



Viewing & Printing Payslips

- 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.

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Changing Payslip Printing Elections

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

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