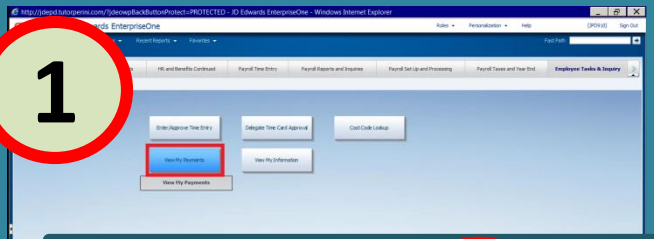
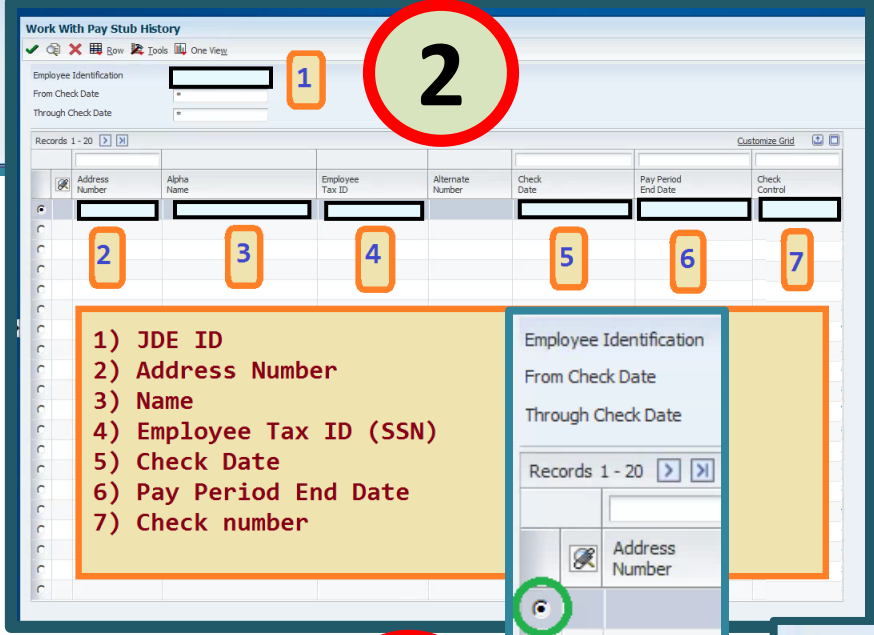


How to Save your Pay Stub



1



2


Address Number	Alpha Name	Employee Tax ID	Alternate Number	Check Date	Pay Period End Date	Check Control
2	3	4		5	6	7

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

Employee Identification
From Check Date
Through Check Date

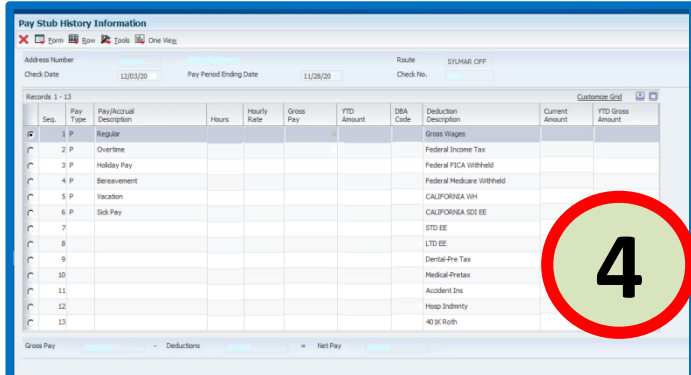
Records 1 - 20

Address Number



3

- 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).
- 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.



Pay Stub History Information

Address Number
Check Date: 12/03/20
Pay Period Ending Date: 11/28/20
Route: SYUMAR OFF
Check No.

Sec.	Pay Type	Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	Regular						Gross Wages		
2	P	Overtime						Federal Income Tax		
3	P	Holiday Pay						Federal FICA Withheld		
4	P	Retirement						Federal Medicare Withheld		
5	P	Vacation						CALIFORNIA VHM		
6	P	Sick Pay						CALIFORNIA SDI EE		
7								STD EE		
8								LTD EE		
9								Dental-Pre Tax		
10								Medical-Pre Tax		
11								Accident Ins		
12								Hosp Indemnity		
13								401K Roth		

Gross Pay - Deductions = Net Pay

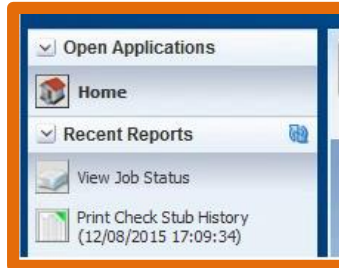
4

How to Save your Pay Stub

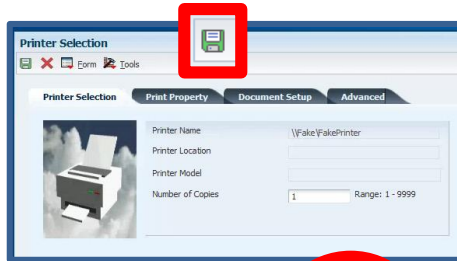
5



7



6



8

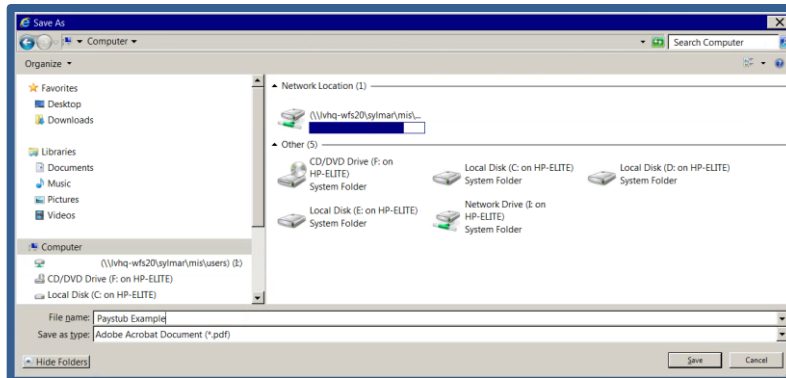
Do you want to open or save R07186_XJDE0001_2218792_PDF.pdf (59.2 KB) from jdepd.tutorperini.com?

Open

Save

Cancel

9



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

6) Then *click* the “Save” icon. 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 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.