

## 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.

### Review Recent Paychecks

4. The **Pay** page displays a list of recent paychecks. The check date, pay period, net pay amount and paycheck number are provided.

### Filter the Listing By Date Range

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.

