

MANAGE PAY INFORMATION

VIEW PAYSリップ

From the **Home** page:



1. Click on the **Pay** worklet.

Payslips

2. Click on **Payslips** under the View section.
3. Your Payslip records will display on the **My Payslips** page.

View

4. Find your most recent record and click **View** to find more details and view the Payslip page.

PRINT PAYSリップS

From the **My Payslips** page:

View


1. Find your most recent record and click **View** to find more details and view the Payslip page.

Print Payslip Image

2. To print this single payslip, click **Print Payslip Image**.

Print Multiple Payslips

3. To print multiple payslips, click **Print Multiple Payslips**.

4. If multiple payslips, you will need to use the **Calendar** icon  or type to indicate the **Payment From Date** and **Payment To Date**.

Payment From Date

MM / DD / YYYY 

Payment To Date

MM / DD / YYYY 

Exclude Net Zero Payslips

☐

OK

5. Click **OK**.
6. A list of Payslips will display. Check the applicable payslips you wish you print or check the box in grid header to select all.

Print Multiple Payslips

Worker Bryan Banville

Payment Date Range 02/01/2018 - 08/31/2018

Exclude Net Zero Payslips No

Payslips 8 items | 8 selected

<input type="checkbox"/>	Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	Grossmont-Cuyamaca Community College District	08/01/2018	08/31/2018	08/31/2018	5,218.00	3,806.67
<input checked="" type="checkbox"/>	Grossmont-Cuyamaca Community College District	07/01/2018	07/31/2018	07/31/2018	5,218.00	3,806.68

7. Click  to generate a pdf.