View My Pay Statements

Pay History

Pay History provides access to your pay history, where you can view, print, or download your current and historical pay statement details. This feature allows you to track your earnings over time to ensure you have been paid correctly.

View My Pay Statements

Access the Pay History page to view recent and historical pay statement information.

Navigation: Menu > My Info > My Pay > Pay History

1. From the **Pay History** page:
   a. Select **Recent** to view your most recent pay information. The pay information appears in tiles.
   b. Select **Historical** to view your historical pay information, and at the **From** and **To** fields, enter the applicable dates. The pay information appears in tiles.
1. In any of the tiles, select **Pay Statement**.
2. The **Pay Statement Preview** window appears.
3. (Optional) Select the plus or minus icons to resize the view. Select Reset to return to the original size.
4. Select Close.

Print or Download a Pay Statement Preview

You can print the Pay Statement Preview or save it as a PDF.

Navigation: Menu > My Info > My Pay > Pay History

1. From the **Pay History** page, select **Pay Statement** on any tile. The **Pay Statement Preview** window appears.
2. From the **Pay Statement Preview** window:
   a. Select **Download PDF**. Follow your browser's prompts to save the PDF to the applicable destination.
   b. Select **Print** to print the **Pay Statement Preview**.
3. Select **Close**.