

How to print paystubs in Paylocity

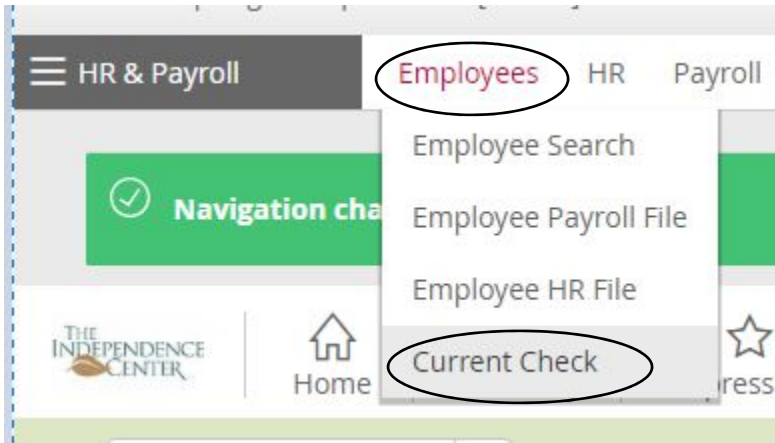
Log into Paylocity

See Paylocity log in instructions for help

From the home page

Hover the mouse over Employees tab at top of screen

Click on Current Check

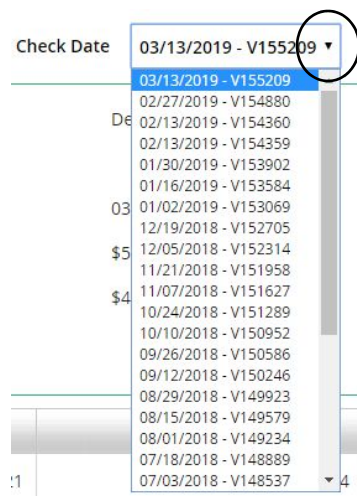


On default page

Right side of screen has Check Date



Click on down arrow in box to find Check Date to print



Click on correct Check Date

Screen refreshes and check date chosen now appears in box

Check Date **01/30/2019 - V153902** ▼

Scroll to bottom of screen

On left bottom corner click "Download Printable Version"

Benefits

Description

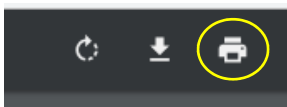
Download Printable Version

Wait, may take a few minutes for screen to refresh

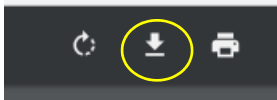
A PDF of check stub will appear

**NOTE: Based on pdf reader you have icons might look different
But should be able to Print or Download**

Print

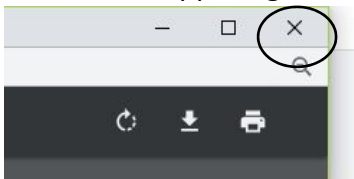


Download (to save or email)



Close PDF when done

Click "X" on upper right of screen



Returns to Pay Screen

Choose next check date

Show Adjustment Checks

No ▾

Check Date

01/30/2019 - V153902 ▾

Repeat process

When done in Paylocity Logout

Hover mouse over silhouette in upper right corner

Click on Log Out

