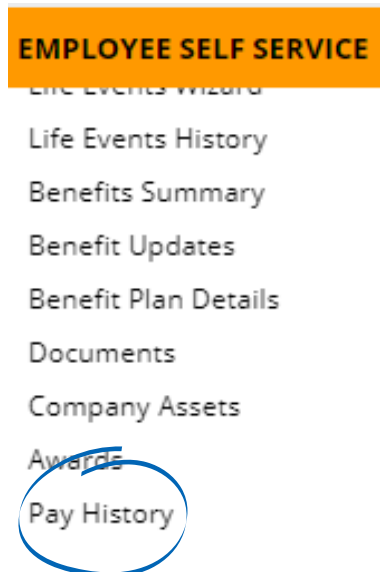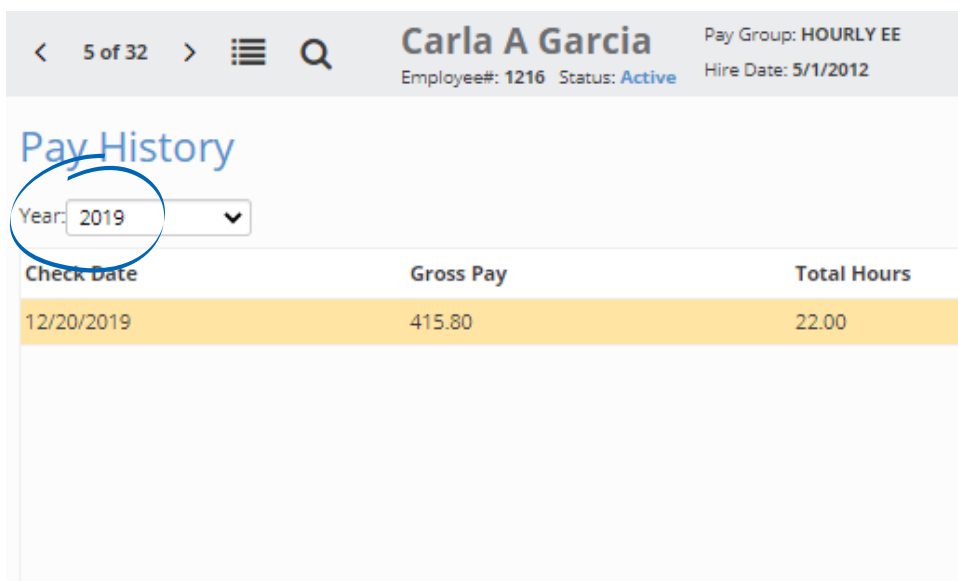# Viewing/Printing Your Paystubs & W2

iSolved Training

To begin, you must log in to iSolved on a web browser (versus using the iSolved Go App). Navigate to Employee Self Service>Pay History

EMPLOYEE SELF SERVICE

Life Events Wizard
Life Events History
Benefits Summary
Benefit Updates
Benefit Plan Details
Documents
Company Assets
Awards
Pay History

On this screen, you'll see a list of all your current paystubs from this year, as well as a summary of your most recent paystub. To view paystubs from a prior year, select the year from the dropdown menu in the upper left corner.

〈 5 of 32 〉 ☰ 🔍 **Carla A Garcia**   Pay Group: **HOURLY EE**
Employee#: **1216** Status: **Active**   Hire Date: **5/1/2012**

Pay History

Year: 2019 ⌄

Check Date	Gross Pay	Total Hours
12/20/2019	415.80	22.00

Viewing/Printing Your Paystubs & W2

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

Check Date	Gross Pay
12/20/2019	415.80

🖶 View/Print Pay Stub
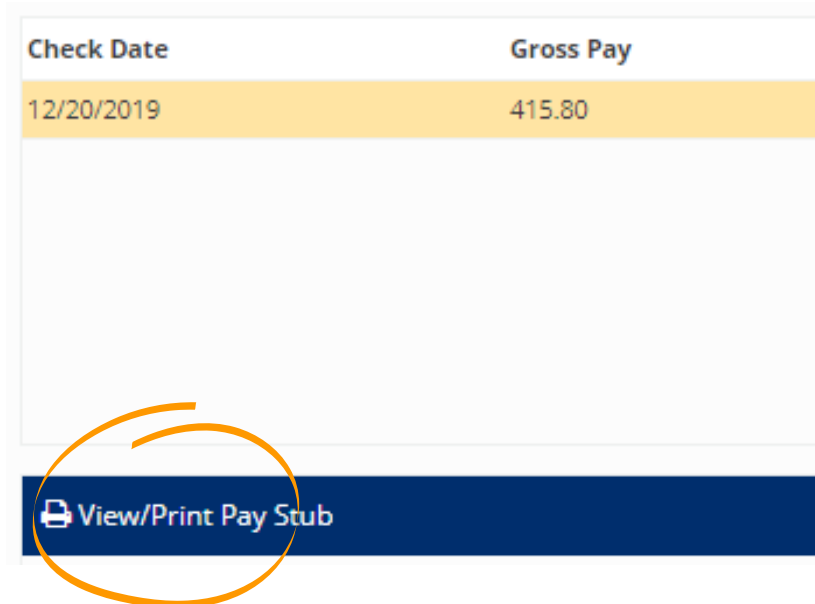
Your paystub will open in a new window, where you can either download to your computer or print

Viewing/Printing Your Paystubs & W2

To access your W2(s), go to Employee Self Service>W2 Forms

EMPLOYEE SELF SERVICE

Documents

Company Assets

Awards

Pay History

W2/ACA/1099 Forms

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. Open the PDF file to print.

W2/ACA/1099 Forms

iSolved

+ Add a New Document

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