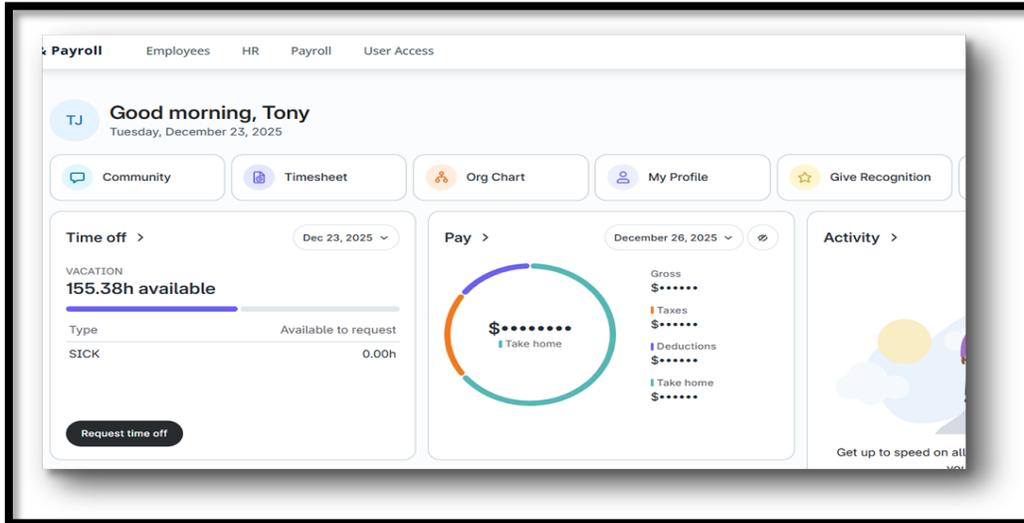
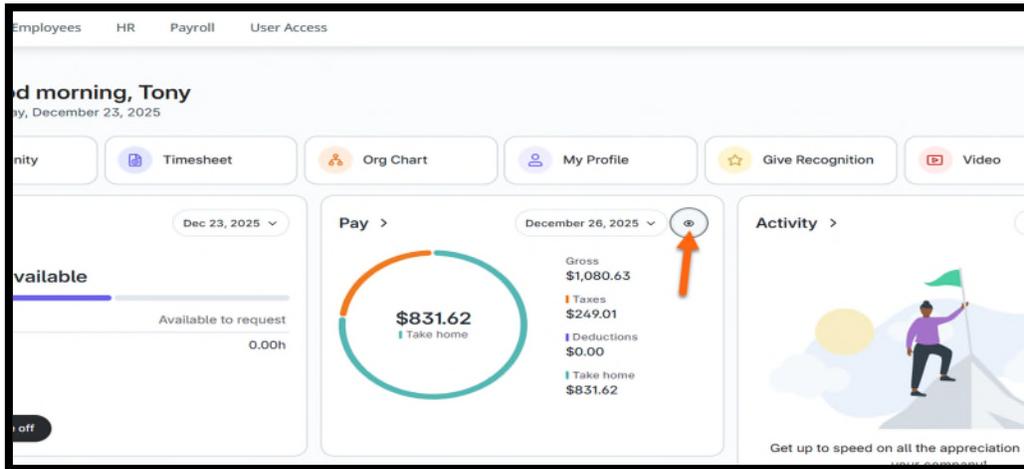


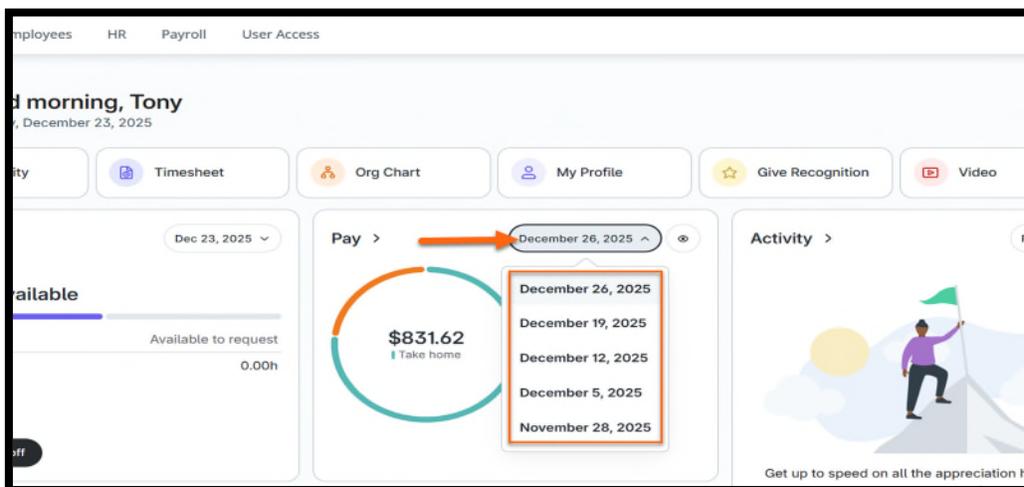
- Start from the HOME Portal
- Locate your 'PAY' tile
- This will show your most recent check that has been processed through Paylocity



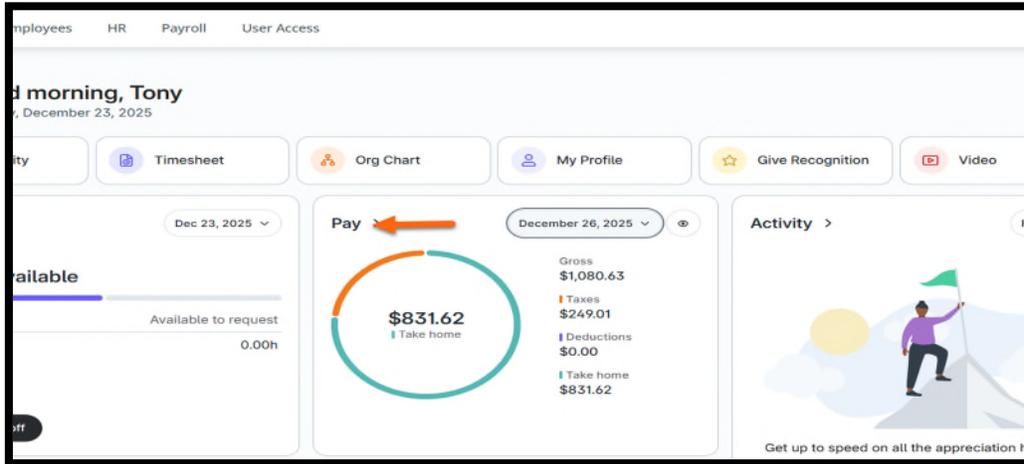
- Click the eye icon to display the numerical values



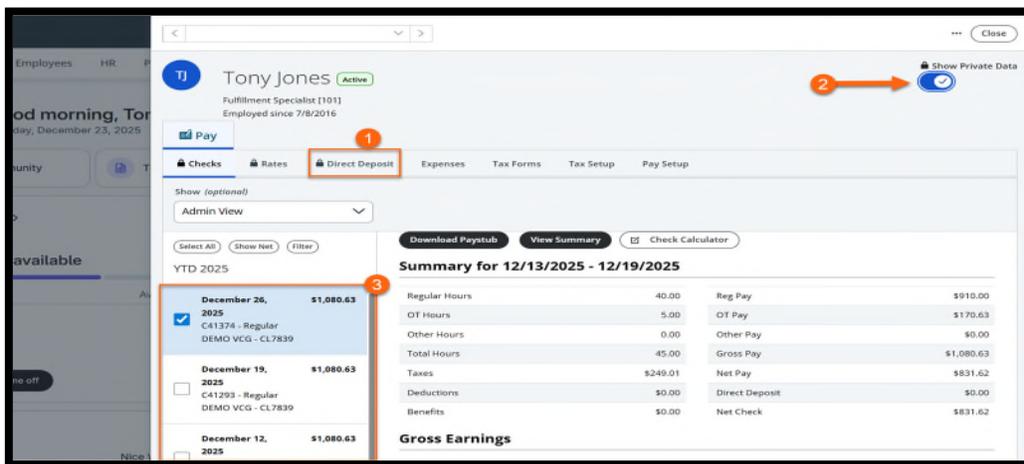
- Click the Date
- This opens a drop-down menu
- This will allow you to go back 4 additional checks



- If you need to go back further than five (5) checks, click the word 'PAY' in the left-hand corner of the tile



- This will open your Pay Record
- Click 'Direct Deposit' link
- Toggle on 'Show Private Data' in the right-hand corner of the screen
- You will now see your checks in ascending order



- You will also be able to download and print off a PDF Paystub and/or Summary of your paychecks from this page
- Click on the date or dates that you would like to be able to download and print

