

How to Print your Pay Stub

Navigate to the Tutor Perini Employee page by *clicking* Employee Tasks & Inquiry, then click **“View My Payments.”**

The screenshot shows the Oracle JD Edwards interface. At the top, the navigation bar includes 'Employee Tasks & Inquiry' (highlighted with a yellow box and labeled '1'). Below this, the 'Tutor Perini Employee Page' contains several buttons: 'Enter/Approve Time Entry', 'Delegate Time Card Approval', 'Cost Code Lookup', 'View My Payments' (highlighted with a yellow box and labeled '3a'), and 'View My Information'. A green arrow points from 'View My Payments' to a 'Work With Pay Stub History' window. This window displays a table of pay stub records and a 'Row' menu (highlighted with a red box and labeled '2') with 'Pay Stub Info' selected (highlighted with a green box and labeled '3b').

1

3a

2

3b

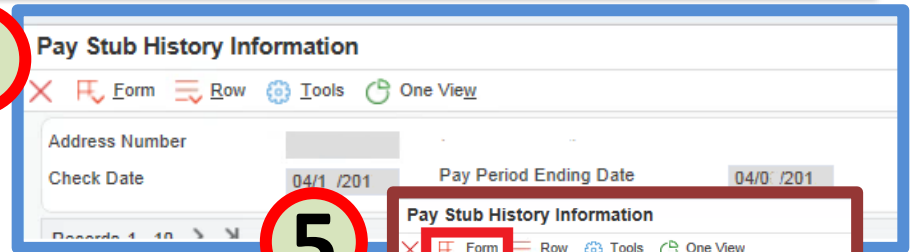
In the **“Work With Pay Stub History”** window, *Click* the row that you want to display .
You have two options:
A) Click the **Select** Button. -- OR --
B) Click **“ROW”** then select **“Pay Stub Info”**

From Check Date	Through Check Date	Employee Tax ID
04/06/2011	04/01/2011	11871
03/30/2011	03/25/2011	1070
03/23/2011	03/18/2011	7401
03/16/2011	03/11/2011	1213
03/09/2011	03/04/2011	0033
03/02/2011	02/25/2011	1105
02/23/2011	02/18/2011	0668
02/16/2011	02/11/2011	5187
02/09/2011	02/04/2011	6881

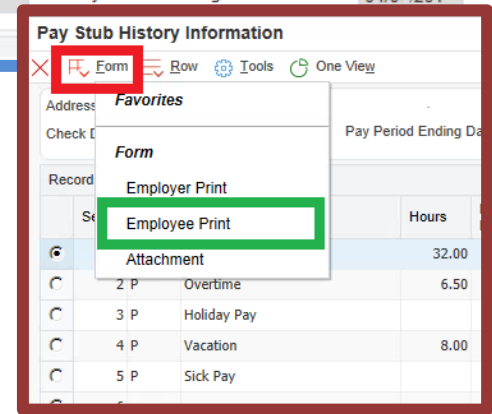
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In the “Pay Stub History Information” window, click **Form** & “Employee Print”

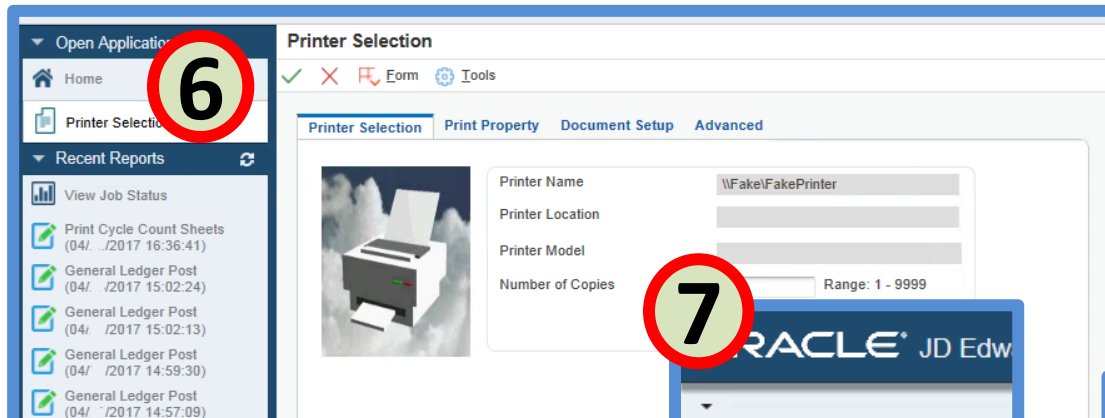
4



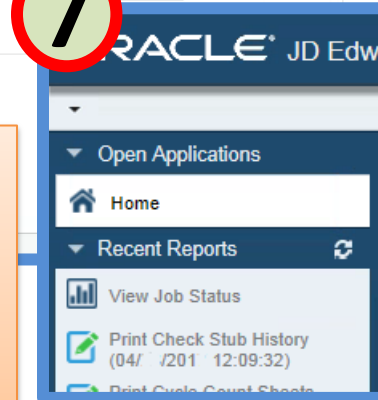
5



6

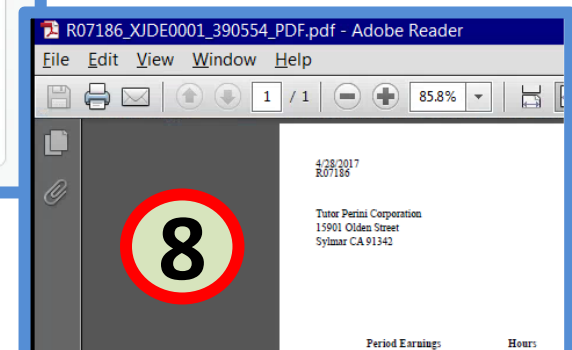


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In the “Printer Selection” screen, Click the **Green** Checkmark, your job– as seen in your “Recent Reports” – will launch Adobe Reader to show your Paystub in PDF form.

8



In the Adobe window, click “File > Print”