

How to Print Your Pay Stub in JD Edwards

1 Click on the **View My Payments** button

2 Select the pay stub you want to print

3 Click on the **Select** button (green check mark)

4 Click on **Form** and select **Print** from the drop down menu

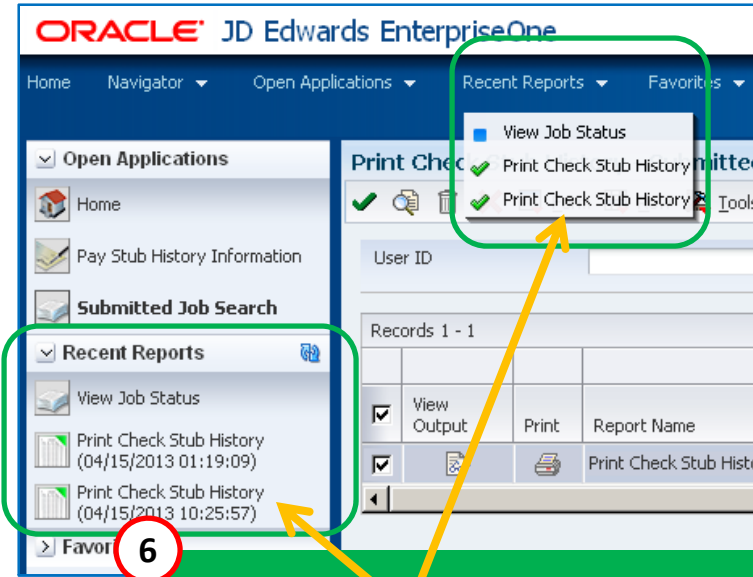
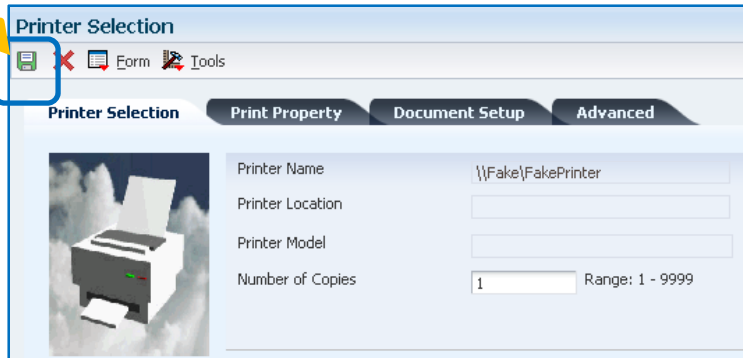
The screenshot shows the Oracle JD Edwards EnterpriseOne interface. The main page is titled "Tutor Perini Employee Page" and contains several buttons: "Enter/Approve Time Entry", "Delegate Time Card Approval", "Cost Code Lookup", "View My Payments", and "View My Information". The "View My Payments" button is highlighted with a green box and an arrow pointing to a callout box labeled "1".

A secondary window titled "Work With Pay Stub" is shown, containing fields for "Employee Identification", "From Check Date", and "Through Check Date". Below these fields is a table with "Records 1 - 2". The first row is selected, and a green checkmark icon is highlighted with a purple box and an arrow pointing to a callout box labeled "3".

A third window titled "Pay Stub History Information" is shown, displaying a table with columns "Seq.", "Pay Type", and "Pay/Accrual Description". The first row is selected, and a "Form" button is highlighted with a blue box and an arrow pointing to a callout box labeled "4". A dropdown menu is open over the "Form" button, showing "Form" and "Print" options.

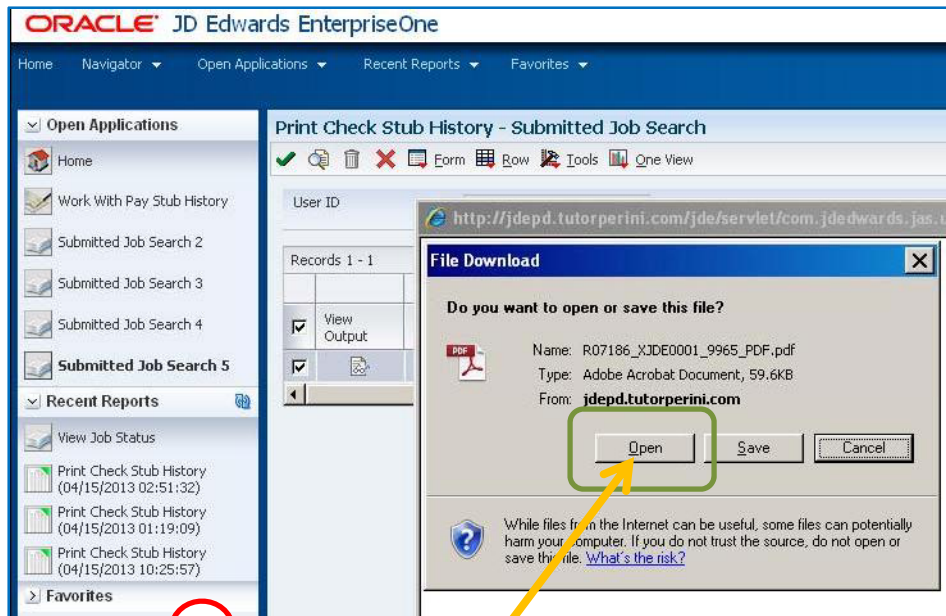
5

On the Printer Selection screen click the **Save** button



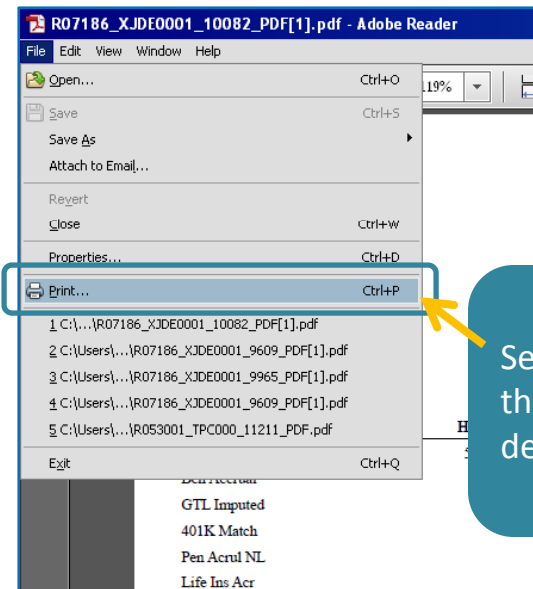
6

From the **Recent Reports** menu (on either the top or left side) click on the report you want to see



7

Click on the **Open** button to view the PDF



8

Select **Print** to print the report on your default printer