

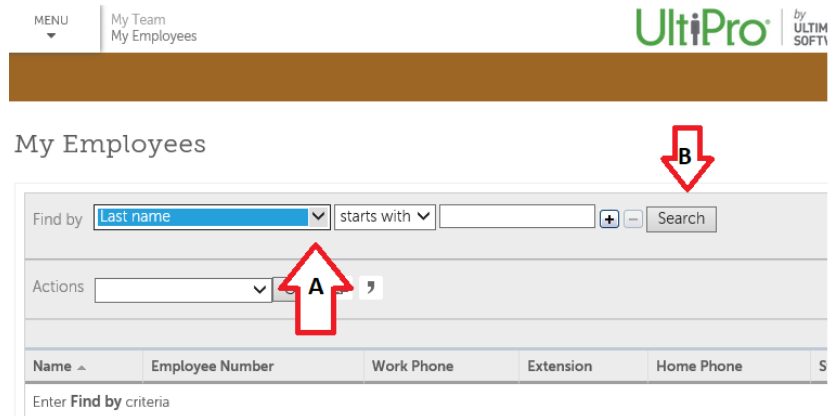
How to Print Employee Tax Slip

Overview: This document shows a manager how to access and print an employee's tax slip. Administrators can also do this through the Administration menu.

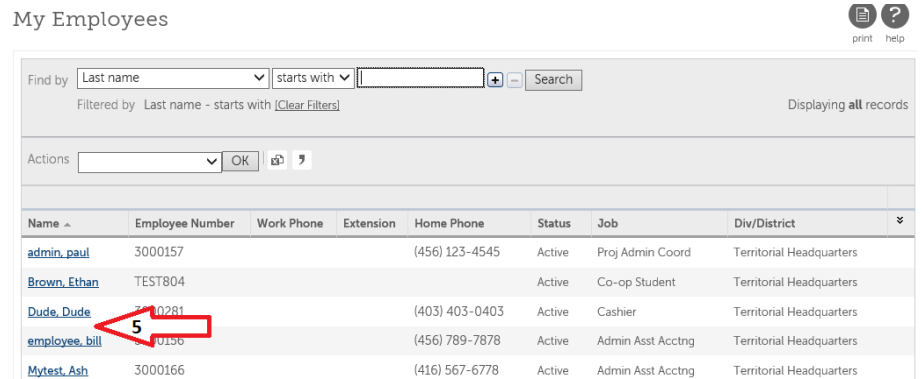
1. Click *Menu* – at the top left corner.
2. Select *My Team*.
3. Click *My Employees*.



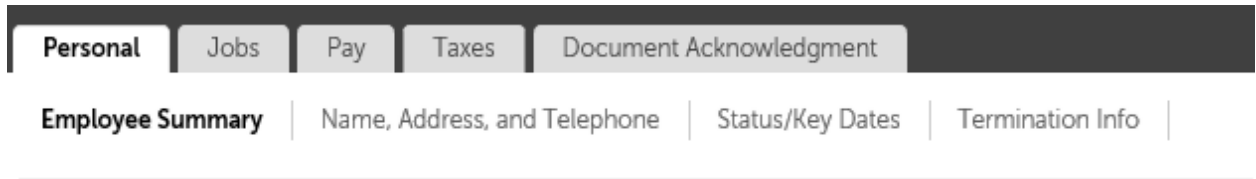
4. On *My Employees* screen:
 - A. Enter a search term such as Last name.
 - B. Click *Search* to view all employees.



5. Click on the name of the employee you want to view.

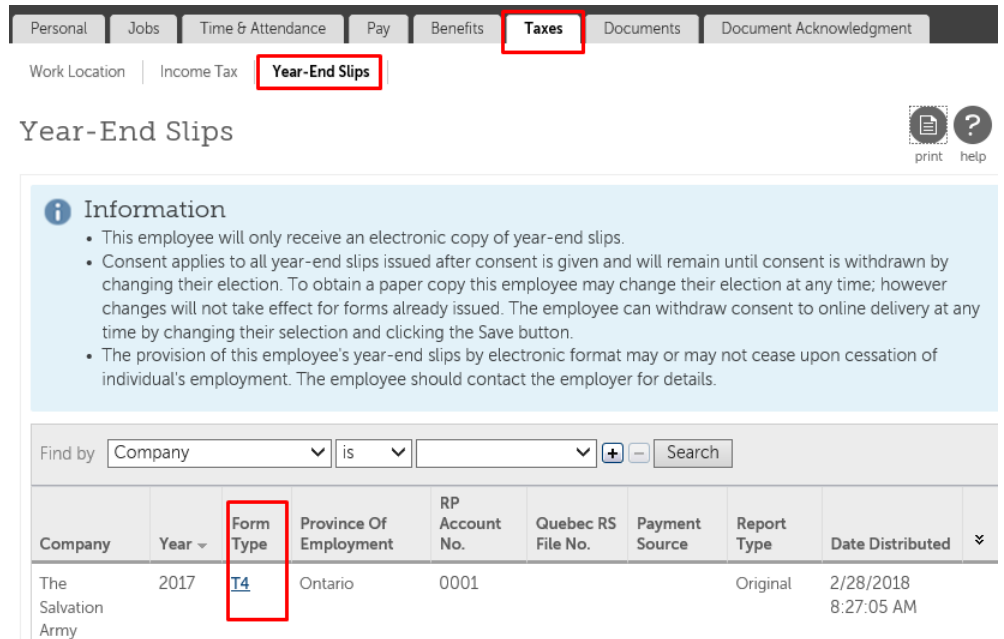


The employee records screen displays.



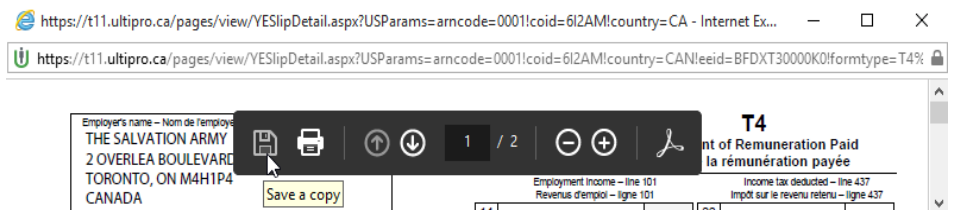
To print employee's Pay Statement:

1. Click on the *Taxes* tab.
2. Click on *Year End Slips*.
3. Click the name of the tax slip under **Form Type**.



If the form does not open, you may have an issue with a pop-up blocker. To fix it, use our [job aid](#). If a window opens, but it is blank, try refreshing (Press the F5 key on the keyboard) or close and re-open it.

4. Now you can Print or Save it. To get print and save options, you may need to move your mouse over the document for a menu to appear. The menu may be at the bottom of the page.



5. Or, to Print: Press CTRL + P on the keyboard (Press CTRL button and the letter P at the same time).