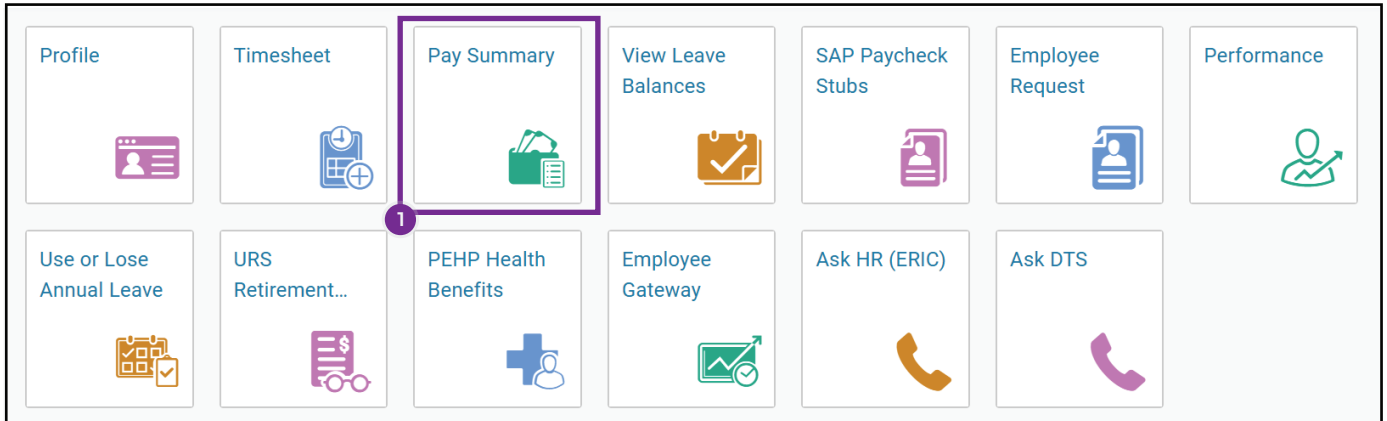


View Pay Statements, Summary, and History

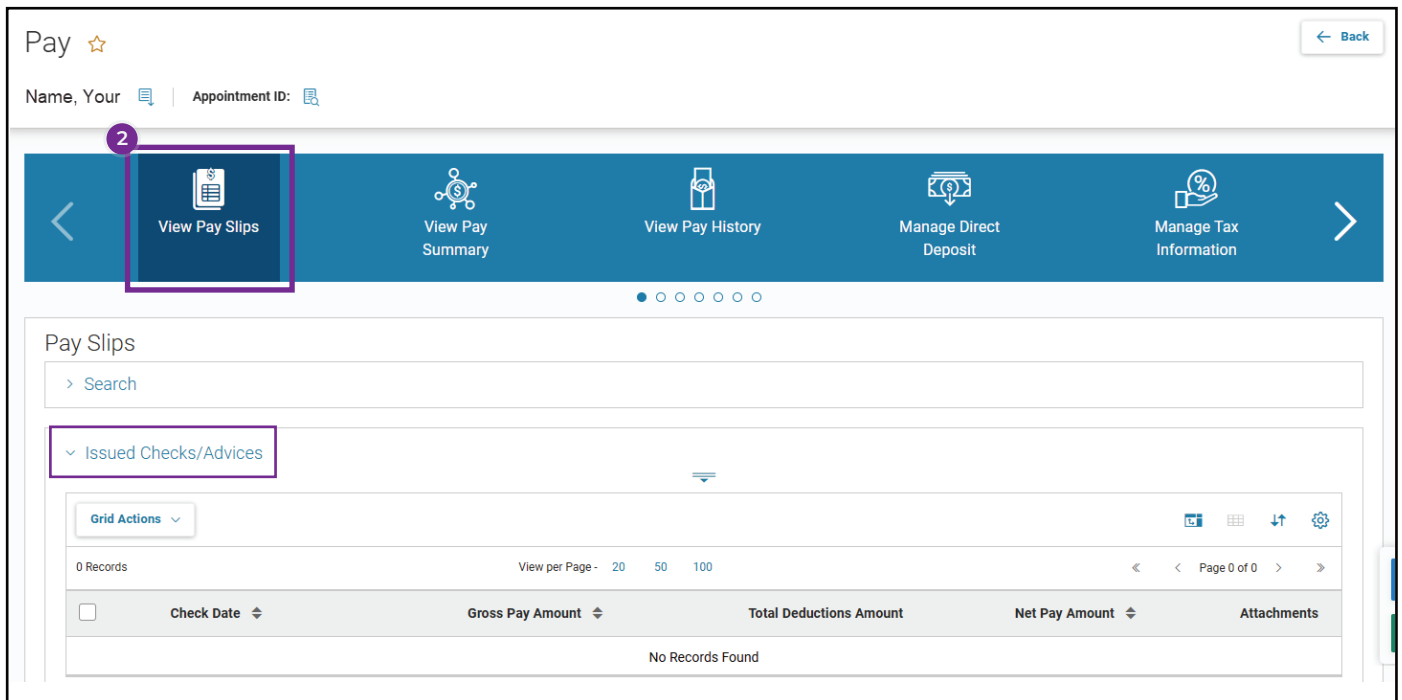
Instructions

Viewing Pay Statements

1. Click **Pay Summary** on the Employee Dashboard landing page to open the **Pay** dashboard.



2. Click **View Pay Slips** to open the page where you can view previous pay statements.






Click the paperclip icon  to view your pay statement.

Issued Checks/Advices

Grid Actions


1 - 3 of 3 Records View per Page - 20 50 100 Page 1 of 1

Check Date	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	GTN Run Number	Attachments
08/15/2025	\$2,544.48	\$688.82	\$1,855.66	23	
08/01/2025	\$2,544.48	\$688.83	\$1,855.65	21	
07/18/2025	\$2,827.20	\$786.12	\$2,041.08	10	

Note that from this screen you can **Download PDF** or **Print** your pay statement.

Attachments

Attachments (1) History

 2457748001_370668.pdf	17.62 KB
Added Date: 10/23/2025 Added By: pennywalker	
Type	Comment
Standard	

Upload Close

Viewing the Pay Summary

1. Click **View Pay Summary** to open the summary.

Pay ☆

Name, Your | Appointment ID:

1

View Pay Slips View Pay Summary View Pay History Manage Direct Deposit Manage Tax Information

This summary makes it easy to track your overall compensation at a glance.

Year To Date Pay

\$0.00	\$0.00	\$0.00
Gross Pay	Deductions	Net Pay

Issued Checks/Advices

Grid Actions

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

Check Date	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Attachments
08/15/2025	\$0.00	\$0.00	\$0.00	
08/01/2025	\$0.00	\$0.00	\$0.00	

Scroll through the summary to see:

- Totals for year-to-date earnings
- Fringe Pay Summary
- Deductions Summary

Viewing the Pay History

1. From the **Pay** dashboard click **View Pay History**.

Pay ☆

Name, Your Appointment ID: [ID]

View Pay Slips View Pay Summary **View Pay History** Manage Direct Deposit Manage Tax Information

> Historical Pay Trend

Pay Change History

Grid Actions

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

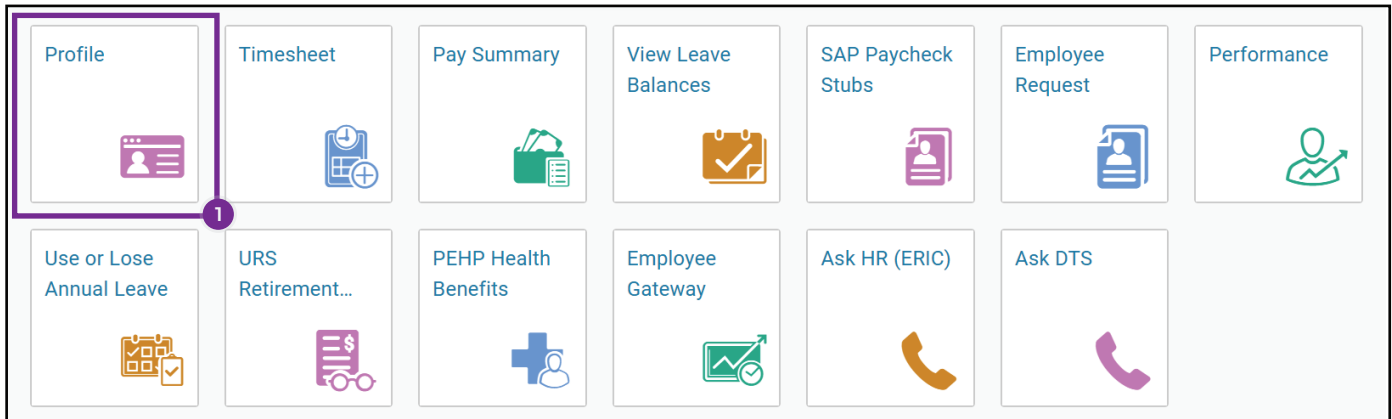
Date Of Change	Annual Amount	Change Amount	Change Percent	Title Description
09/01/2025	\$37,440.0000	\$4,160.0000	12.50%	Governor
05/12/2025	\$33,280.0000	\$0.0000	0.00%	Retail Sales Cl

Pay Change History shows your historical pay trends.

Viewing the Position History

Please note: This page only includes position changes made to your record from March 2026 onward. To obtain historical position changes that occurred prior to March 2026, please contact your HR office.

1. Click **Profile** on the Employee Dashboard landing page to open the **Profile Information** dashboard.



2. From the **Profile Information** dashboard click **View Position History**. You can view pay change details for each position change or pay raise.

The screenshot shows the Profile Information dashboard. The 'View Position History' button is highlighted with a purple box and a circled '2'. Below the navigation bar, the Position History section is visible, showing a table with 3 records.

Home Department Description	Home Unit Description	Position	From Date	To Date	Percentage Full Time	Title Description
ALCOHOLIC BEV	ABS PLANOGRAM	Governor	09/05/2025	12/31/9999	1.0000	Governor
ALCOHOLIC BEV	ABS STORE 02	Governor	09/01/2025	09/04/2025	1.0000	Governor
ALCOHOLIC BEV	ABS STORE 02	RSC II	05/12/2025	08/31/2025	1.0000	Retail Sales Cl

TIPS FOR SUCCESS



- Review your pay statements each pay period to confirm accuracy.
- Use the Pay Summary for year-to-date tracking.
- Download or print statements if you need documentation for loans or personal records.
- Contact Payroll immediately if you notice discrepancies.