

## 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.

The screenshot shows the 'Pay' interface for user Kevin C. It features a list of recent pay statements on the left, a detailed breakdown of the selected statement (Jan 26, 2018) in the center, and a donut chart on the right showing the composition of the Gross Pay. Callout boxes provide instructions for various UI elements:

- Choose a recent pay statement:** Points to the list of pay statements on the left.
- Mask or unmask your pay info:** Points to the 'HIDE MY PAY' toggle switch.
- Compare your last 4 pay statements:** Points to the 'VIEW YOUR TRENDS' link.
- Drill down to see details for each pay category:** Points to the donut chart segments.
- Save the pay statement as a PDF:** Points to the 'DOWNLOAD PAY STATEMENT' button.
- View all prior pay statements, listed by year:** Points to the 'VIEW ALL PAY STATEMENTS' button.

Date	Take Home	Gross Pay
Jan 26, 2018	\$389.91	\$920.00
Jan 12, 2018	\$662.90	\$820.00
Dec 29, 2017	\$649.31	\$820.00
Dec 15, 2017	\$649.31	\$820.00
Dec 1, 2017	\$709.59	\$820.00
Nov 17, 2017	\$709.59	\$820.00

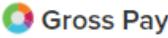
Category	Amount
Gross Pay	\$920.00
Regular (80 hours)	\$820.00
Automobile fringe	\$100.00
Taxes	-\$180.09
Other	-\$250.00
Take Home	\$389.91

Category	Amount
Take Home	\$389.91
Other	-\$250.00
Taxes	-\$180.09
Gross Pay	\$920.00

## View My Pay Statement Online

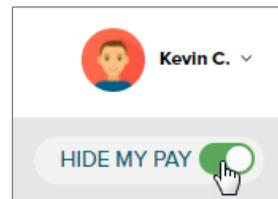
### Starting Point: Pay

- 1 To help prevent others from seeing your personal data, your pay information is masked when you open Employee Access.

 <b>Gross Pay</b>	<b>\$X,XXX.XX</b>
Bonus	\$X,XXX.XX

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

- 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

### Starting Point: Pay

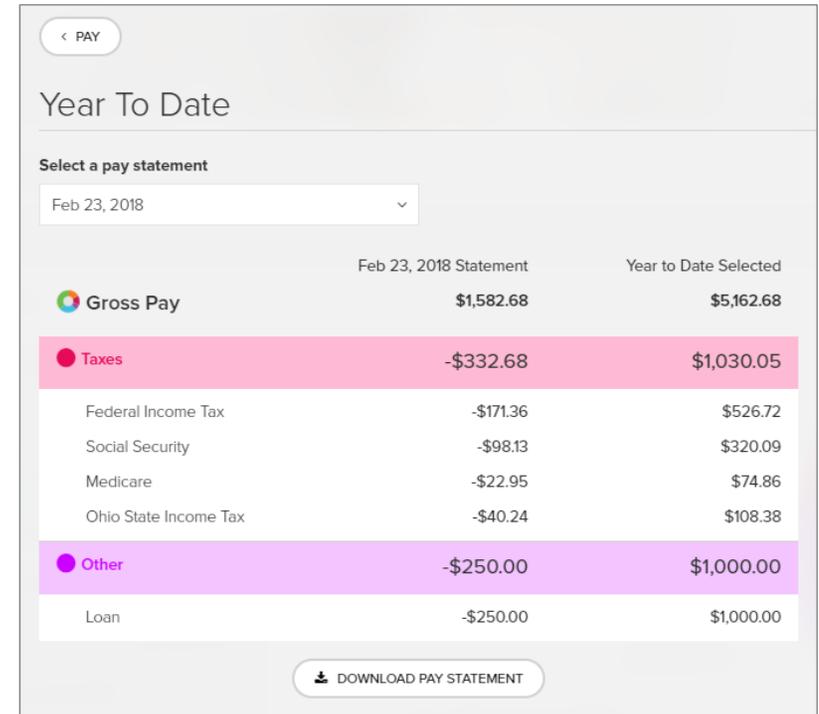
- 1 Find the pay statement you want to print.
- 2 Click **Download Pay Statement** and save it as a PDF to your computer.
- 3 Open the PDF and print it.

## View Year-To-Date Totals

### Starting Point: Pay > For Your Records tile

- 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.



	Feb 23, 2018 Statement	Year to Date Selected
 <b>Gross Pay</b>	<b>\$1,582.68</b>	<b>\$5,162.68</b>
 <b>Taxes</b>	<b>-\$332.68</b>	<b>\$1,030.05</b>
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
 <b>Other</b>	<b>-\$250.00</b>	<b>\$1,000.00</b>
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.

### Starting Point: [Pay > Go Paperless tile](#)

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**.

The screenshot shows a settings panel titled "Go Paperless". It is divided into two sections: "Pay Statements" and "Annual Tax Statements". In the "Pay Statements" section, there is a toggle switch for "Receive paperless statements" which is currently turned on (green). Below this toggle is a link that says "VIEW CONSENT". In the "Annual Tax Statements" section, there is a toggle switch for "Receive paperless statements" which is currently turned off (grey).

- 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.

### Starting Point: [Pay > Go Paperless tile](#)

- 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.