
Printing Employee Access Check Stub

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A Check Stub displays payroll check details that can be used to obtain pay information from a particular paycheck. Printing a check stub through Employee Access enables employees to find the information they need without having to contact the payroll department. For example, an employee may print a check stub as proof of income when applying for a bank loan or buying a car.

1. Sign in to the software using your assigned username and password.

Step Information

If you have access to more than one portal, you may need to click the **Down Arrow** icon next to the **House** icon and select **Employee Access** from the Home drop-down menu.

Expected Result

You see a screen with tiles, such as Employee Profile, Payroll Check History, and Time Off Balances.

2. Verify you are in the correct [District](#) by checking the information at the top left of the screen.

3. Click the **Payroll Check History** tile.

Step Information

Alternatively, you can navigate to **Menu** -> **Employee Access** -> **Payroll** and then select **Payroll Check History** under Features.

Expected Result

You see the Payroll Check History screen, which displays historical payroll checks you have received.

4. Click the **drop-down** icon to the left of the appropriate check.

Step Information

The **drop-down** icon only displays if the check was previously printed during a [Payroll Run](#).

Expected Result

You see the Record Options drop-down menu.

5. Select **Print Check Stub** from the menu.

Expected Result

You see the Print Payroll Check Stub screen.

6. Indicate how you want the [Social Security Number](#) to display by selecting the appropriate radio button for the Print Social Security Number field.

Step Information

You can choose to mask the entire number, mask the first five digits so only the last 4 digits are visible, or display the number in its entirety.

Expected Result

If you select the option to show the complete number, the "Enter your SSN to authenticate" field displays. Continue to the next step.

If you choose one of the options to mask part or all of the number, skip to step 7.

7. Enter your Social Security Number in the "Enter your SSN to authenticate" field.
8. Click **Next** near the top left of the screen.
Expected Result
You see an option to print the check stub.
9. Click **Print Check Stub** near the top left of the screen.
Expected Result
The check stub opens in a new browser tab.
10. Follow your organization's procedures for printing documents.
11. Close the check stub browser tab.
Expected Result
You return to the Print Payroll Check Stub screen.
12. Click **Close** near the top left of the screen.
Expected Result
You return to the Payroll Check History screen.

You have successfully printed the [Check Stub](#) from Employee Access.

Related Tasks:

[Viewing Payroll Check History in Employee Access](#)