

# How to Access Pay Advice Information

Please follow the below instructions on how to view your pay advice information.

## Step 1: Go to the Employee Dashboard

### Employee Dashboard



Pay Advice, Benefits, Self-Service Update for D  
Add'l Fed taxes), Employment Summary and V

Update addresses, contact information or marital  
information.

Login into **Portal** and go to the **Staff** tab. Then click on the **Employee Dashboard** button at the top of the screen.

## Step 2: Click on All Pay Stubs

Click on the **All Pay Stubs** link:

The screenshot shows the Employee Dashboard interface. On the left, there are sections for 'Pay Information', 'Earnings', and 'Benefits'. Under 'Pay Information', there are links for 'Latest Pay Stub: 07/15/2020', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. The 'All Pay Stubs' link is highlighted with a red box. On the right, there is a 'My Activities' sidebar with options like 'Approve Time', 'Approve Leave Report', and 'Approve Leave Request'.

## Step 3: Select the Pay Year

Select the **Pay Year** from the drop down menu:

### Pay Stub Information

Pay Year: 2020

Select a Pay Date from the list below to see its full details.

Pay Date: <a href="#">07/15/2020</a>	Pay Period: 07/01/2020 to 07/15/2020	Gross: \$3,009.75	Net: \$2,041.26
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## Step 4: View your Pay Stub

Pay Date:

[07/15/2020](#)

Click on the linked pay date to open Pay Stub information.

## Step 4: Print Your Pay Stub

To print the pay stub click on the **Printer Friendly** button at the top of the Pay Stub form:

Printer Friendly