

**New Employee Course - Level 1**  
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# New Employee Course - Level 1

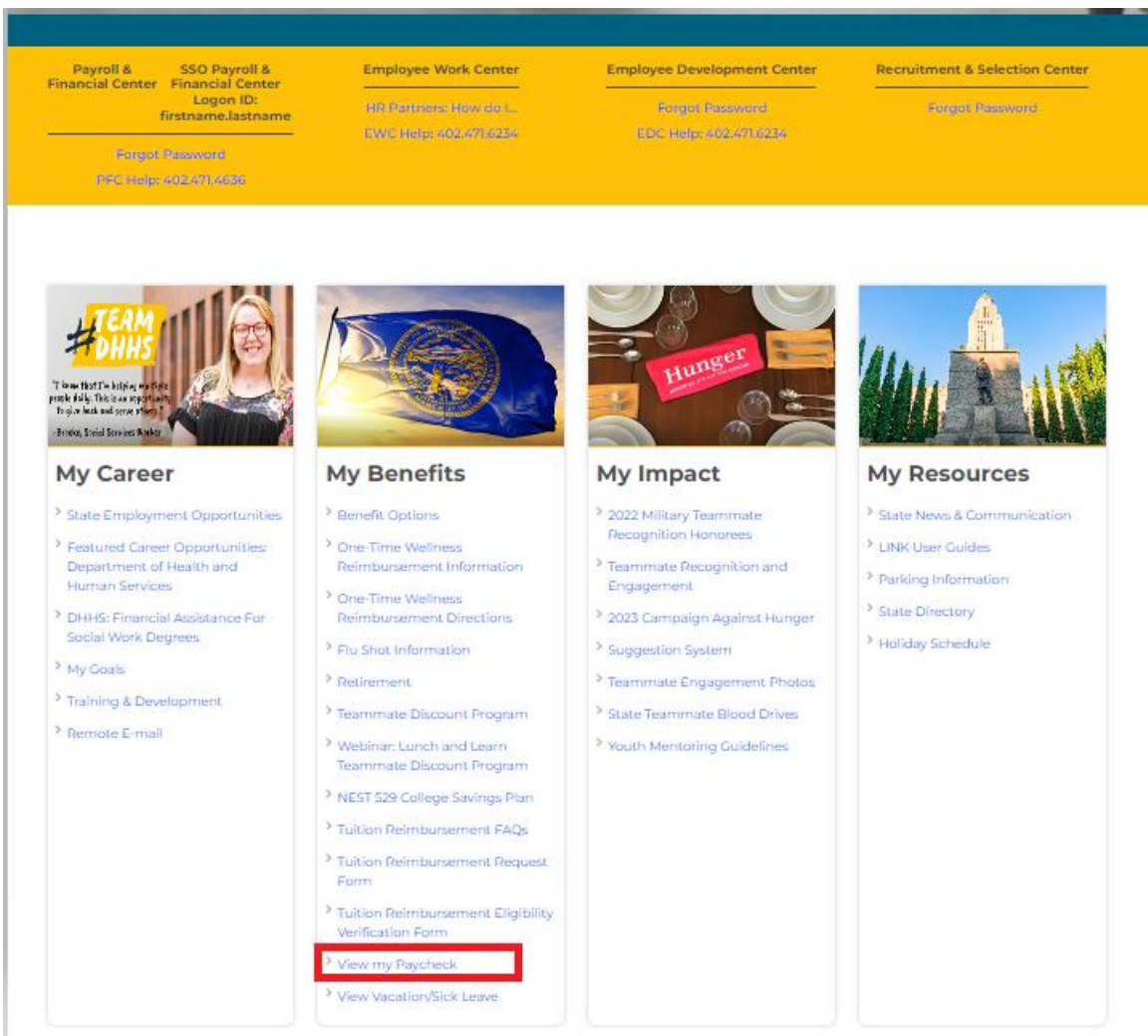
## Employee Self Service

View and Print Your Paystub

View and Print Your Paystub

### Procedure

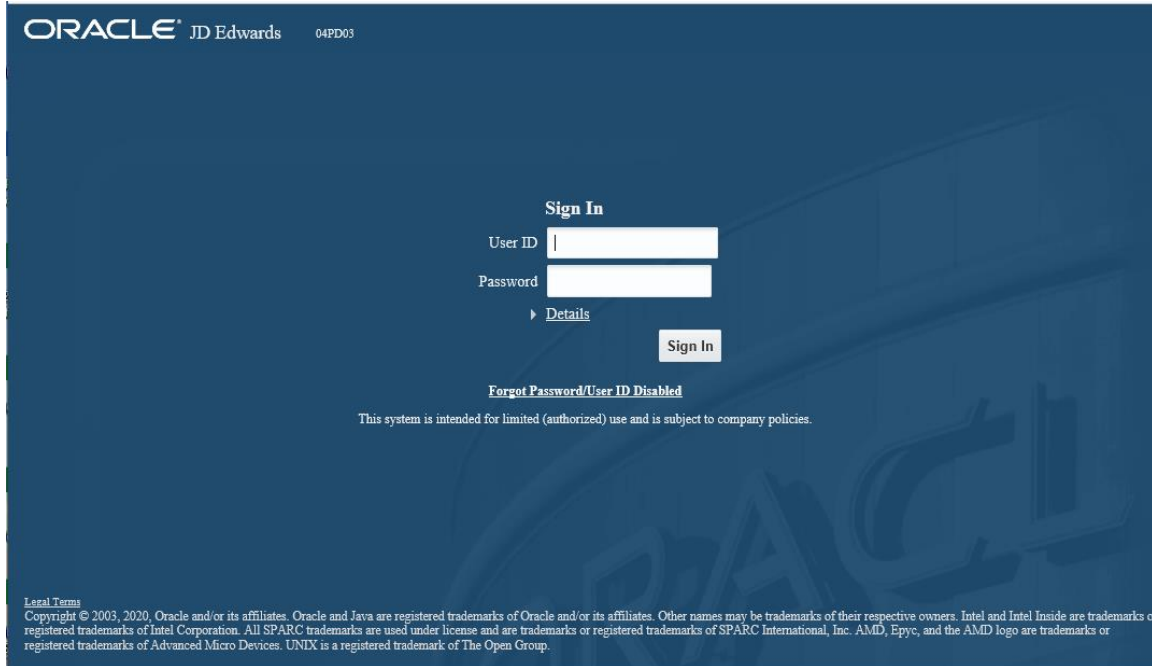
In this lesson you will learn how to view and print your pay stub.



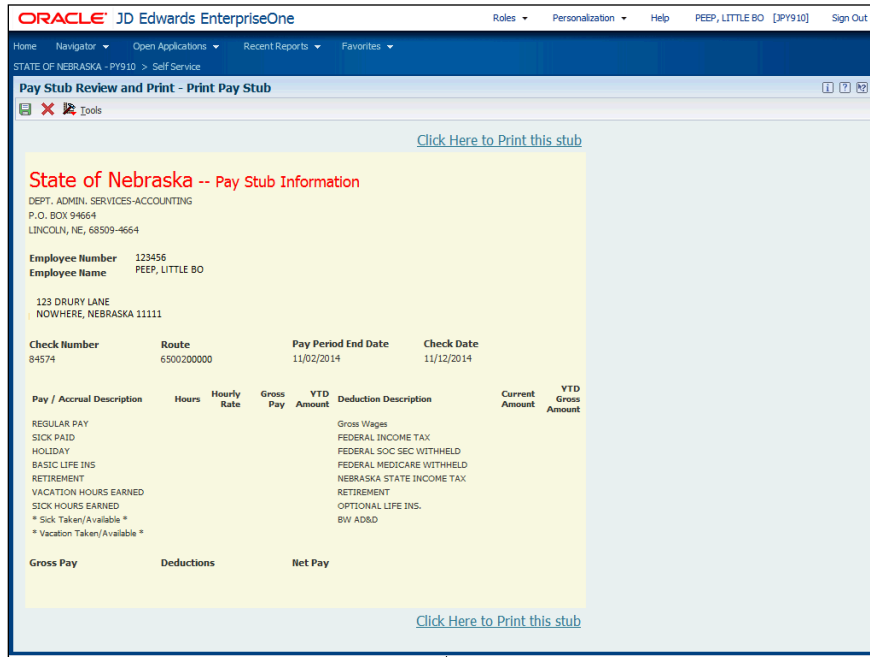
Step	Action
1.	Go to LINK.NE.GOV and click the <b>View my Paycheck</b> link.

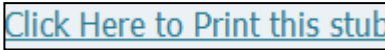
# Training Guide

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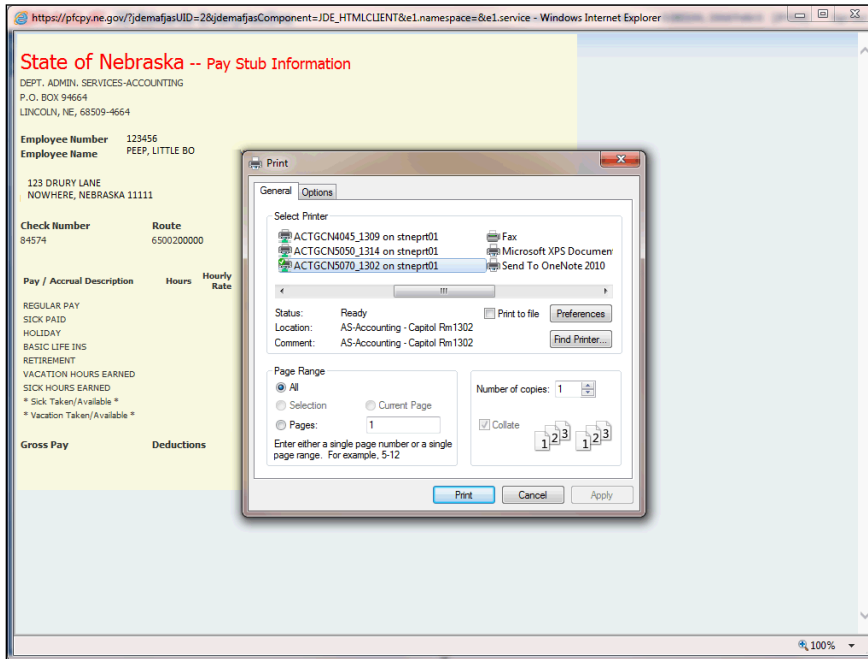
Step	Action
2.	Enter your User ID in the <b>User ID</b> field. User ID <input type="text"/>
3.	Click in the <b>Password</b> field. Password <input type="text"/>
4.	Enter your password in the <b>Password</b> field.
5.	Click the <b>Sign In</b> button. <input type="button" value="Sign In"/>
6.	Your pay stubs will be listed with the most recent at the top. You can select the pay stub you wish to view by clicking on that pay stub's radio button.  Click the <b>Radio Button</b> for the pay stub you wish to view.  <input type="radio"/>
7.	To view the pay stub you selected click the <b>Pay Stub Review / Print</b> button. <input type="button" value="Pay Stub Review / Print"/>
8.	Your pay stub information will be displayed for you to review.




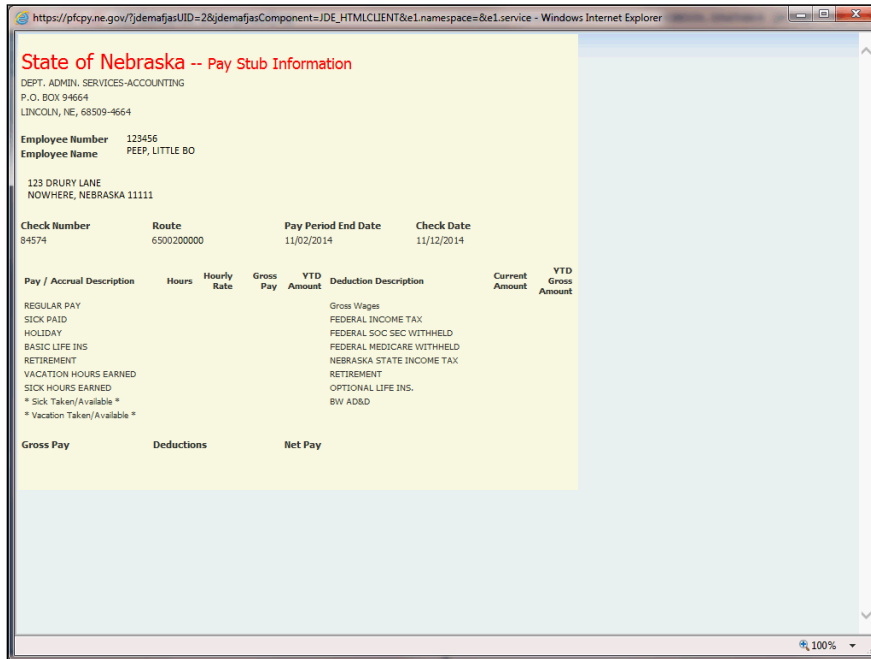
Step	Action
9.	If you would like to print the pay stub click the <b>Click Here to Print this stub</b> link. Click the object. 
10.	After clicking " <b>Click Here to Print this stub</b> " a second window with your pay stub will open as well as a Print prompt window.

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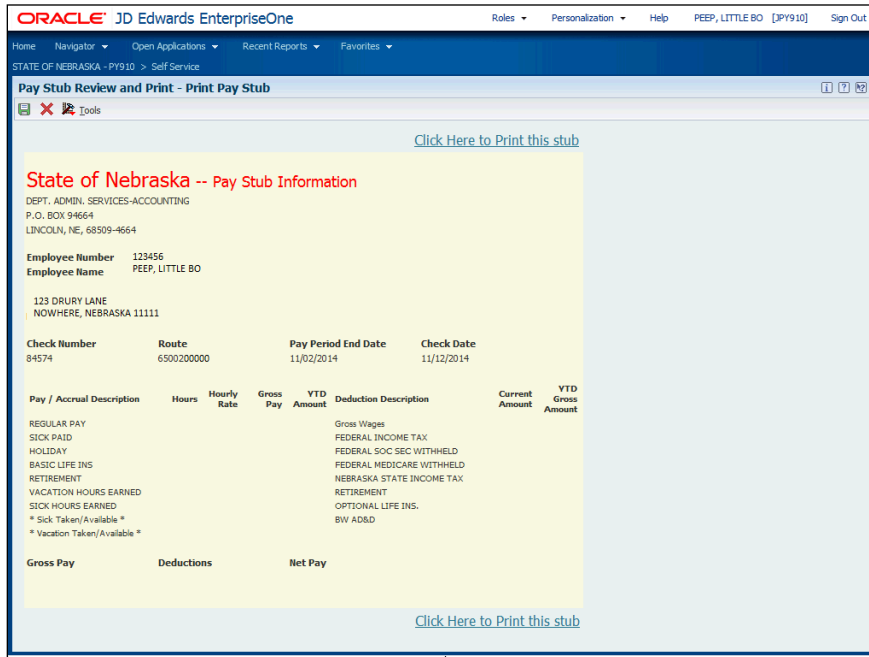
Step	Action
11.	<p>Make sure the proper printer is selected.</p> <p>After selecting your printer click the <b>Print</b> button.</p> 
12.	<p>After clicking the Print button your pay stub will print at the printer you selected.</p>





Step	Action
13.	<p>Click the <b>Close</b> (red X) button of the Pay Stub window.</p>

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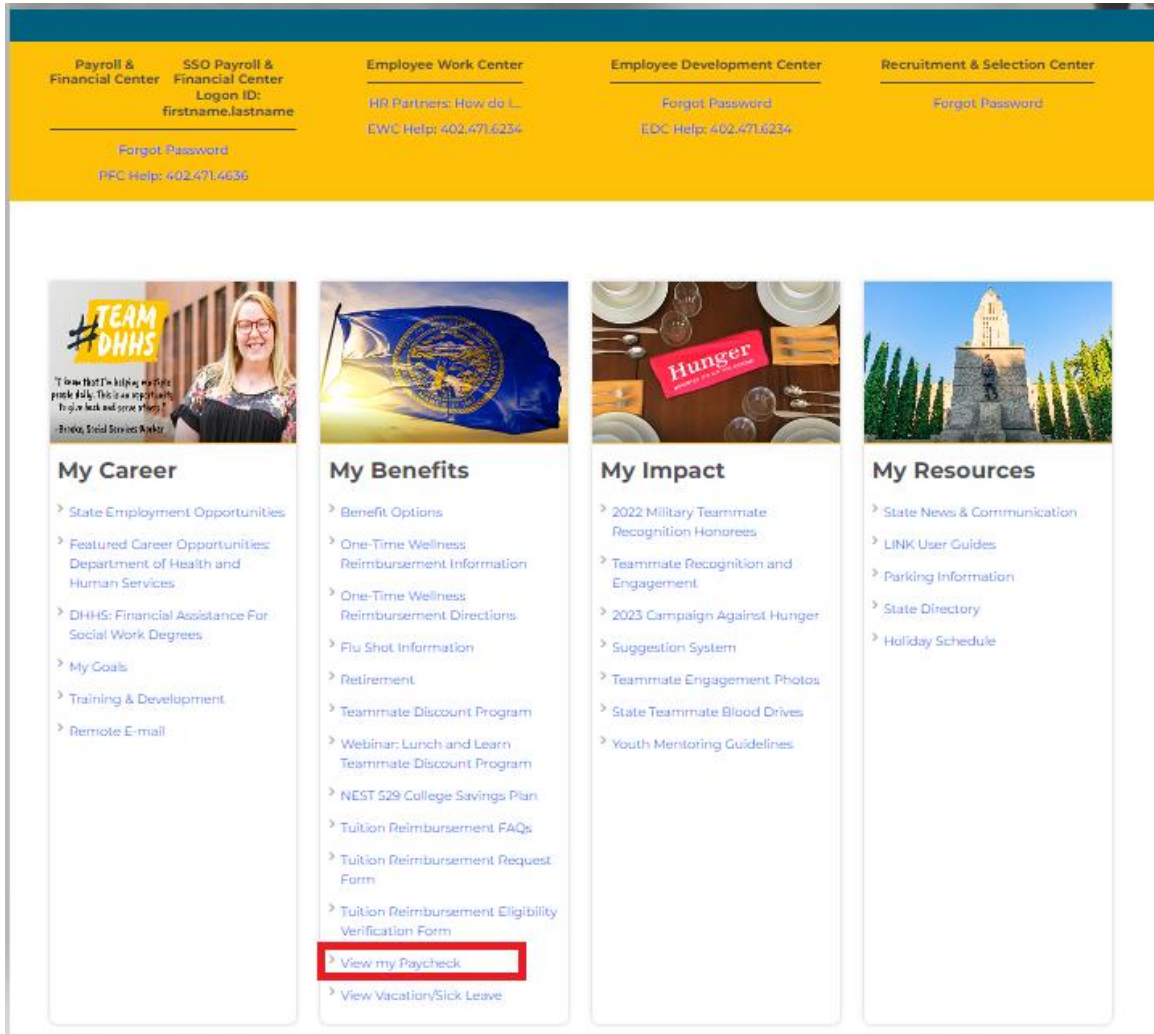
Step	Action
14.	<p>When you are finished reviewing and/or printing the pay stub click the green check mark.</p> 
15.	<p>When you are finished click the red X.</p> 
16.	<p><b>End of Procedure.</b></p>



### View and Print Your Paystub in CSV Format

#### Procedure

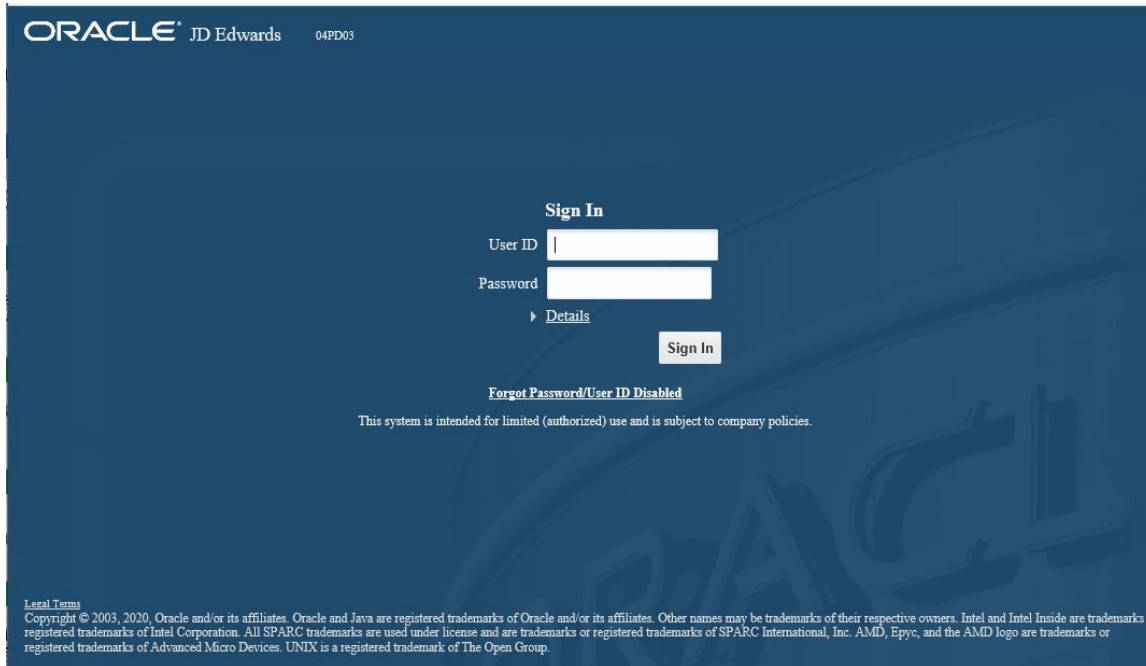
This lesson will show you how to view and print your pay stubs within the Payroll & Financial Center in the CSV format.



Step	Action
1.	Go to LINK.NE.GOV and click the <b>View my Paycheck</b> link at the bottom of the page.

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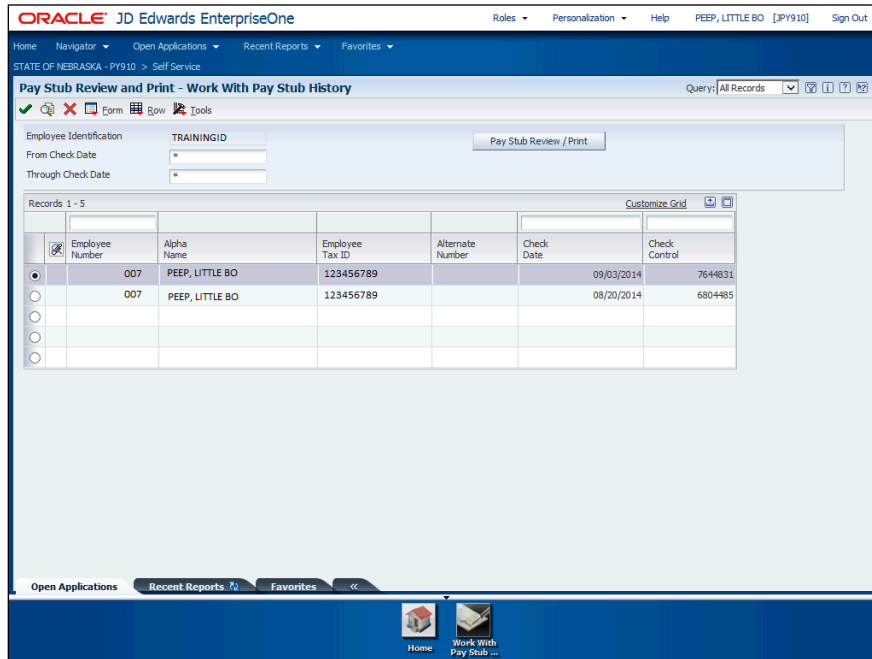
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Step	Action
2.	Enter your User ID in the <b>User ID</b> field.

Step	Action
3.	Click in the <b>Password:</b> field. <input type="text"/>

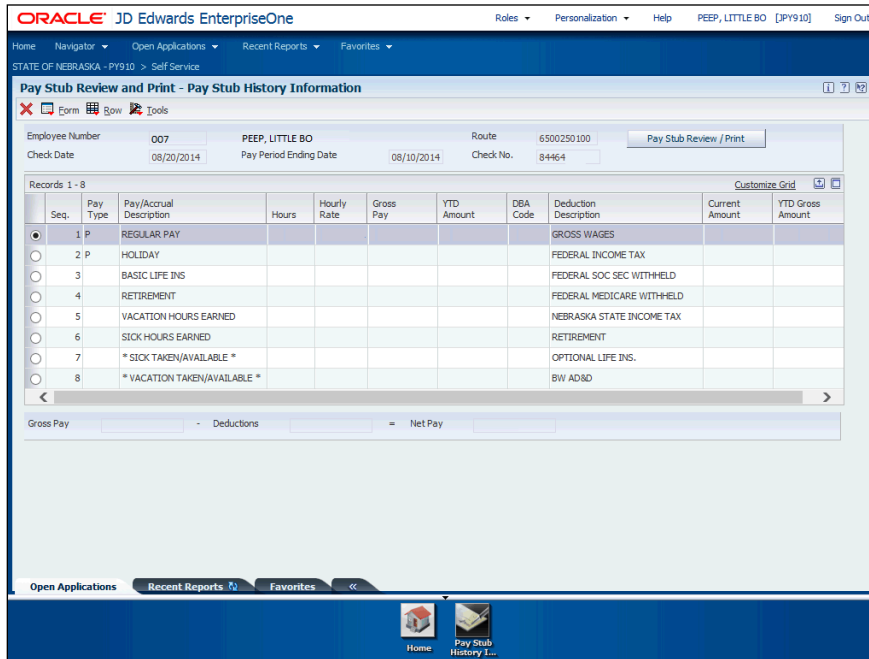
Step	Action
4.	Enter your password in the <b>Password</b> field.
5.	Click the <b>Sign In</b> button. <input type="button" value="Sign In"/>

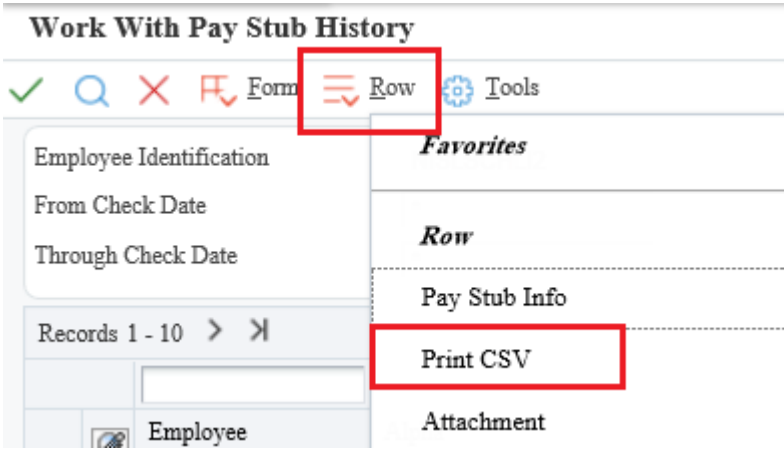


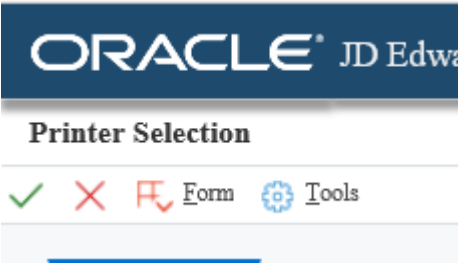
Step	Action
6.	<p>Your pay stubs will be listed with the most recent at the top. You can select the pay stub you wish to view by clicking on that pay stub's radio button.</p> <p>Click the <b>Radio Button</b> for the you wish to view.</p> 
7.	<p>Click the <b>Select</b> button (green check mark).</p> 
8.	<p>This will bring up your pay stub information for the date you selected.</p>

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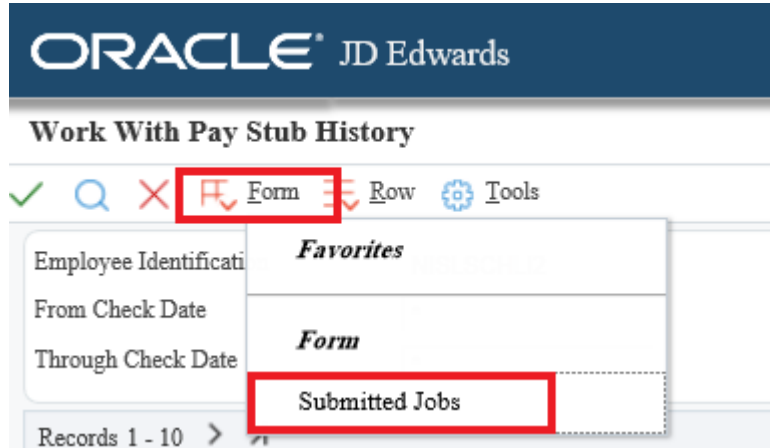


Step	Action
9.	<p>If you would like to print the pay stub information the first step is to click the <b>Form</b> button.</p> <p>Click the <b>ROW</b> button.</p> 
10.	Click the <b>Print CSV</b> menu.

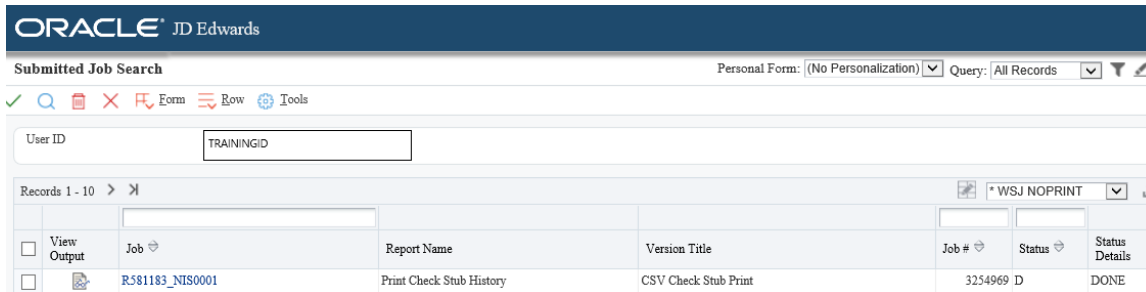
Step	Action
11.	<p><b>Note:</b> Clicking OK does not send your pay stub information to the printer. It sends it to a job queue where you can open the document and then print it. The following steps will detail how to open and print the document.</p> <p>Click the <b>OK</b> button (green check mark).</p> 



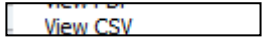
# Training Guide

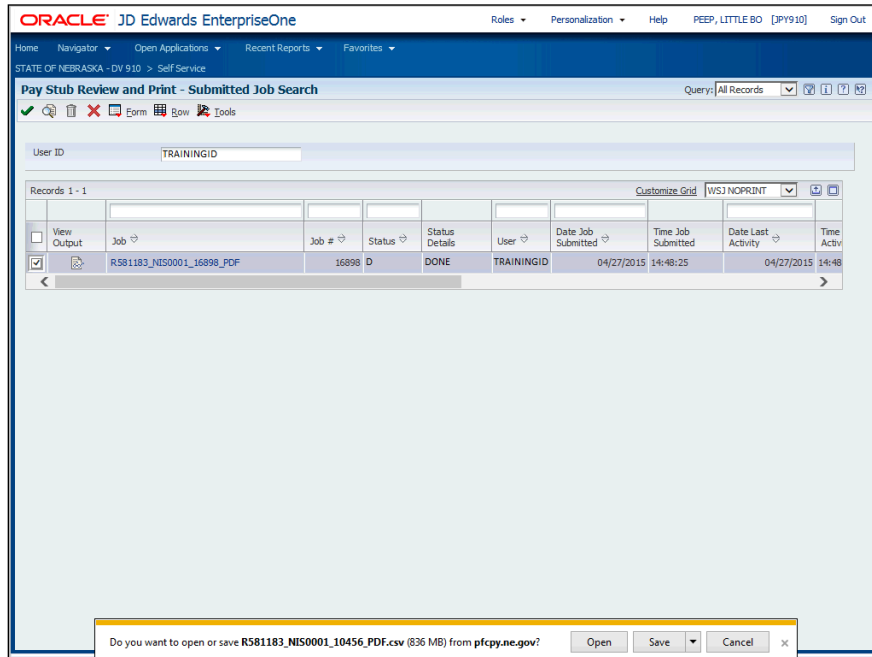
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Step	Action
12.	Click the <b>Form</b> button.
13.	Click the <b>Submitted Jobs</b> menu.
14.	The top row should be the most recent document you sent to the job queue.  Make sure the <b>Description</b> says <b>DONE</b> . If it does not say <b>DONE</b> (it could say <b>WAITING</b> or <b>PROCESSING</b> ) click the Find button (magnifying glass) at the top of the screen until the status changes to <b>DONE</b> .

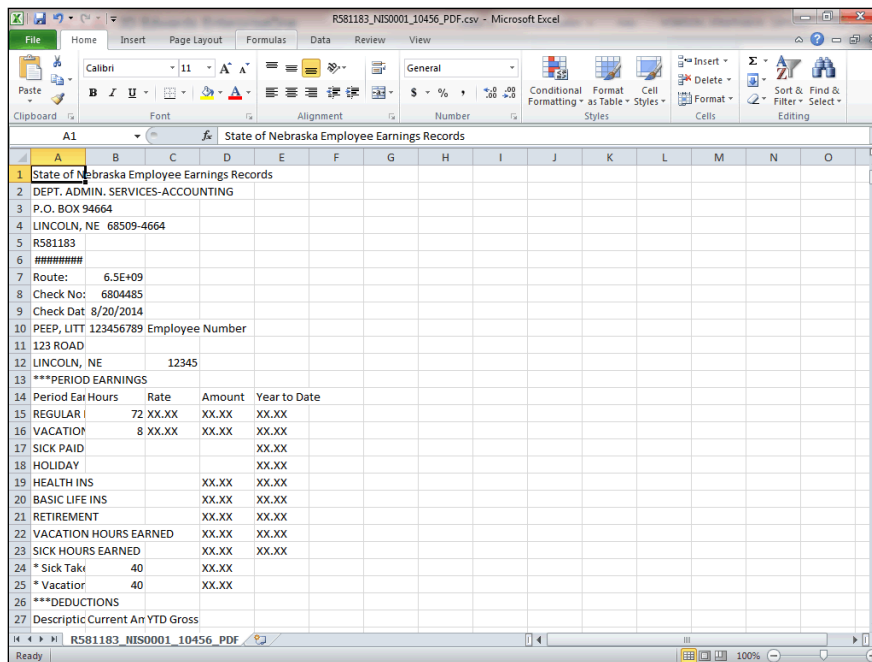


Step	Action
15.	Click the <b>Check Box</b> of the top line. 
16.	Click the <b>Row</b> button. 
17.	Click the <b>View CSV</b> menu. 







Step	Action
18.	Click the <b>Open</b> button.


Open



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Step	Action
19.	Click the upper left hand corner of the spreadsheet. 
20.	Double-click the line between column A and B. 
21.	The CSV document containing your pay stub information will be displayed.  Depending on your version of Excel you can print the document by clicking on the windows icon in the upper left hand corner and then click Print, or you will click File and Print.
22.	Click the <b>Close</b> button (red X). 
23.	Click the <b>Don't Save</b> button. 

Step	Action
24.	Click the <b>Close</b> button until you exit from EnterpriseOne. 
25.	<b>End of Procedure.</b>