



Job Aid

Viewing My Pay Statements

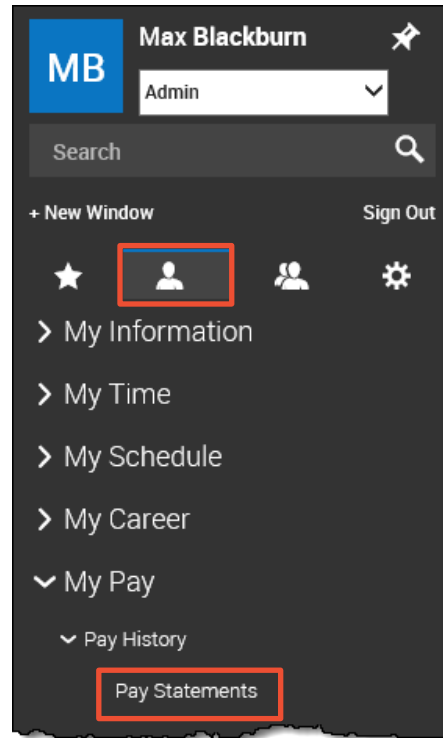
Within your **My Info** menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

Accessing your pay statements

Use the **Pay Statements** screen to view both recent and historical pay statements.

- 1 Click **Show Menu**, then click the **My Info** icon.
- 2 Navigate to **My Pay > Pay History > Pay Statements**.
- 3 On the Pay Statements screen, click either the **Recent** or **Historical** button. If viewing Historical, enter a date range in the From and To fields.

The following image highlights key areas of the **Pay Statements** screen.



A Buttons for viewing recent or historical pay statement summaries.

B Links to download pay statements.

RECENT **HISTORICAL** From: 09/26/2017 To: 09/26/2018

| Jul 06, 2018 | | Jun 22, 2018 | | Jun 08, 2018 | |
|-------------------------------|--------------|-------------------------------|--------------|-------------------------------|--------------|
| Net Payment | | Net Payment | | Net Payment | |
| \$ 1,754.68 | | \$ 1,754.69 | | \$ 1,754.69 | |
| Type | Regular | Type | Regular | Type | Regular |
| Pay Period Start | Jun 18, 2018 | Pay Period Start | Jun 04, 2018 | Pay Period Start | May 21, 2018 |
| Pay Period End | Jul 01, 2018 | Pay Period End | Jun 17, 2018 | Pay Period End | Jun 03, 2018 |
| Gross | \$ 2,423.08 | Gross | \$ 2,423.08 | Gross | \$ 2,423.08 |
| Check | \$ 0.00 | Check | \$ 0.00 | Check | \$ 0.00 |
| Direct Deposits | \$ 1,754.68 | Direct Deposits | \$ 1,754.69 | Direct Deposits | \$ 1,754.69 |
| PAY STATEMENT | | PAY STATEMENT | | PAY STATEMENT | |

Downloading and viewing a pay statement

To view and print a PDF of an individual pay statement, download it first.

- 1 Click the **Download Pay Statement** link in the summary for the pay statement you want.
- 2 Follow your browser's prompts to save the pay statement PDF to the destination of your choice.
- 3 Navigate to the location where you saved the file and open it with a PDF viewer.

May 25, 2018

Net Payment

\$ **1,754.67**

| | |
|------------------|--------------|
| Type | Regular |
| Pay Period Start | May 07, 2018 |
| Pay Period End | May 20, 2018 |
| Gross | \$ 2,423.08 |
| Check | \$ 1,754.67 |

↓ PAY STATEMENT

GKTCS SOLUTIONS
315 West Ohio Street
Indianapolis, IN 46202

PNC BANK, NA
70-2189
719

Check Date: 08/31/2018
Check #: 10075

Pay To The

Order Of: **Max Blackburn**

Amount: One Thousand Seven Hundred Sixty Eight Dollars and 29/100 Cents

\$ 1,768.29

Location 1/Dept 100 1033 08/31/2018 10075

Max Blackburn
101 West Washington Street
Indianapolis, IN 46204



Authorized Signature

#1033 - Max Blackburn
Location 1/Dept 100

Check # 10075

Pay Date: 08/31/2018
Pay Period: 08/12/2018-08/25/2018

Earnings

| | Current | YTD |
|------------------|-----------------|-----------------|
| Regular | 2,307.69 | 2,307.69 |
| Gross Pay | 2,307.69 | 2,307.69 |

Deductions

| | Current | YTD |
|----------------|---------|--------------------|
| Dental Pre Tax | 34.62 | 34.62 ¹ |
| Medical PreTax | 36.92 | 36.92 ¹ |
| Vision PreTax | 23.08 | 23.08 ¹ |

A Pay Date: Date of the check or direct deposit.

B Check/Voucher section: Shows a copy of the check or direct deposit voucher.

C Pay Stub section: Shows details regarding earnings, deductions, net pay and other related information.