

PAGES 4-5:

How to View, Print, & Save Electronic Paystubs

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Printing Electronic Paystubs

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Viewing Electronic Paystubs

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.



2. Select the Paychecks option from the menu on the left.

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4. Your paycheck opens in a new window/tab.

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Printing Electronic Paystubs

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4. Your paycheck opens in a new window/tab. **Right click** on the page and click **Print** to print your paycheck.

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Saving Electronic Paystubs

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4. Your paycheck opens in a new window/tab. Move your mouse towards the bottom of the page and a small toolbar will appear. Click on the Save icon to save your paycheck.

