

My Pay History

The My Pay feature provides access to your pay history, where you can view, print, or download your recent and historical pay statement details.

View My Pay Statements

Access the Pay History page to view both recent and historical pay statement information.

Navigation: Menu > My Info > My Pay > Pay History

1. From the **Pay History** page, choose from the following:
 - Select **Recent** to view your most recent pay information. The pay information appears in tiles.
 - Select **Historical** to view your historical pay information. Enter the applicable dates in the **From** and **To** fields to view pay information in a date range. The pay information appears in tiles.
2. In any of the tiles, select the **pay statement** link. The **Pay Statement Preview** window appears.
3. (Optional) Select the **plus** or **minus** icons to resize the view. Select **Reset** to return to the original size.
4. Select **Close**.

Print or Download a Pay Statement Preview

You can print the Pay Statement Preview or save it as a PDF.

Note: If you use a shared computer, printing is recommended to prevent others from viewing your pay information.

Navigation: Menu > My Info > My Pay > Pay History

1. From the **Pay History** page, select the **pay statement** link on any tile. The **Pay Statement Preview** window appears.
2. In the **Pay Statement Preview**, choose from the following:
 - Select **Download PDF**. Follow your browser's prompts to save the PDF to the applicable destination.
 - Select **Print** to print the **Pay Statement Preview**.
3. Select **Close**.