How to view a pay stub (as an employee)

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INSTRUCTIONS

Employees should follow the instructions below to view a pay stub in Netchex.

1. Login to Netchex with your login ID and password. See your administrator if you do not have a login ID. If you do not know your password, click Employee next to Forgot Password?.
2. Once logged into Netchex, hover over People and click My Profile.
3. Under your name click Payroll then Payment History. You are brought to your payment history screen.
4. Scroll down to view the "Other Links" category (bottom right of the screen). Select the year for the pay stub you wish to view from CHECK LISTING drop-down box.
5. Click the green "GO" button to the right of the drop-down box.
6. You are brought to your check listing for the year you chose. Click the blue link next to the Check Date you wish to view (far left of the screen).
7. Follow the prompts to print and/or save to your computer.