Employee Access®
Viewing Your Pay Statements Online

The convenience of online pay statements, available to you **every pay period** through Employee Access.

Pay statements are available on the actual date paid.

Pay

Kevin C.

Mask or unmask your pay info

HIDE MY PAY

Choose a recent pay statement

Pay

VIEW YOUR TRENDS

Compare your last 4 pay statements

Jan 26, 2018
Take Home $389.91   Gross Pay $920.00

Jan 12, 2018
Take Home $662.90   Gross Pay $820.00

Dec 29, 2017
Take Home $649.31   Gross Pay $820.00

Dec 15, 2017
Take Home $649.31   Gross Pay $820.00

Dec 1, 2017
Take Home $709.59   Gross Pay $820.00

Nov 17, 2017
Take Home $709.59   Gross Pay $820.00

VIEW ALL PAY STATEMENTS

Gross Pay   **$920.00**

Regular $820.00
80 hours

Automobile fringe $100.00

⬇ EXPAND ALL

> Taxes   -$180.09

> Other   -$250.00

> Take Home   **$389.91**

⬇ DOWNLOAD PAY STATEMENT

Taxes

Gross Pay
$920.00

Take Home

Other

Drill down to see details for each pay category

Save the pay statement as a PDF

View all prior pay statements, listed by year.

## View My Pay Statement Online

1 To help prevent others from seeing your personal data, your pay information is masked when you open Employee Access.
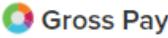
Gross Pay	$X,XXX.XX
Bonus	$X,XXX.XX

To unmask it, click **Hide My Pay** in the upper-right corner, under your name.

Kevin C.

HIDE MY PAY

2 The total gross pay, taxes, deductions, and take home pay are displayed for your most recent pay statement.
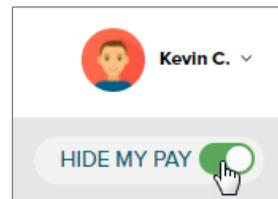
3 Click to view details for a prior pay statement. Up to 3 years of pay statements are available.
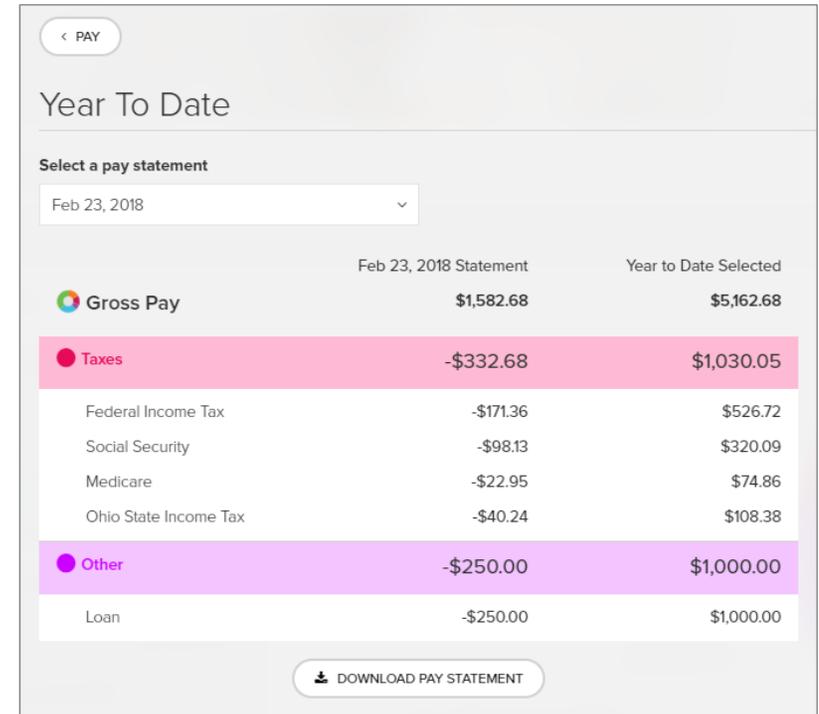
Print My Pay Statement

1 Find the pay statement you want to print.

2 Click **Download Pay Statement** and save it as a PDF to your computer.

3 Open the PDF and print it.

View Year-To-Date Totals

1 Click **View Year to Date**.

A panel slides in showing you your totals for the selected pay statement and for the year to date.

< PAY

Year To Date

Select a pay statement

Feb 23, 2018

	Feb 23, 2018 Statement	Year to Date Selected
Gross Pay	$1,582.68	$5,162.68
Taxes	-$332.68	$1,030.05
Federal Income Tax	-$171.36	$526.72
Social Security	-$98.13	$320.09
Medicare	-$22.95	$74.86
Ohio State Income Tax	-$40.24	$108.38
Other	-$250.00	$1,000.00
Loan	-$250.00	$1,000.00

DOWNLOAD PAY STATEMENT

2 You can download the pay statement or select a different one.

3 At the top of the slider, click **< Pay** to go back to your Pay info.

Can I Stop Getting a Paper Copy of My Pay Statement and Just Get It Online?

Yes. As long as all of your pay is deposited directly into at least one account and you provide consent, you can **Go Paperless**!

Your online pay statement is exactly the same as your paper pay statement.

If you don't see the Go Paperless tile, speak with your company's payroll contact.

1 Under Pay Statements, click to select **Receive paperless statements**.

2 Review the **Go Paperless Electronic Signature** notice.

3 Select the **Receive Paperless Pay Statements** check box and click **I Agree**.

A View Consent link is available so you can review and print the signed Paperless Pay Statements Consent any time you want.

You'll receive an email confirming that you opted for Paperless Pay Statements. Depending on your payroll cycle, you may receive 1 or 2 paper vouchers before the paperless option takes effect.

What If I Change My Mind and Want to Receive Paper Pay Statements Again?

If you change your mind, you can turn off Go Paperless at any time.

1 Click to deselect **Receive paperless statements**.

You'll receive an email confirming that you opted to receive paper pay statements. You can still access your pay statement online at any time using Employee Access.