

## Viewing Online Checkstubs

You are able to view check stubs for direct deposits, as well as W-2s for previous years.

To do so, follow these steps:

- 1 From the Home Page, select **Myself > Payroll > Online Checkstubs**.
- 2 Click the arrows to view check stubs or W-2 for other pay periods/years or use the drop down box to select the date for the check stub or W-2 you want to view.
- 3 When you finish viewing your check stubs, click **← Employee Home**.

The screenshot displays the Paycor HR system interface. The top navigation bar includes 'HR HOME', 'MYSELF', and 'MY COMPANY'. Under 'MYSELF', there are links for 'Go to Myself', 'Personal Information', 'Payroll', 'Benefits', 'Development', and 'Change Password'. The 'Payroll' link is highlighted with a red arrow and a '1' in a circle. Below the 'Payroll' link, there is a dropdown menu with options: 'Online Checkstubs', 'Direct Deposit', 'Estimated Compensation', 'Taxes', and 'Time Off Requests'. The 'Online Checkstubs' option is selected. The main content area shows the 'Employee Home' button with a '3' in a circle, a date selection dropdown with '08/03/2012' and a '2' in a circle, and a 'Check stub for the period' section. The check stub is for 'PERFORM DESIGN LTD' and 'JAMES C ROWE' for the period '04/21/2012 to 04/27/2012' with a pay date of 'May 4, 2012'. The 'Employee and Tax Info' section shows 'Employee # 1' and 'Department # 4004'. The 'Other Info' section shows 'Direct Deposit # 1029438305'. A table at the bottom shows weekly earnings and deductions.

WEEKLY	RATE	HOURS/UNIT	CURRENT \$	YTD HOURS/UNIT	YTD \$	DEDUCTION	CURRENT \$	YTD \$	TAX	CURRENT \$	YTD \$
Salary		40.00	2,500.00	40.00	45,000.00	401%	250.00	1,250.00	FITWH	375.40	0,447.13
Bonus					1,500.00				MSD	35.25	146.15
Sales/Bonus					5,000.00				SOC	102.00	2,153.00
									OH	95.12	2,157.87
									CHCIN	52.20	1,081.50

Figure 1. View Check Stubs.