

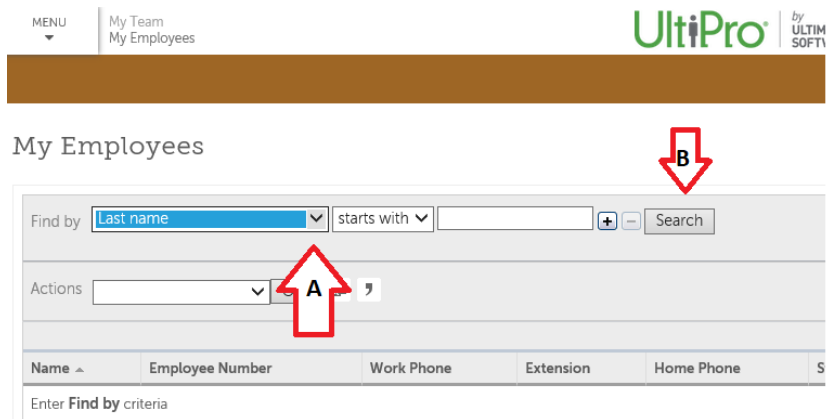
How to Print Employee Pay Statement

Overview: This document shows a manager how to access and print an employee's pay statement.

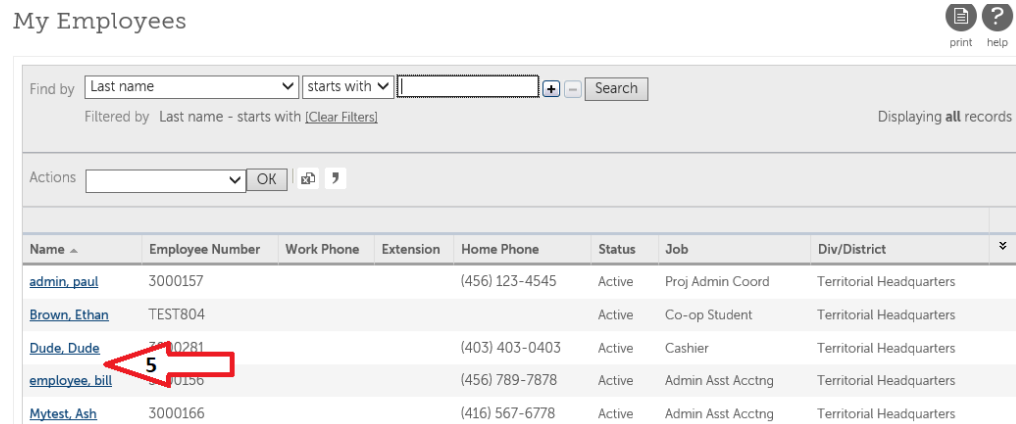
1. Click *Menu* – at the top left corner.
2. Select *My Team*.
3. Click *My Employees*.



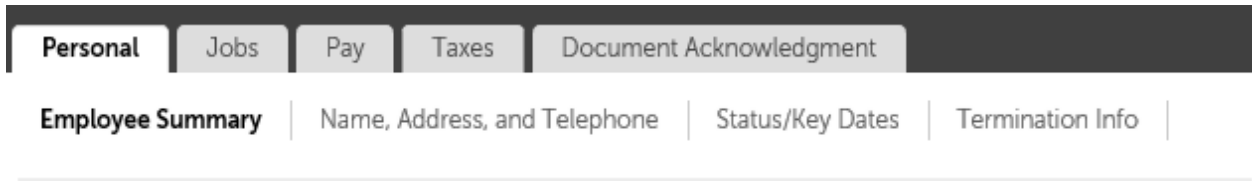
4. On *My Employees* screen:
 - A. Find employee name using drop down list of search options.
 - B. Or click *Search* to view all employees.



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

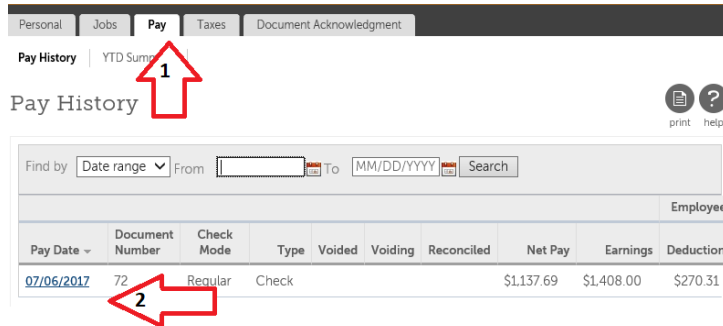


The employee records screen displays.



To print employee's Pay Statement:

1. Click on the *Pay* tab.
2. Click on the *Pay Date* you want to print.



3. On the pay statement page – click on the *Print* icon.

