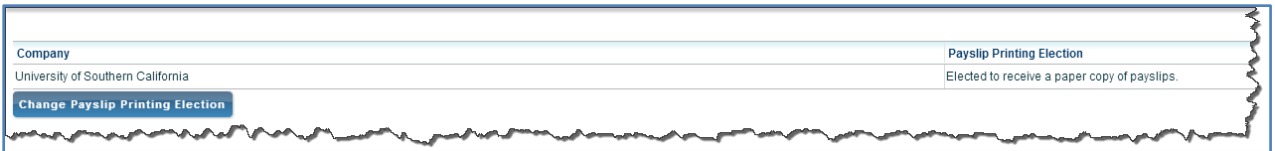
Changing Payslip Printing Elections

1

1. From the Pay worklet, click the **Payslip** link.
2. Your current printing displays. Click **Change Payslip Printing Election** to change.
3. Verify the default entries and click **OK**.
4. Click  to make your change then click **OK**. Your printing election change has been saved.






2



3

Change Payslip Printing Election

Worker for Payslip Printing Election *  


Company * 

OK **Cancel**

4

Change Payslip Printing Election


Change

Worker: Tommy Trojan 

Company: University of Southern California

Last Updated: 11/21/2013

Current Payslip Printing Election: Elected to receive a paper copy of payslips.

New Election: Receive Paper Copy of Payslip 

Receive Electronic Copy of Payslip (Paperless)

Receive Paper Copy of Payslip

OK **Cancel**