

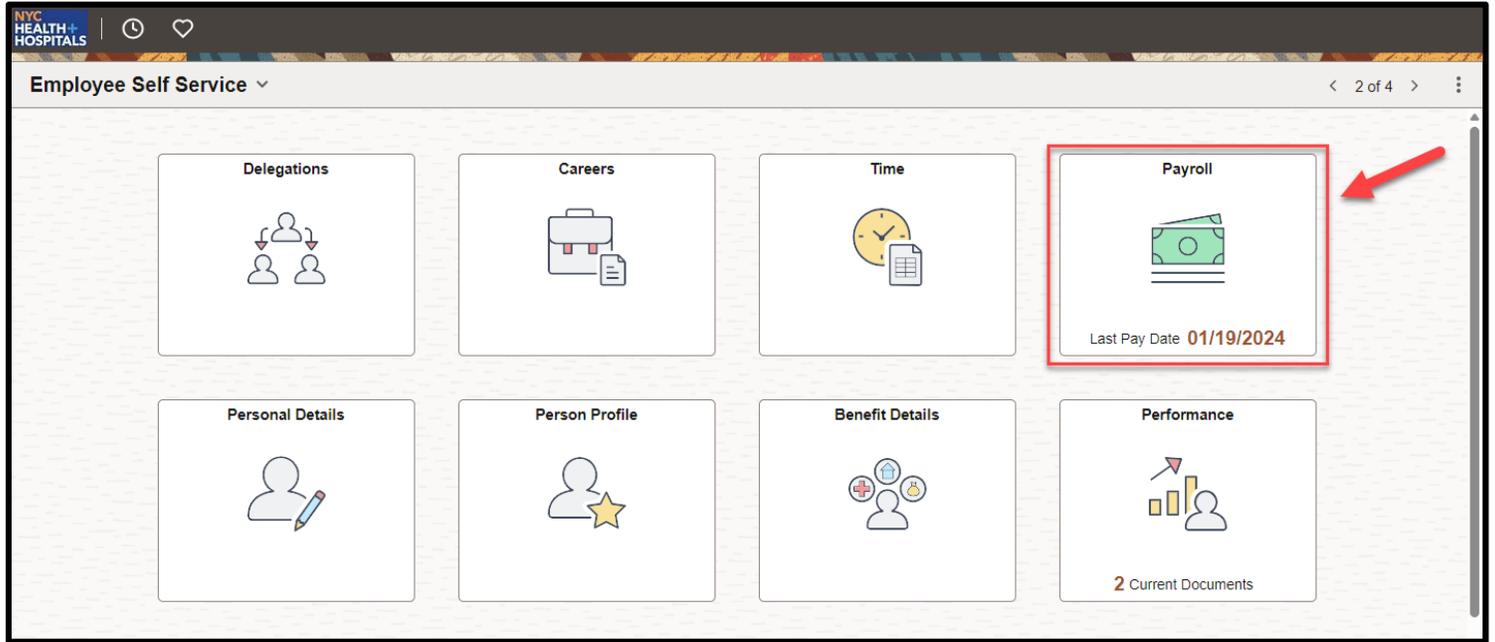
How to View, Print, & Save Electronic Paystubs

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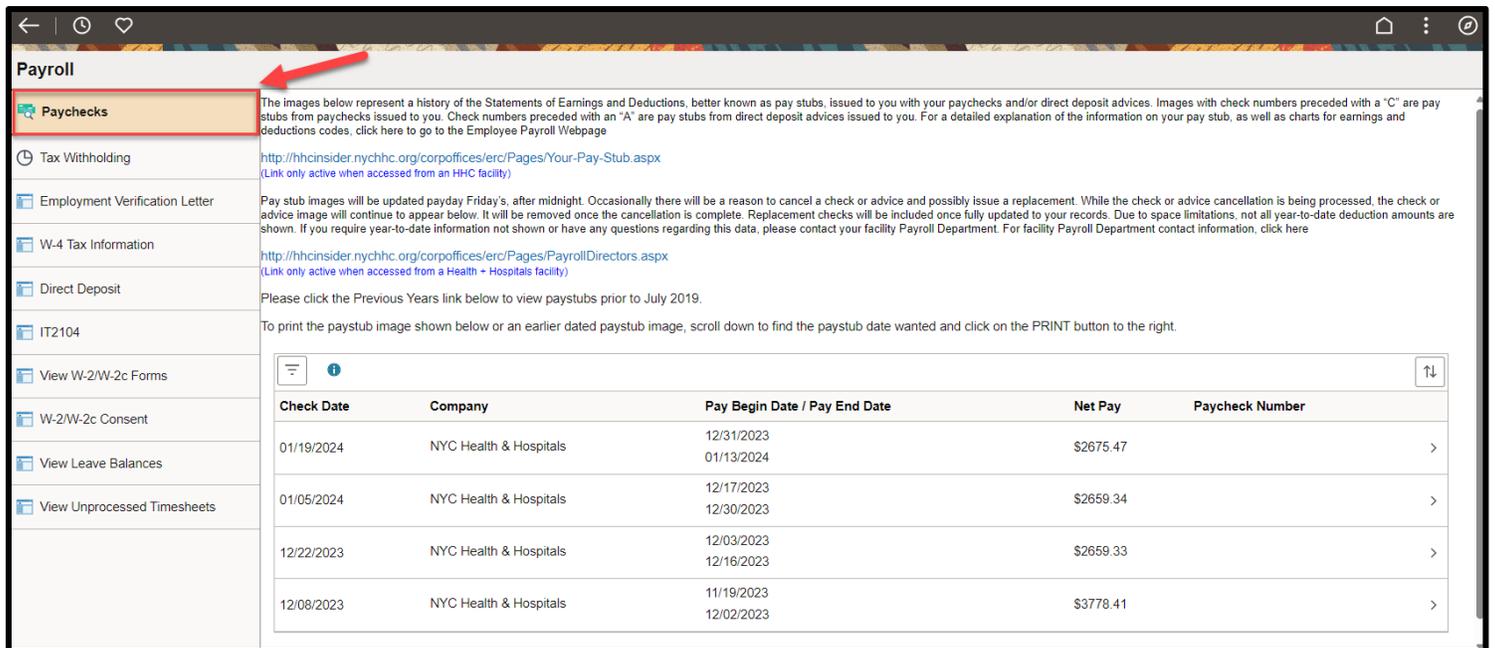
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Viewing Electronic Paystubs

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.



2. Select the **Paychecks** option from the menu on the left.



3. Select the Paycheck you wish to view

The screenshot shows a web browser window with the 'Payroll' section. On the left is a navigation menu with items like 'Paychecks', 'Tax Withholding', 'Employment Verification Letter', etc. The main content area shows a list of paychecks with columns for 'Check Date', 'Company', 'Pay Begin Date / Pay End Date', 'Net Pay', and 'Paycheck Number'. The first row, dated 01/19/2024, is highlighted with a red box, and a red arrow points to it from the right.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
01/19/2024	NYC Health & Hospitals	12/31/2023 01/13/2024	\$2675.47	>
01/05/2024	NYC Health & Hospitals	12/17/2023 12/30/2023	\$2659.34	>
12/22/2023	NYC Health & Hospitals	12/03/2023 12/16/2023	\$2659.33	>
12/08/2023	NYC Health & Hospitals	11/19/2023 12/02/2023	\$3778.41	>

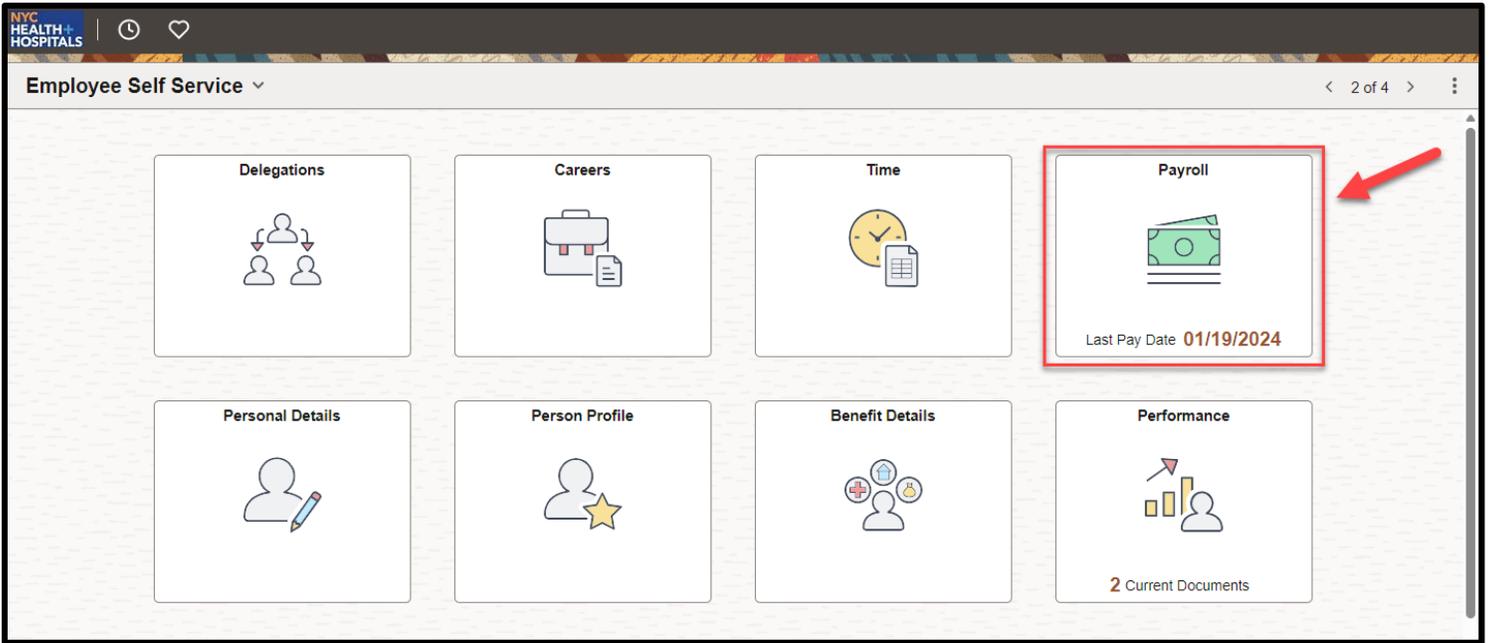
4. Your paycheck opens in a new window/tab.

The screenshot shows a detailed paycheck summary page. It includes the NYC Health + Hospitals logo, a header with 'Pay Group: B1-Bi-Weekly 1', 'Pay Begin Date: 12/31/2023', and 'Pay End Date: 01/13/2024'. Below this is a table with 'Employee ID', 'Department: 2310101115-WOO01 6100 MED/SURG', 'Location: WOODHULL MAIN BUILDING 6 FL', 'Job Title', 'Pay Rate', and 'Pension ID'. To the right, 'TAX DATA' is shown for 'Federal' and 'NY State', with 'Tax Status: Single' and 'Allowances: N/A'. At the bottom, there are two tables: 'HOURS AND EARNINGS' and 'TAXES'.

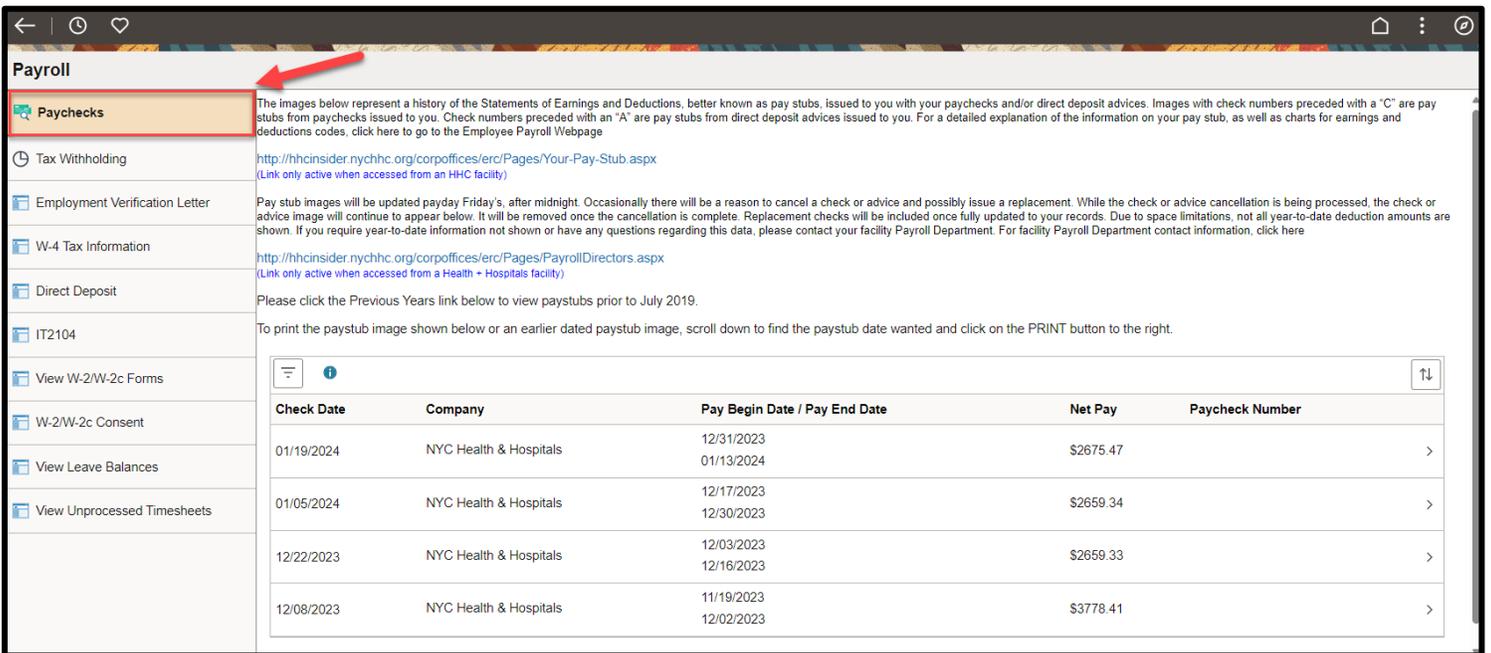
HOURS AND EARNINGS							TAXES		
Description	Ern End Dt	Rate	Hours	Earnings	YTD		Description	Current	YTD
					Hours	Earnings			
Education	01/13/2024	-	75.00		150.00	138.08	Fed Withholding		
Regular Wages	01/13/2024	-	75.00		150.00	7,728.76	Fed MED/EE		
							Fed OASDI/EE		
							NY Withholding		
							NY NEW YORK Withholding		
TOTAL:			150.00	3,933.42	300.00	7,866.84	TOTAL:		
BEFORE-TAX DEDUCTIONS					AFTER-TAX DEDUCTIONS				

Printing Electronic Paystubs

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.



2. Select the **Paychecks** option from the menu on the left



3. Select the Paycheck you wish to print.

The screenshot shows the 'Payroll' section of the NYC Health + Hospitals portal. On the left is a navigation menu with items like 'Paychecks', 'Tax Withholding', 'Employment Verification Letter', etc. The main content area displays a table of paychecks. The first row is highlighted with a red box, and a red arrow points to it.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
01/19/2024	NYC Health & Hospitals	12/31/2023 01/13/2024	\$2675.47	>
01/05/2024	NYC Health & Hospitals	12/17/2023 12/30/2023	\$2659.34	>
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12/08/2023	NYC Health & Hospitals	11/19/2023 12/02/2023	\$3778.41	>

4. Your paycheck opens in a new window/tab. Right click on the page and click Print to print your paycheck.

The screenshot shows a payroll document with a context menu open over the 'Print...' option. The document contains the following information:

Department: 1100906200-HR SHARED SERVICES
 Location: CO 55 WATER 26 FL
 Job Title:
 Pay Rate:
 Pension ID:

Tax Status: Single
 Allowances: 0
 Addl. Amount: 75.00

HOURS AND EARNINGS

Rate	Hours	Earnings	Hours
-	70.00	3,254.06	1,190.00
70.00	3,254.06	1,190.00	

TAXES

Current	YTD
943.92	16,102.66

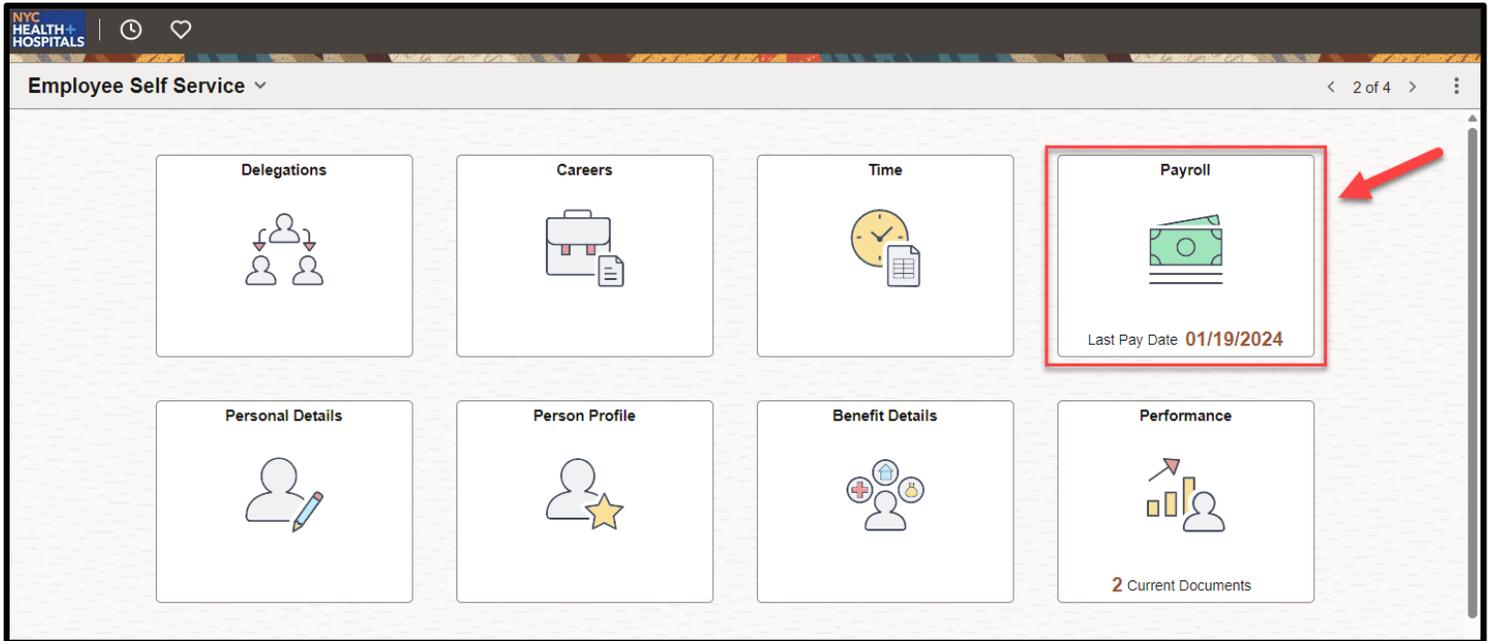
TAX DEDUCTIONS

Current	YTD

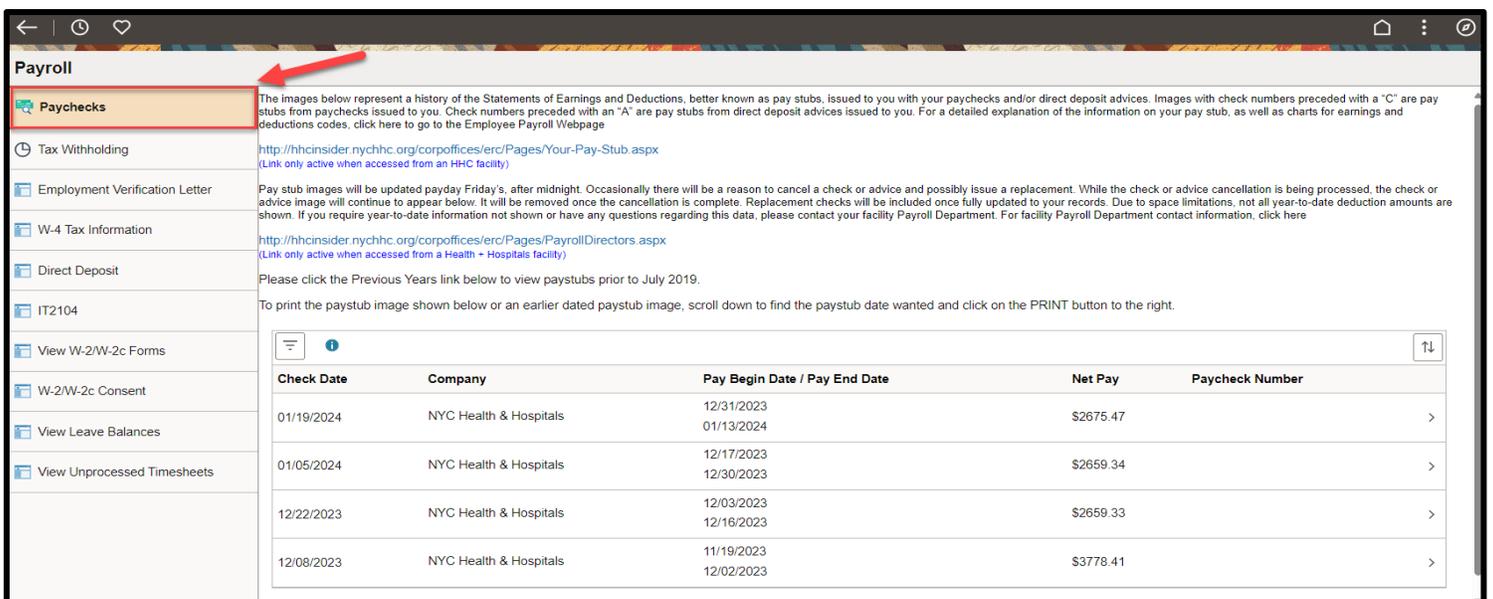
The context menu is open over the 'Print...' option, which is highlighted with a red box. Other options include 'Hand Tool', 'Marquee Zoom', 'Rotate Clockwise', 'Find', 'Document Properties...', and 'Show Navigation Pane Buttons'.

Saving Electronic Paystubs

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.



2. Select the **Paychecks** option from the menu on the left.



3. Select the Paycheck you wish to print.

The screenshot shows the 'Payroll' section of the NYC Health & Hospitals portal. On the left is a navigation menu with items like 'Paychecks', 'Tax Withholding', 'Employment Verification Letter', etc. The main content area contains a table of paychecks. The first row of the table is highlighted with a red box, and a red arrow points to it from the right.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
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12/08/2023	NYC Health & Hospitals	11/19/2023 12/02/2023	\$3778.41	>

4. Your paycheck opens in a new window/tab. **Move your mouse towards the bottom of the page and a small toolbar will appear.** Click on the **Save** icon to save your paycheck.

