How Do I View My Paystub?

Navigation

1. Log into OneUSG HCM.
2. If the Employee Self Service page is not displayed, click on the blue NavBar and select Employee Self Service from the drop down listing.
3. On the Employee Self Service page, click the Pay tile.
4. The Pay page displays a list of recent paychecks. The check date, pay period, net pay amount and paycheck number are provided.

Review Recent Paychecks

5. To view checks for a specific date range, click the Filter icon on the Pay page.

6. Populate the From and To fields on the Filter page, using the Choose a date (Calendar) icons.
7. Click the Done button.

Review Paystub Details

8. Validate/update your pop-up blocker settings:
   a. Click the Browser Settings (Gear) icon on the browser menu.
   b. Click the Internet Options menu item.
   c. Select the Privacy tab.
   d. In the Pop-Up Blocker section, remove the checkbox (if enabled) on the Turn On Pop-Up Blocker field.
   e. Click the OK button.
9. On the Pay page, click the Check Date in the Paycheck listing.
10. Review the Pay Details page information, which includes current and year-to-date (YTD) compensation, withholding and benefits information.
Print Paystub Details

11. On the **Pay Details** page, right-click and select **Print Page** from the browser **Quick Menu**.

12. Update the **Orientation** setting to **Landscape**.

13. Update the **Page Sizing & Handling** settings, as needed.

14. Then, click the **Print** button.

15. Click the **Close (X)** icon on the browser page.

16. Click the `<Pay` button.

Complete the Task/Sign Out of Application

17. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

18. Click the **Sign Out** option in the listing.