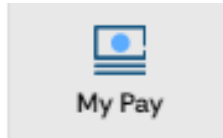


Viewing Pay Statements

From the UKG home screen, click the 3-line menu in the upper left corner.

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



My Pay

Pay History

From the pay history page, you can select **recent** to view your most recent pay information.

You can also select *historical*, to view your historical pay information. Please put the applicable dates in the **From** and **To** fields.

Recent

Historical

Print or Download a Pay Statement Preview

You can print the pay statement preview or save it as a PDF.

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

From the **pay history** page, select **pay statement** on any tile. The **pay statement preview** window appears.

From the pay statement preview window, select **download PDF** and follow your browsers prompts to save the PDF to the applicable destination. You can then select **PRINT** to print the pay statement preview.