

Introduction

This job aid describes the steps necessary to view your paycheck in OneUSG Connect.

Instructions

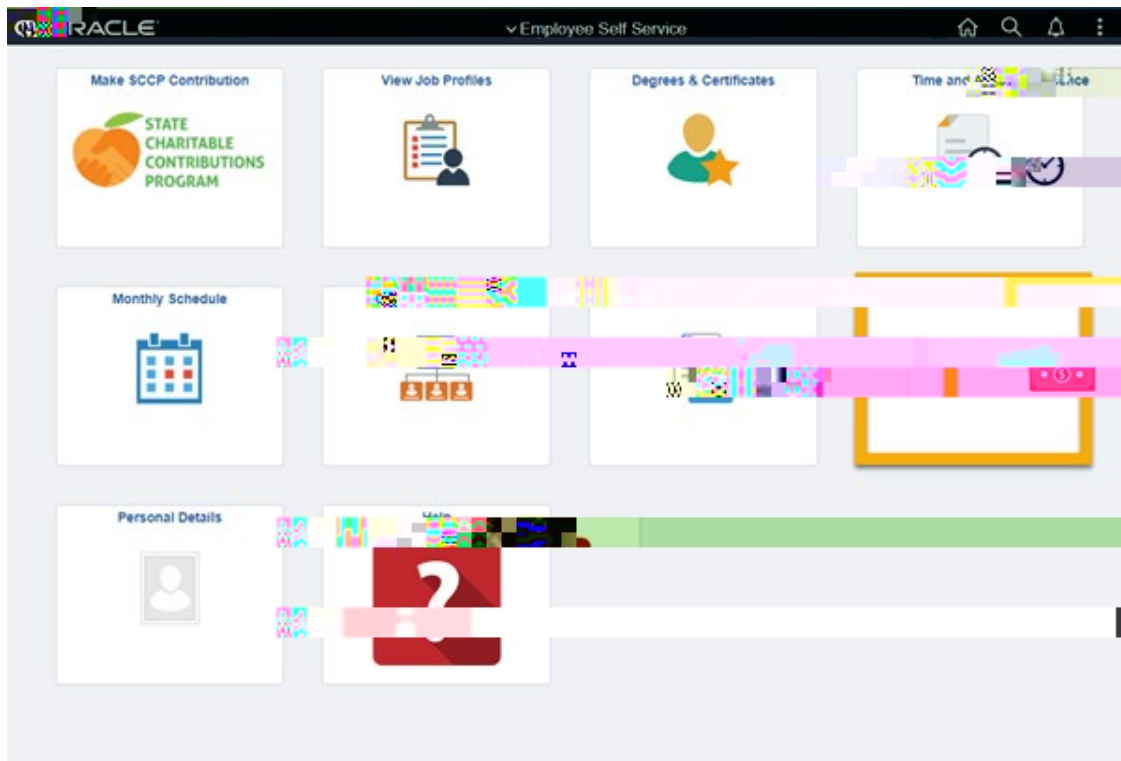
1. Log into **OneUSG Connect**.

Navigation:

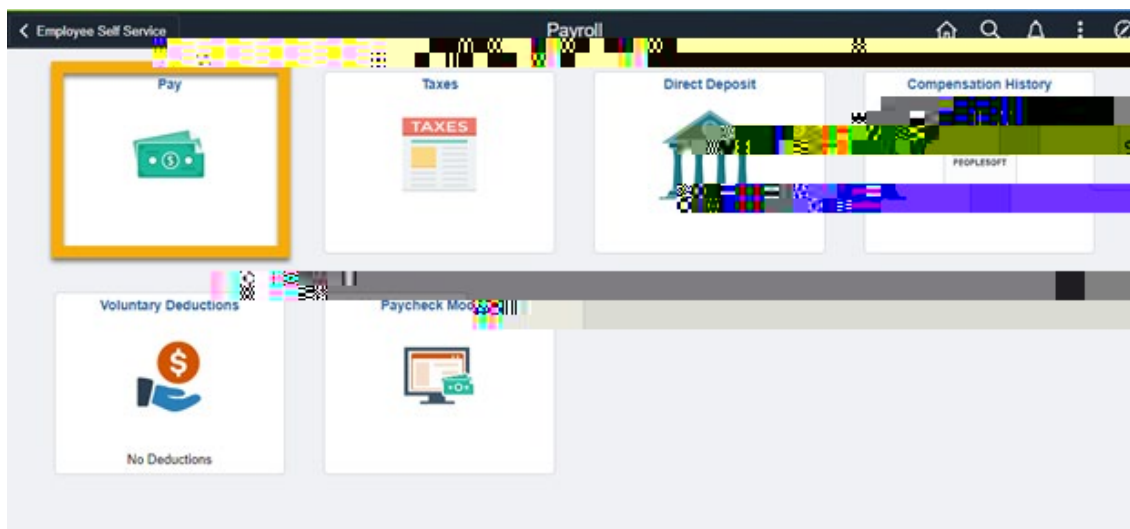
Employee Self Service > Payroll > Pay

2. Click the **Payroll** tile.

Note: **Employee Self Service** tile options may vary depending on your employee type.

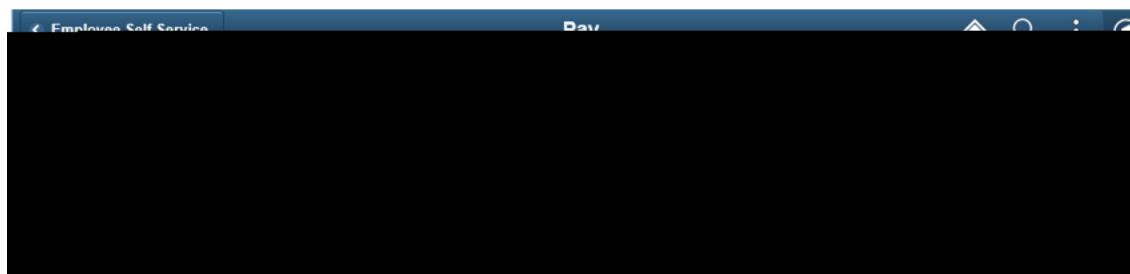


3. The **Payroll** dashboard will be displayed. Click the **Pay** tile to review your pay statements.

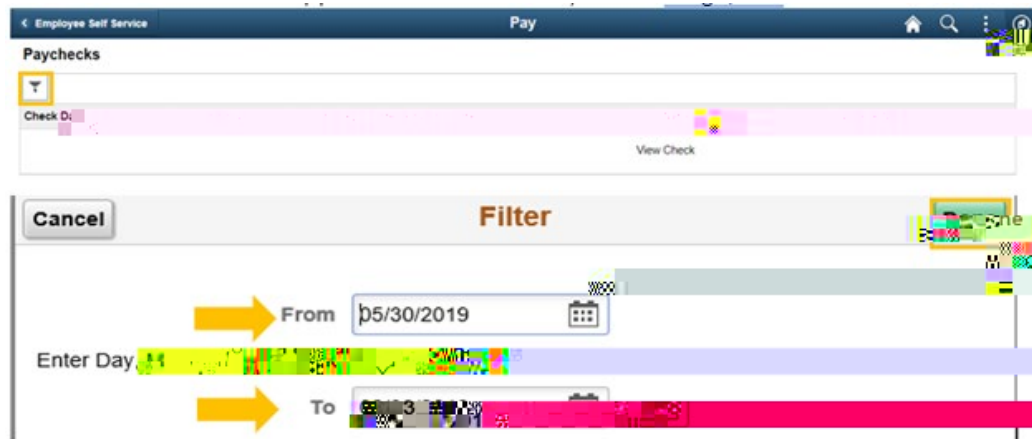


The pay menu will open, as seen below.

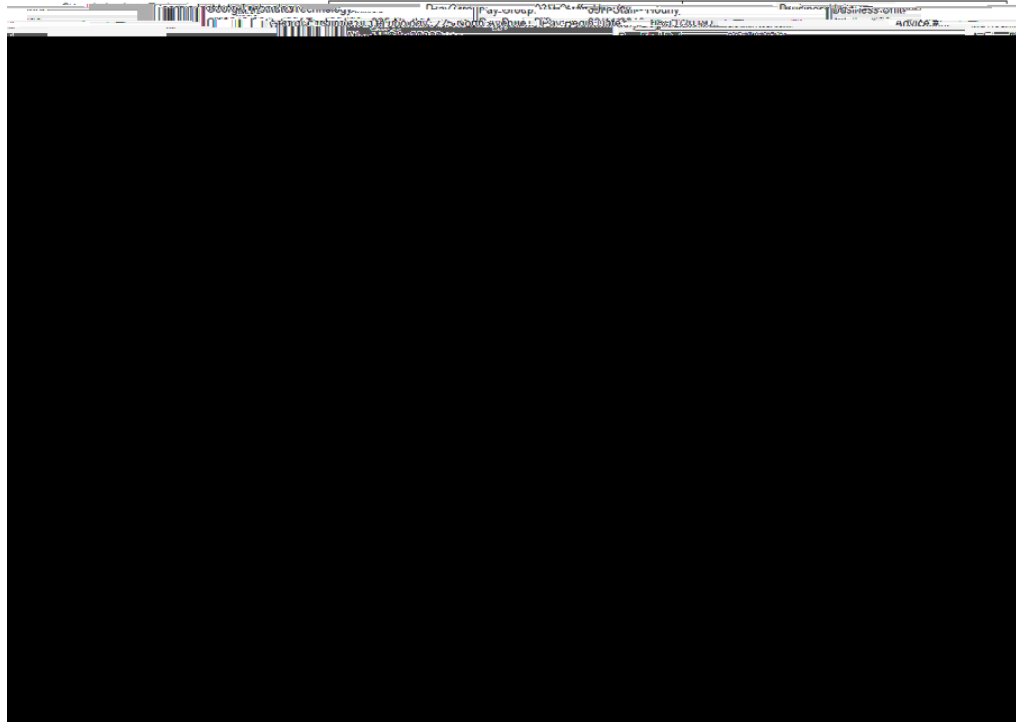
4. Locate, or search for, the paycheck for the pay period you are reviewing. Your most recent paycheck will display.



- a. Click the **Filter** icon in the upper left corner to filter by a date range.
- b. Click **Done**.



- c. Click the paycheck row you wish to view.
5. Review your paycheck.
- a. Your paycheck opens in a new tab/window as a PDF.
 - b. Disable your pop-up blocker within your browser if you receive an error and are unable to open your paycheck.
 - c. Use the PDF menu to print or save the paycheck file by hovering your mouse towards the bottom of the page.



Note: Depending on the browser used you might need to hover your mouse toward the top of the page.

