

Quick Reference Guide: *View Payslip*

Keep in mind

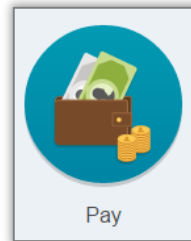
- To access a payslip issued prior to Jan. 5th, 2015, please access the previous Employee Self Services system: <https://ess.uchicago.edu/ess/>

Information Needed

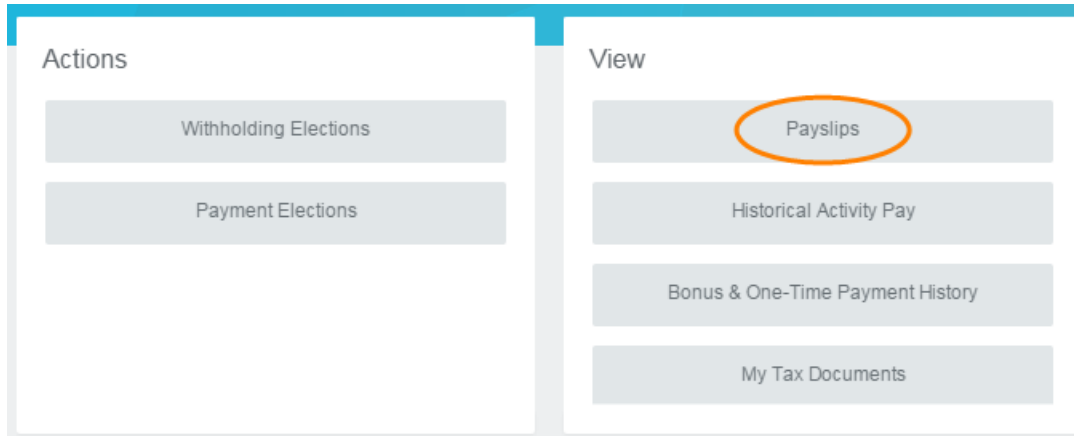
- Date of payslip to view

Steps:

1. From the **Home Page**, click the **Pay worklet**.



2. Under the **View** header, click **View Payslips**.



3. On the **My Payslips** screen, find your desired payslip and click **View**.

Payslips 4 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
University of Chicago	08/16/2015	08/29/2015	09/04/2015	0.00	0.00	View	Print
University of Chicago	08/02/2015	08/15/2015	08/21/2015	0.00	0.00	View	Print
University of Chicago	08/01/2015	08/31/2015	08/31/2015	8,166.67	5,827.17	View	Print

4. On the Payslip screen, you will have the ability to **Print Payslip Image**. Clicking this will download your payslip in a PDF file format. You can view, save and print this PDF file. On the Payslip you will see the following:

- Company Information
- Payslip Information
- Current and YTD Totals
- Earnings
- Pre and Post-Tax Deductions
- Employer Paid Benefits (if applicable)
- Taxable Wages
- Withholdings
- Payments

Payslip Logan McNeil: 08/31/2015 (Regular) - Complete

Previous Payslip Next Payslip Return to My Payslips **Print Payslip Image**

Company Information 1 items

Name
University of Chicago

Payslip Information 1 items

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Logan McNeil		08/01/2015	08/31/2015	08/31/2015	

Current and YTD Totals 2 items