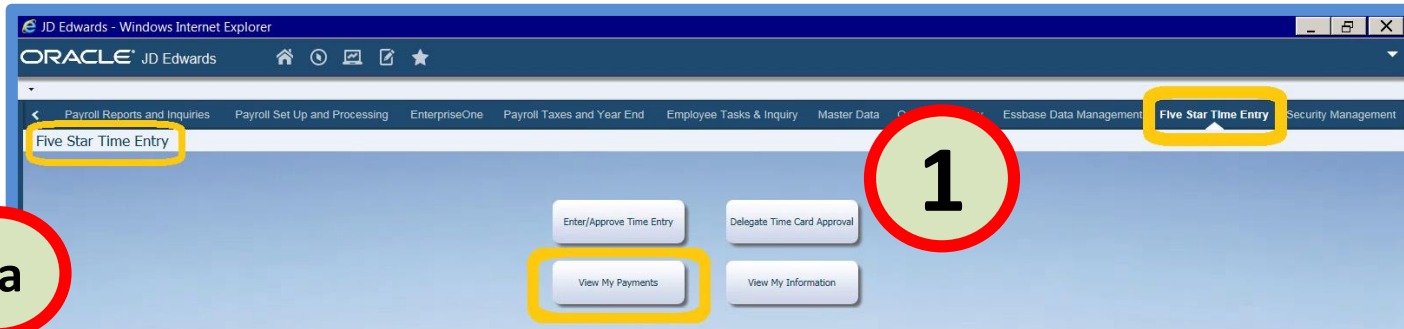


How to Print your Pay Stub



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



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”**

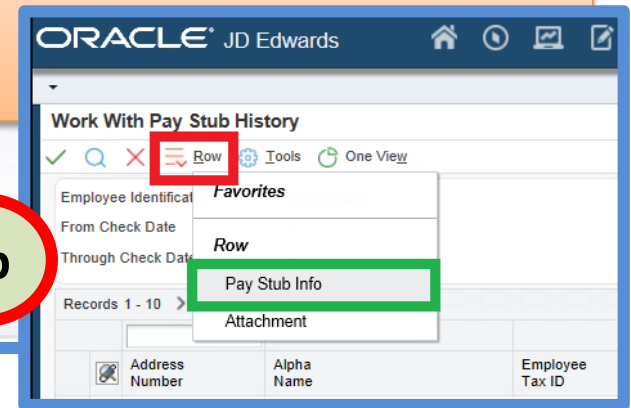
3a

1

2

3b

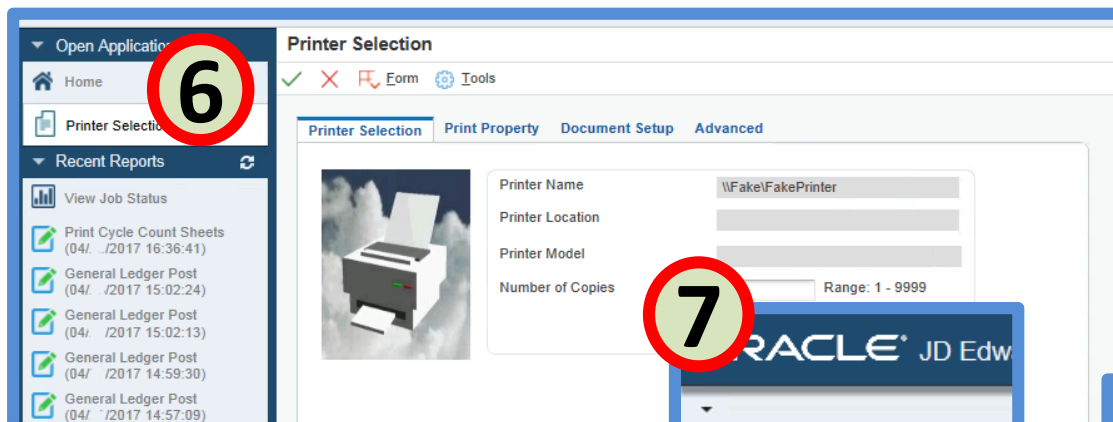
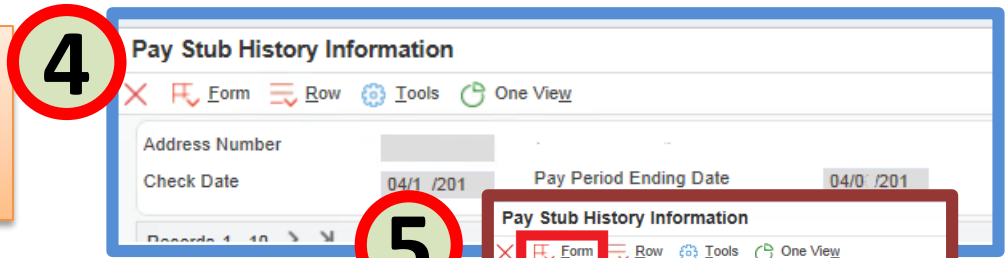
Address Number	Alpha Name	Employee Tax ID	Alternate Number	Check Date	Pay Period End Date	Check Control	F
				04/13/2011	04/08/2011	7650	
				04/06/2011	04/01/2011	11871	
				03/30/2011	03/25/2011	1070	
				03/23/2011	03/18/2011	7401	
				03/16/2011	03/11/2011	1213	
				03/09/2011	03/04/2011	0033	
				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	



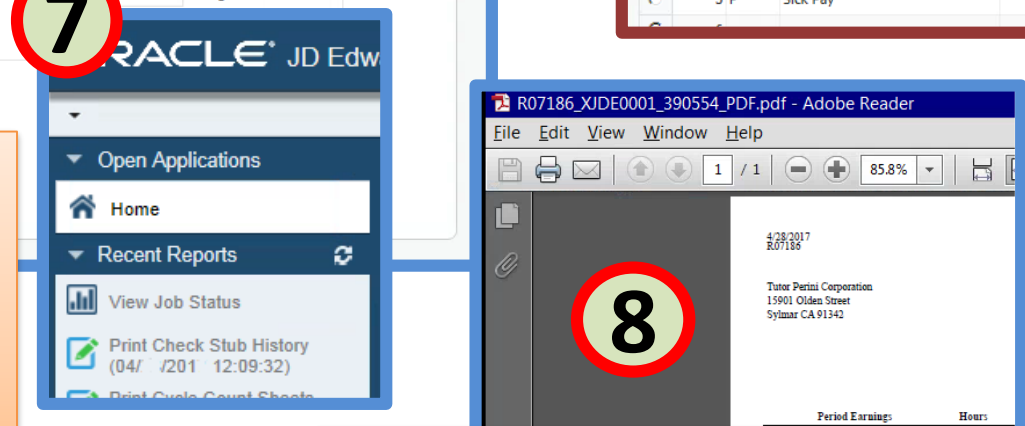
NOTE: You can only select & view one paystub at a time. Thus, you can not select a range of paystubs at once.

How to Print your Pay Stub

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



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.



In the Adobe window, click **File > Print**