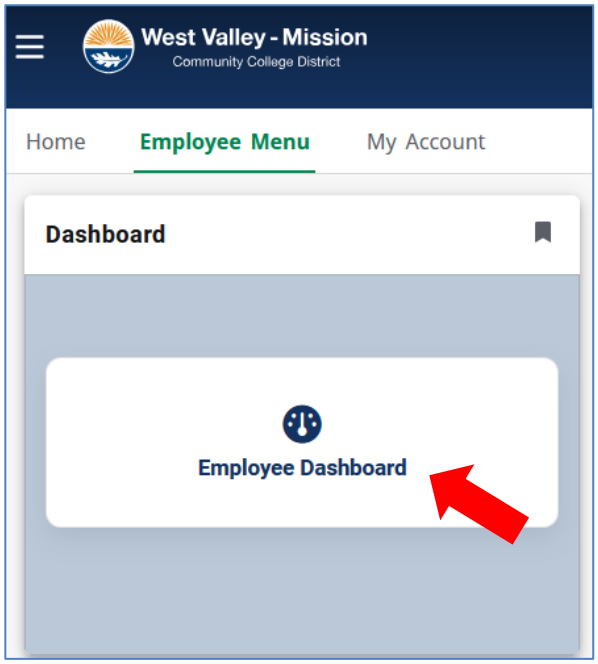
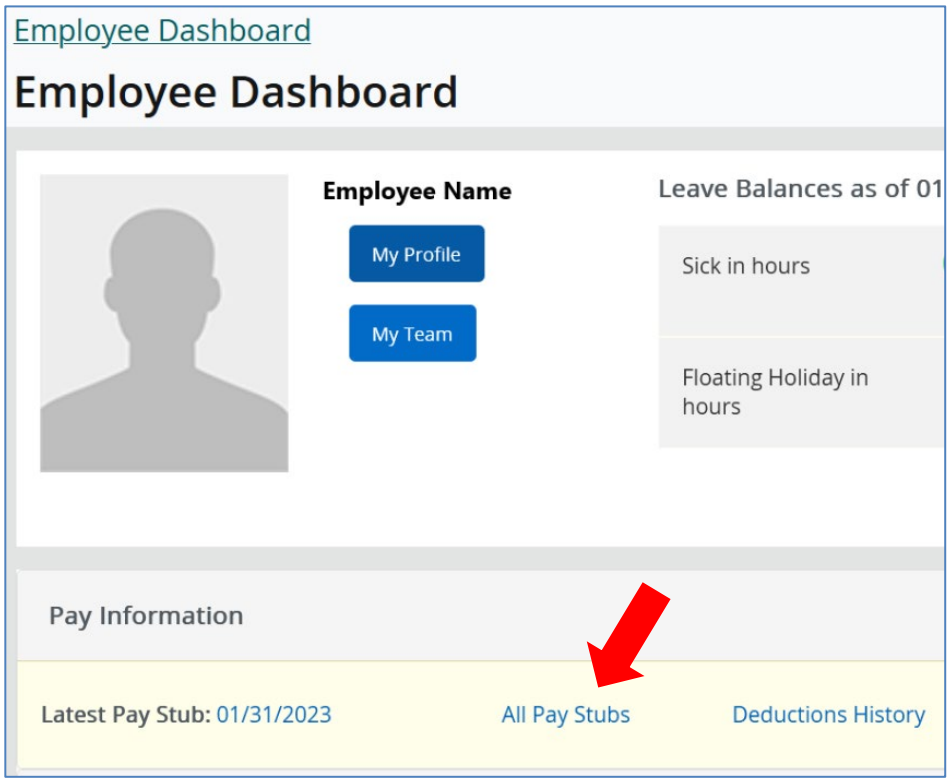
PAY STUBS – Instructions to View and Print

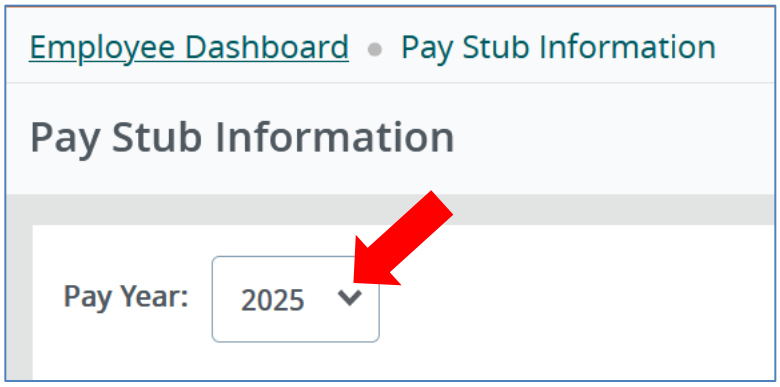
1. **Log in** to your **Employee Portal** and access the **Employee Dashboard**.



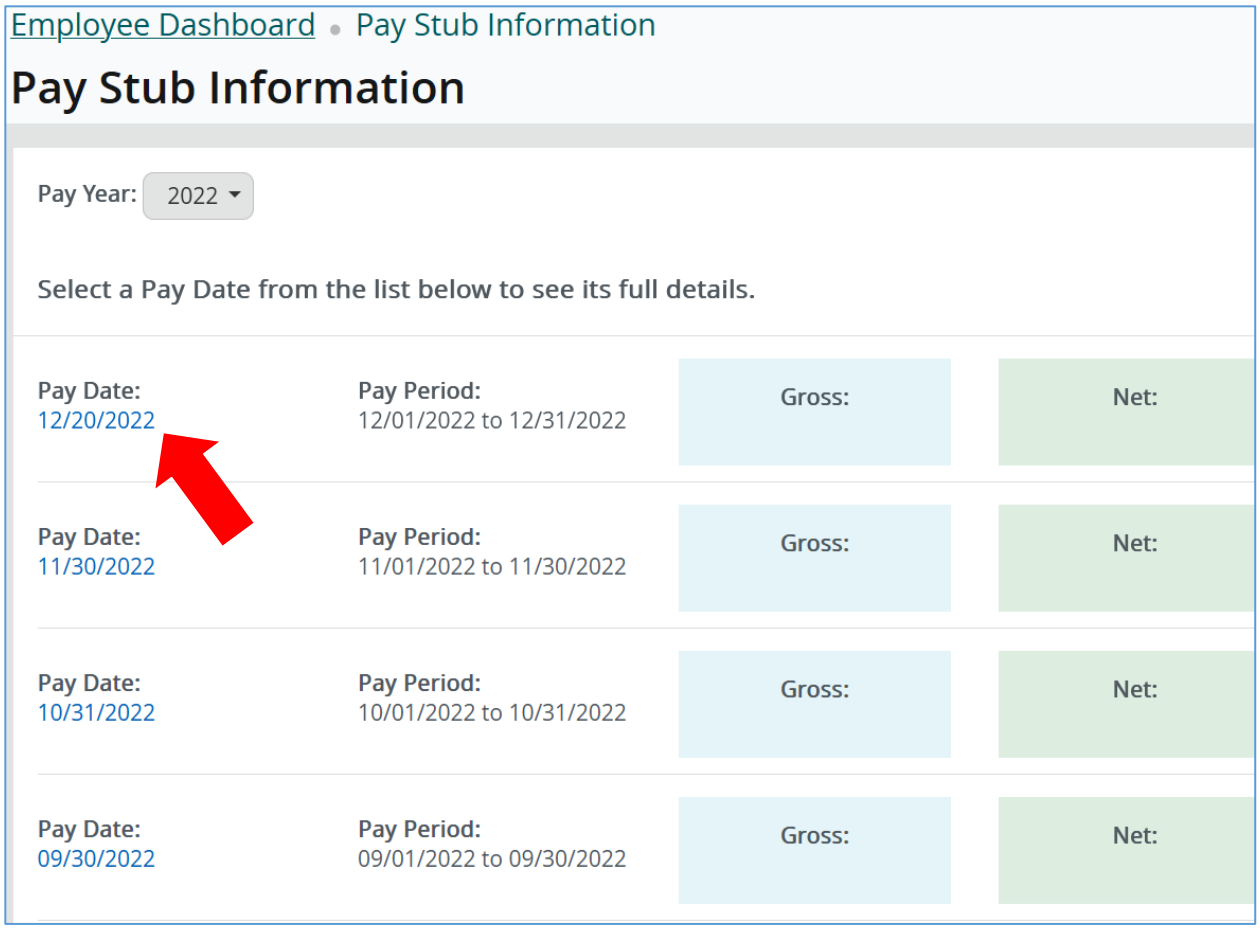
2. Click on **All Pay Stubs**.



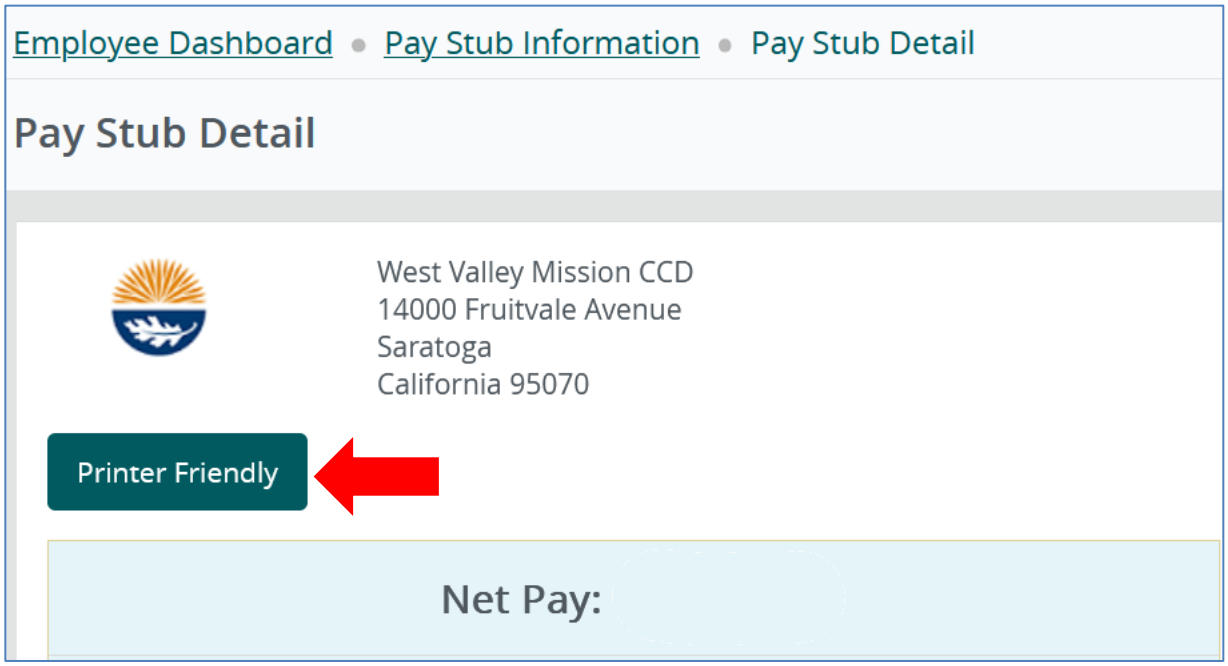
3. Choose the **Pay Year** to display a list of available pay stubs.



4. Select a **Pay Date** to view the full details of that specific pay stub.



5. Once the pay stub is open, click **Printer Friendly** to prepare it for printing



Your pay stub is now available to print