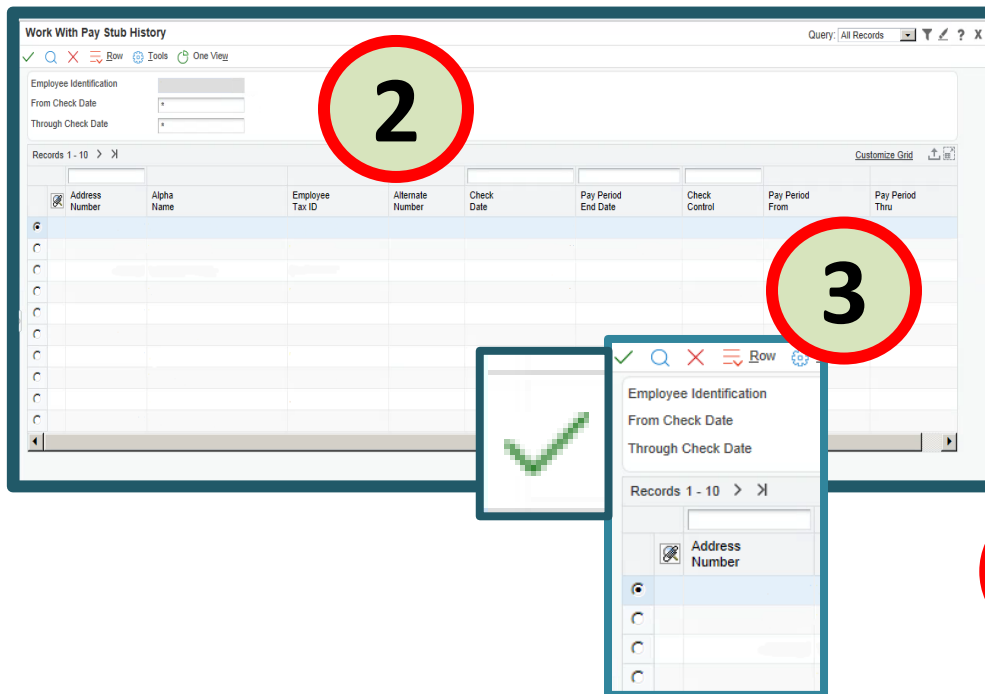
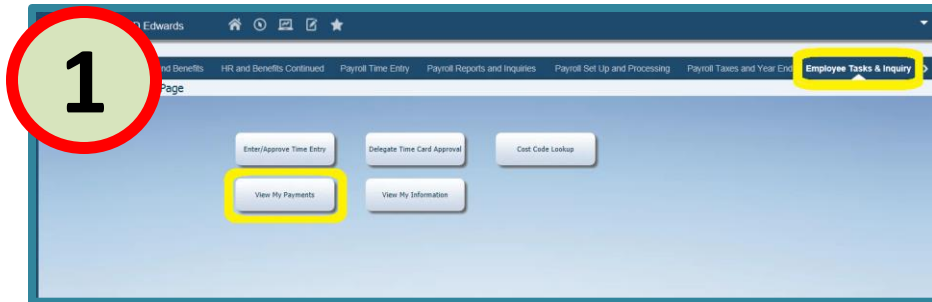


How to Save your Pay Stub



- 1) In the “Employee Tasks & Inquiry” menu, *click* on “View My Payments.”
- 2) In the “Work with Pay Stub History” window you will see a list of all of your payments (pay stubs) after clicking the “Go to End” icon |>

Records 1 - 10 > X

- 3) Select the Pay stub by *clicking* the radio button in the first column (*you can only select one row at a time*). Then *click* the Green Check Mark from the Form Row menu.
- 4) This will bring up details of that period’s pay earnings & deductions.



A screenshot of the 'Pay Stub History Information' window. It displays a detailed table with columns: Seq, Pay Type, Description, Hours, Hourly Rate, Gross Pay, YTD Amount, DSA Code, Deduction Description, Current Amount, and YTD Gross Amount. The table shows 10 rows of data, including Regular, Overtime, and Holiday Pay, along with various deductions like Federal Income Tax, Federal FICA Withhold, and California State EE. A large red circle with the number '4' is overlaid on the top left of this screenshot.

How to Save your Pay Stub

The screenshot shows the 'Pay Stub History Information' window. A red box highlights the 'Form' dropdown menu, which is circled with a red '5'. The dropdown menu is open, showing options: 'Form', 'Employer Print', 'Employee Print' (highlighted with a green box), and 'Attachment'. A red box highlights the 'Print' icon in the top right corner, which is circled with a red '6'. A 'Printer Selection' dialog box is open, showing a printer icon and a green checkmark, circled with a red '6'. A red box highlights the 'Print Check Stub History' option in the 'Recent Reports' list, which is circled with a red '7**'.

5) From the **Form** Menu, select **Employee Print** from the **Form** drop down menu.

6) Then *click* the “**Save**” icon [**Green Check mark**]. The “**Report**” will run.

7) Once your request is finished processing, you will see your “**Print Check Stub History**” under **Recent Reports**. **

8) *Select* the Job, after a few seconds you will see the gold “**Save bar**” along the bottom of your screen. *Select* “**Save As**” from the options.

9) The “**Save As**” dialog box appears. To make Paystub easier to locate, change the name of the file. Save to the location of your choice.

The screenshot shows a 'Save As' dialog box with the text: 'Do you want to open or save R07186_XIDE0001_390661_PDF.pdf (59.4 KB) from jdepy.tutorperini.com?'. The 'Save' button is highlighted with a red box, circled with a red '8'.

The screenshot shows a 'Save As' dialog box with the file name 'PayStub Example' and the save type 'Adobe Acrobat Document (*.pdf)'. The 'Save' button is highlighted with a red box, circled with a red '9'.



The screenshot shows the bottom navigation bar with the 'Print Check Stub History' option highlighted with a red box.