

## How to View or Print Your Electronic Pay Stub

1. Go to your **Online Center** login
2. Login using your Employee ID (W#) and password
3. Click on the **Pay tile**
4. Click on **>** to the right of the pay check you wish to view
5. A pdf view of the pay check will appear in a new window
6. Print using your computers default print settings
7. To view a previous pay stub:
  - a. click on the funnel in the upper left corner
  - b. enter a date range that includes the pay stub you wish to view