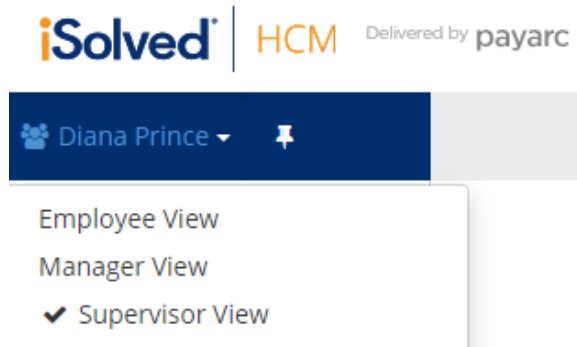


# Printing Your Employee's Paystubs or W2



To begin, click your name in the upper left corner and ensure that you have selected "Supervisor View". This will give you access to Employee Management

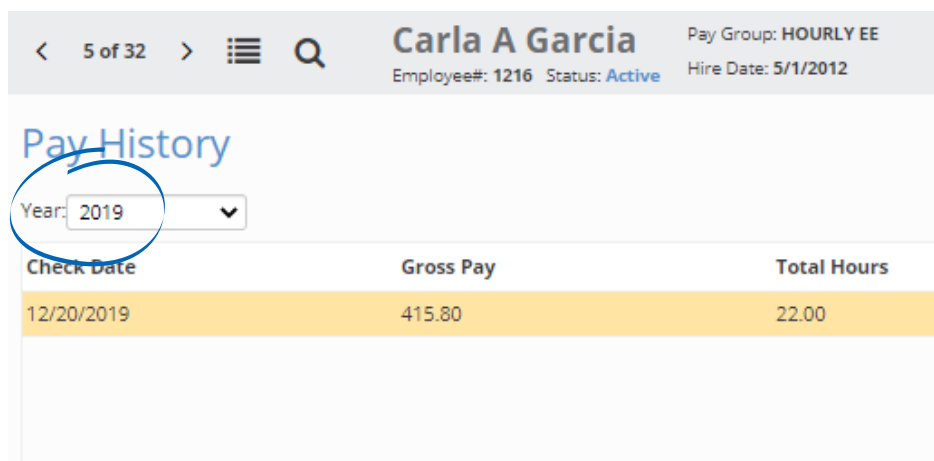


In "Search the menu" in the upper left corner, type in Pay History and click the link



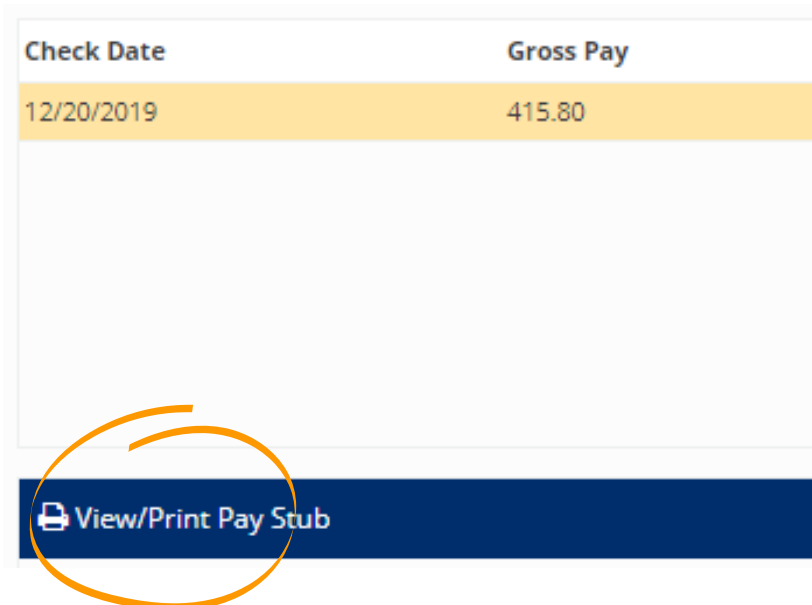
Select the employee's name from the list on the next screen.

Now you'll be on the employee's Pay History screen. You'll see a list of all the current paystubs from this year, as well as a summary of the most recent paystub. To view paystubs from a prior year, select the year from the dropdown menu in the upper left corner.



# Printing Your Employee's Paystubs or W2

Make sure the paystub you would like to print is highlighted in **yellow**, then click "View/Print Pay Stub"



The paystub will open in a new window. Click the print button in the upper right corner.

A screenshot of a detailed paystub report. The report is titled "ViewReport.aspx" and shows page "1 / 2". The employee is Carla A Garcia, working for Joanna Unicorns and Dreams Inc. The report includes a summary table and a detailed table of earnings, taxes, and deductions. The print button in the top right corner is circled in orange.

Check Number	Check Amount	Gross Pay	Net Pay	Check Message
5004	\$379.83	\$415.80	\$379.83	

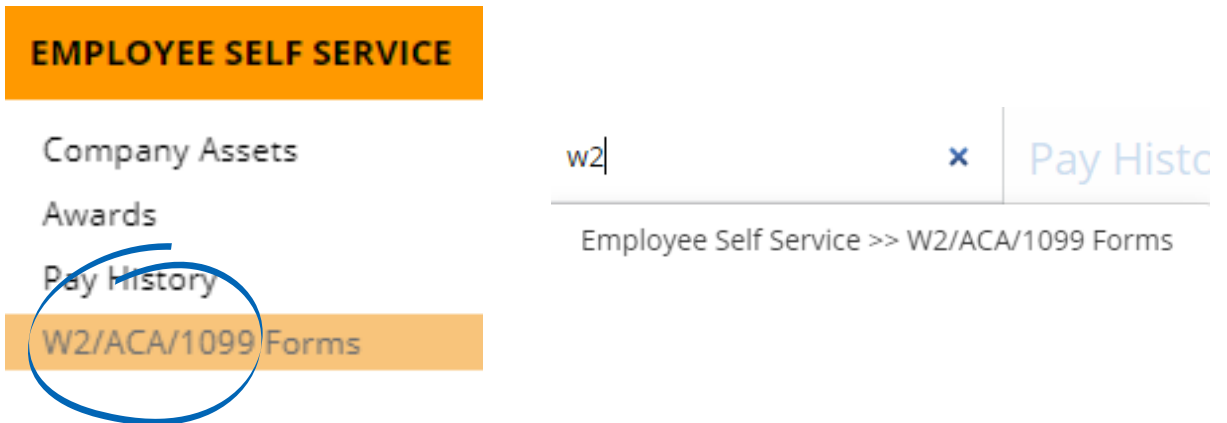
  

EARNINGS						TAXES		DEDUCTIONS			
Description	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Description	Current	YTD	Description	Current	YTD
Regular	18.9000	22.00	415.80	22.00	415.80	SOC SEC EE	25.78	25.78			
						MED EE	6.03	6.03			
						CALIFORNIA SDI	4.16	4.16			

# Printing Your Employee's Paystubs or W2

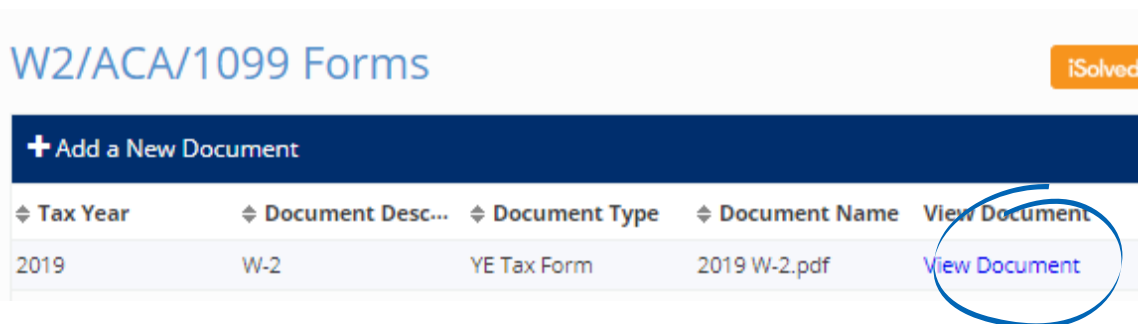
To access this employee's W2(s), either go to Employee Self Service>W2 Forms or type "W2" into Search the menu

If you do not currently have an employee selected, you would choose their name from the employee list on the next screen



The screenshot shows the 'EMPLOYEE SELF SERVICE' menu. The 'W2/ACA/1099 Forms' option is highlighted with a blue circle. A search bar contains the text 'w2|' and a search button with an 'x' icon. Below the search bar, the text 'Employee Self Service >> W2/ACA/1099 Forms' is visible.

On this screen you'll see a list of all prior tax year W2s. Simply click "View Document" on the one you need, and it will download directly to your computer. From there, you can open the PDF and print.



The screenshot shows the 'W2/ACA/1099 Forms' page. A table lists the available documents. The 'View Document' button for the 2019 W-2 is highlighted with a blue circle.

◆ Tax Year	◆ Document Desc...	◆ Document Type	◆ Document Name	View Document
2019	W-2	YE Tax Form	2019 W-2.pdf	View Document