How to Save your Pay Stub

FIVE STAR ELECTRIC

Navigate to the Five Star Entry page by *clicking* **Five Star Time Entry** in your carousel, then *click* "**View My Payments**."

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Work With Pay Stub History

1) JDE ID
2) Address Number
3) Name
4) Employee Tax ID (SSN)
5) Check Date
6) Pay Period End Date
7) Check number

3

4

1) In the "**Five Star Time Entry**" 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).
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.
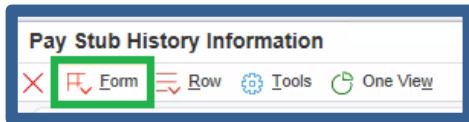4) This will bring up details of that period's pay earnings & deductions.

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Pay Stub History Information
✕ ⊞ Form ☰ Row ⚙ Tools ⟳ One View

6

Printer Selection
✓ ✕ ⊞ Form
Printer Selection | Print Property | Document Setup | Advanced

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Printer Location:
Printer Model:
Number of Copies: 1 Range: 1 - 9999

7

▼ Open Applications
🏠 Home
🐷 Work With Pay Stub History
▼ Recent Reports ⟳
📊 View Job Status
📝 Print Check Stub History
(12/15/2017 08:15:36)

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Do you want to open or save **R07186_XJDE0001_2218792_PDF.pdf** (59.2 KB) from **jdepd.tutorperini.com**?   Open | Save ▼ | Cancel | ✕

9

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Organize ▼
★ Favorites
  Desktop
  Downloads
▼ Libraries
  Documents
  Music
  Pictures
  Videos
▲ Computer

▼ Network Location (1)
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Hide Folders   Save | Cancel
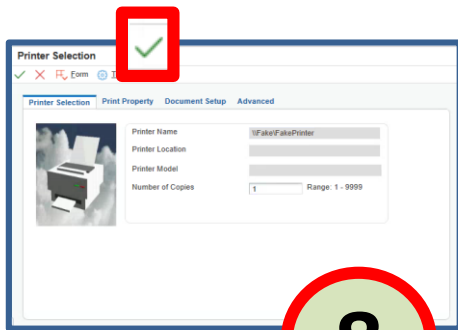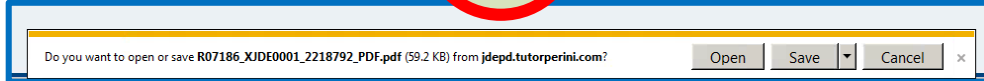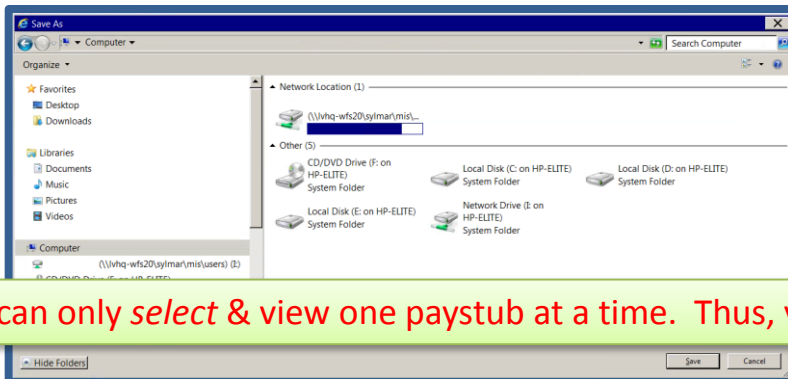
5) From the Form Row Menu, select **Employee Print** from the Form drop down menu.

6) Then *click* the "Save" icon [**Green Check Mark**]. The "report" will run.

7) Once your request is finished processing, you will see your "Check Stub History" in the Carousel under Recent Reports.

9) *Select* the Job, after a few seconds you *may* 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.

NOTE: You can only *select* & view one paystub at a time. Thus, you can not select a range of paystubs at once.