How to View, Print, & Save Electronic Paystubs

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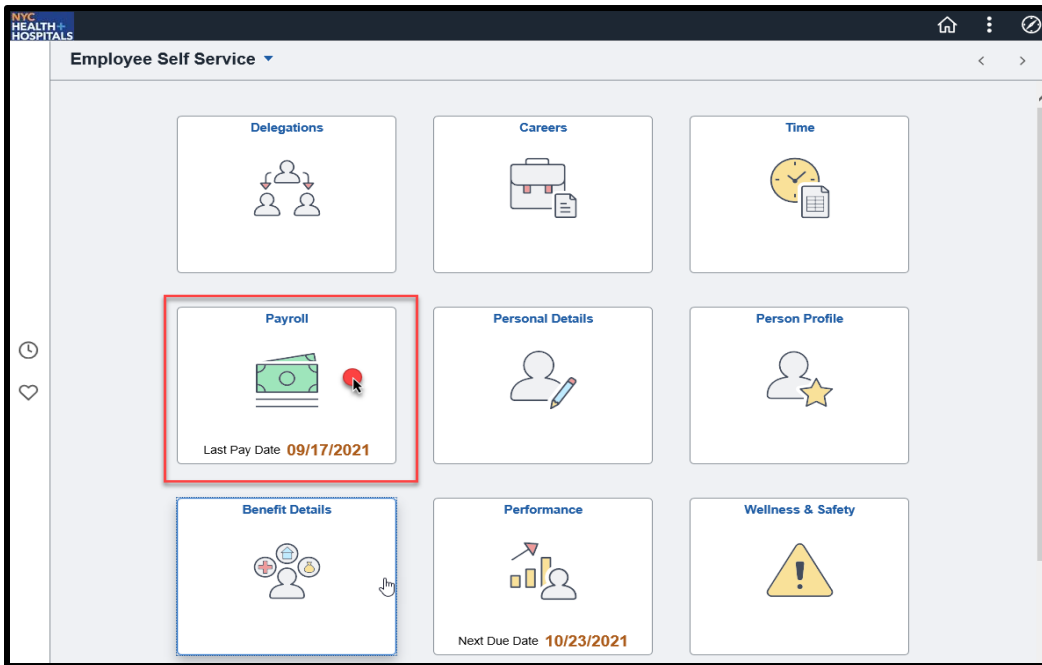
Viewing Electronic Paystubs

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

2. Select the **Paychecks** option from the menu on the left.
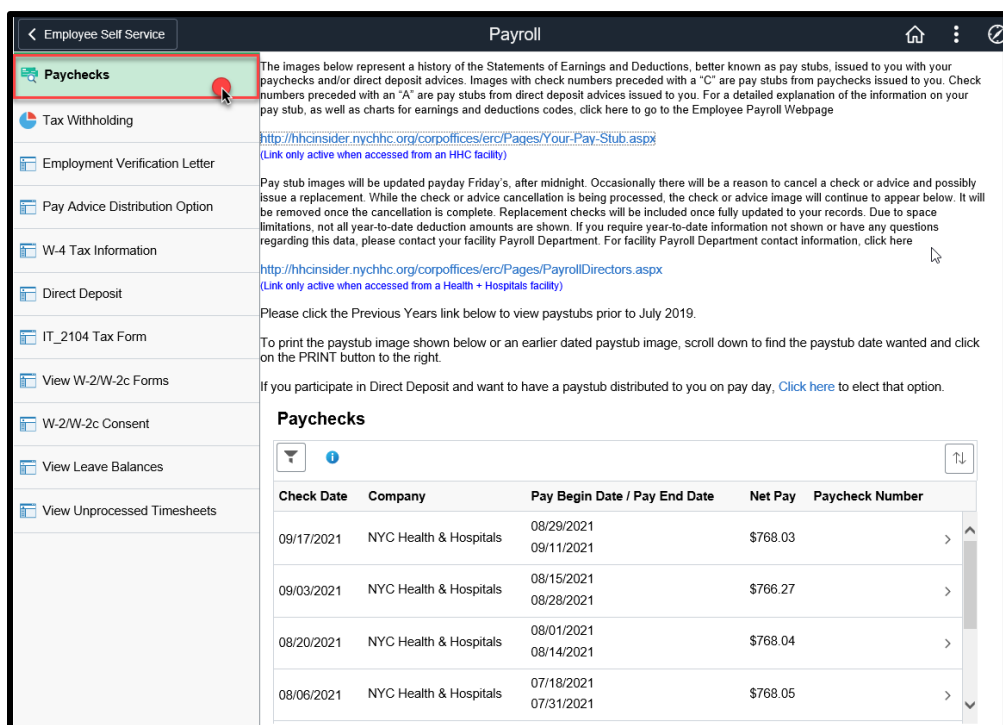
3. Select the **Paycheck** you wish to view.

Please click the Previous Years link below to view paystubs prior to July 2019.

To print the paystub image shown below or an earlier dated paystub image, scroll down to find the paystub date wanted and click on the PRINT button to the right.

If you participate in Direct Deposit and want to have a paystub distributed to you on pay day, Click here to elect that option.
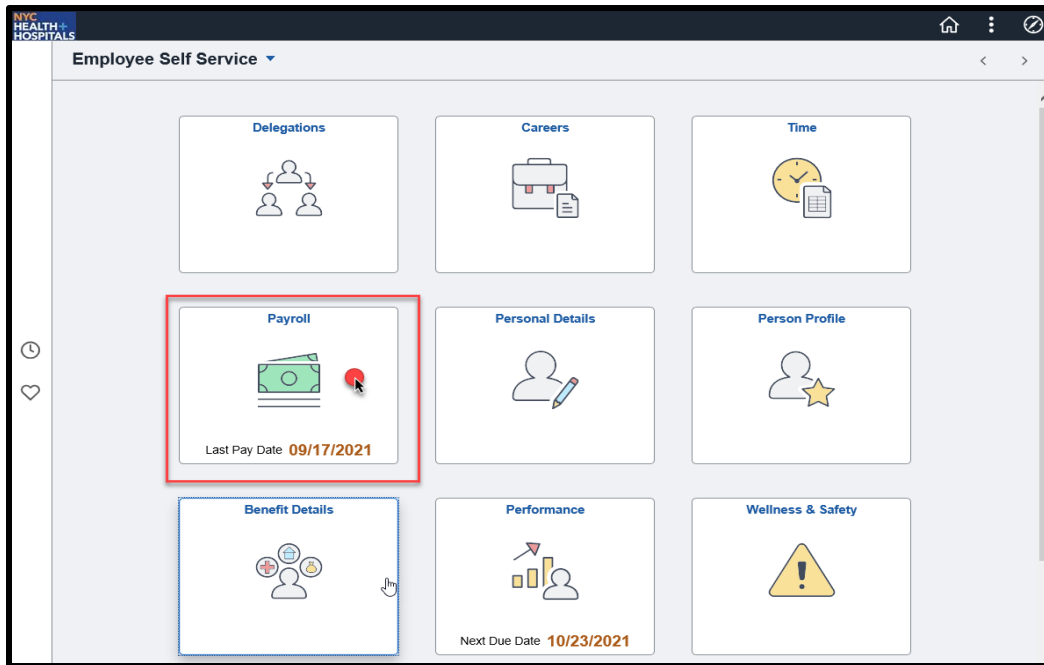
Paychecks

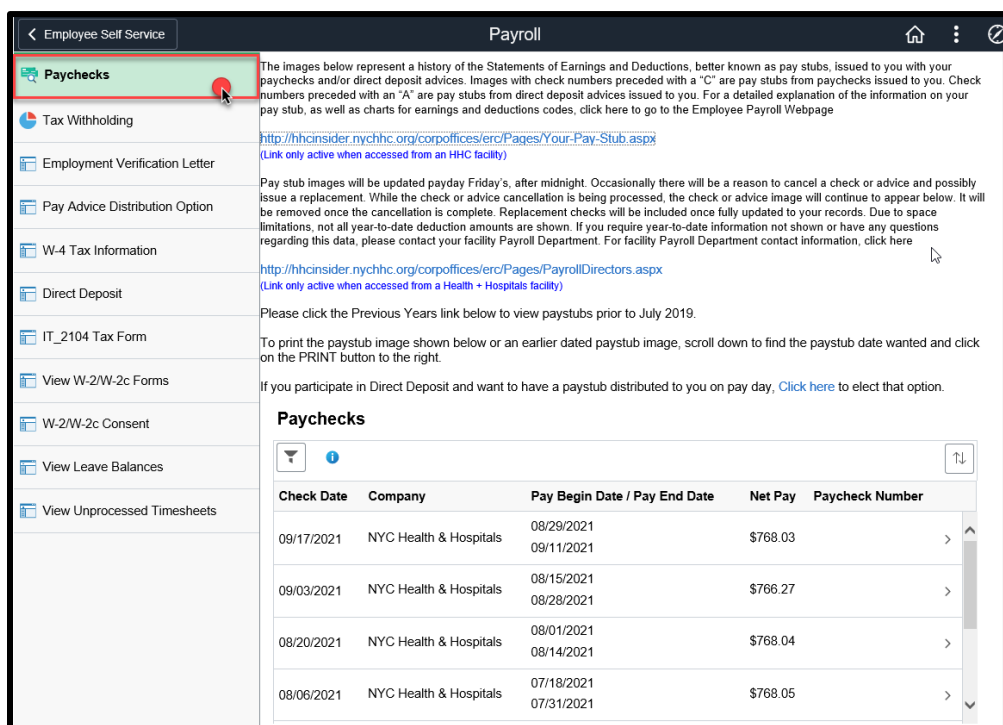| Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
09/17/2021	NYC Health & Hospitals	08/29/2021 09/11/2021	$768.03	>
09/03/2021	NYC Health & Hospitals	08/15/2021 08/28/2021	$766.27	>
08/20/2021	NYC Health & Hospitals	08/01/2021 08/14/2021	$768.04	>
08/06/2021	NYC Health & Hospitals	07/18/2021 07/31/2021	$768.05	>

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

NYC HEALTH+ HOSPITALS	Pay Group: B1-Bi-Weekly 1 Pay Begin Date: 08/01/2021 Pay End Date: 08/14/2021		Mail drop ID: AIAA Business Unit: COF01 Advice #: Advice Date: 08/20/2021	

			TAX DATA:	Federal	NY State
Employee ID:	Department: 1100906200-HR SHARED SERVICES Location: CO 55 WATER 26 FL Job Title: Pay Rate: Pension ID:		Tax Status: Single Single Allowances: 0 0 Addl. Amount: 75.00	

HOURS AND EARNINGS							TAXES		
	---- Current - ---			----- YTD ------					
Description	Ern End Dt	Rate	Hours	Earnings	Hours	Earnings	Description	Current	YTD
Regular Wages	-	-	70.00	3,254.06	1,190.00		Fed Withholdng Fed MED/EE Fed OASDI/EE NY Withholdng NY NEW YORK Withholdng		
TOTAL:			70.00	3,254.06	1,190.00	55,319.02	TOTAL:	943.92	16,102.66
	BEFORE-TAX DEDUCTIONS						AFTER-TAX DEDUCTIONS		

Printing 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.

3. Select the **Paycheck** you wish to print.

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Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
09/17/2021	NYC Health & Hospitals	08/29/2021 09/11/2021	$768.03		>
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08/06/2021	NYC Health & Hospitals	07/18/2021 07/31/2021	$768.05		>

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

Department:	1100906200-HR SHARED SERVICES		Tax Status:	Single	Single
Location:	CO 55 WATER 26 FL		Allowances:	0	0
Job Title:			Addl. Amount:	75.00	
Pay Rate:					
Pension ID:					

HOURS AND EARNINGS   TAXES
---- Current   - ---   -----

Rate	Hours	Earnings	Hou		Current	YTD
-	70.00	3,254.06	1,190.0			

Select Tool
✓ Hand Tool
Marquee Zoom
Rotate Clockwise
Print...   Ctrl+P
Find
Document Properties...
Show Navigation Pane Buttons

	70.00	3,254.06	1,190.0		943.92	16,102.66

AX DEDUCTIONS   CTIONS
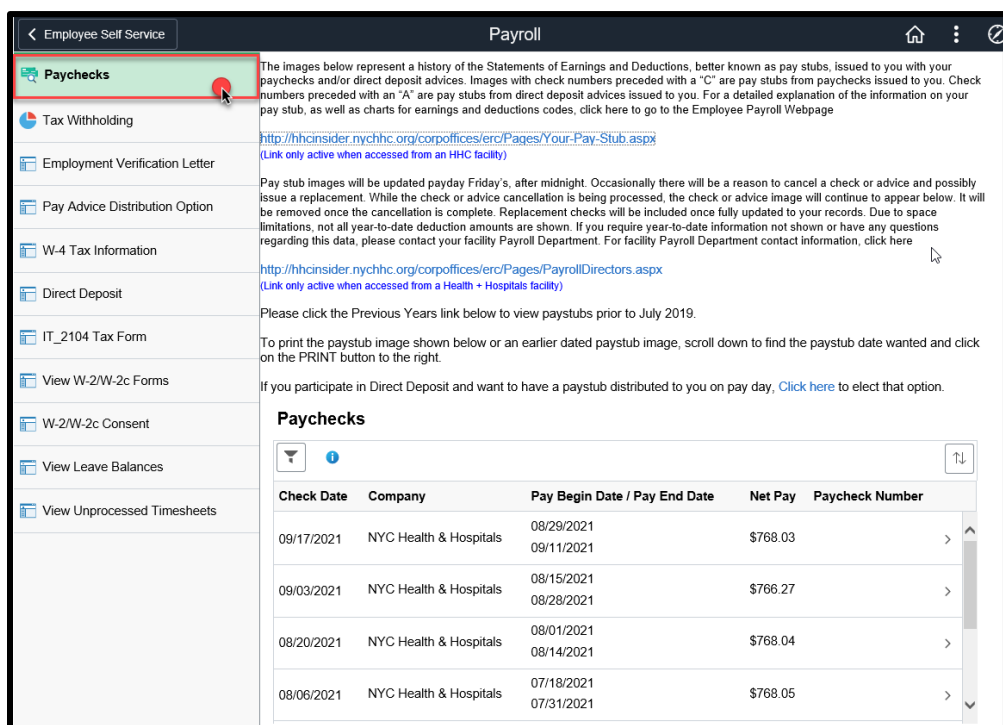
Current		YTD				YTD

Saving 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.

3. Select the **Paycheck** you wish to print.

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If you participate in Direct Deposit and want to have a paystub distributed to you on pay day, Click here to elect that option.

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Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
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08/06/2021	NYC Health & Hospitals	07/18/2021 07/31/2021	$768.05	>

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.

Your PeopleSoft Self Service UserID is:
Please contact the Help Desk at 877-934-8442 with any log in issues

RETAIN THIS STATEMENT OF EARNINGS AND DEDUCTIONS
NEW YORK CITY HEALTH + HOSPITALS