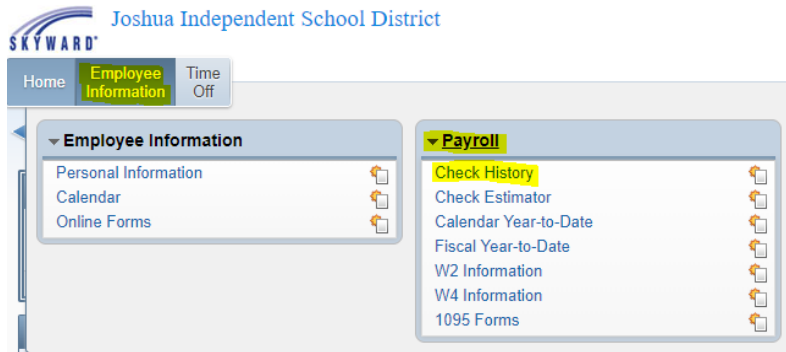


HOW TO LOCATE CHECK HISTORY

- LOG INTO EMPLOYEE ACCESS
- CLICK EMPLOYEE INFORMATION
- UNDER PAYROLL DROP DOWN



- CLICK THE PAYROLL CHECK YOU NEED – WILL BE HIGHLIGHTED BLUE
- CLICK SHOW CHECK
- CLICK PRINT
- PRINT CHECK INFORMATION POP UP BOX WILL APPEAR

Print 02/15/2019 Check Information

02/15/2019 Check Information

Don't print Social Security Number
 Print last 4 digits of Social Security Number
 Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN:

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- IF YOU CHOOSE THE FIRST OR SECOND OPTION YOU DO NOT HAVE TO ENTER YOUR SOCIAL SECURITY NUMBER
- CLICK PRINT
- IF YOU CHOOSE OPTION THREE YOU WILL HAVE TO ENTER YOUR SOCIAL SECURITY NUMBER BEFORE PRINTING

Print 02/15/2019 Check Information

02/15/2019 Check Information

Don't print Social Security Number
 Print last 4 digits of Social Security Number
 Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN:

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- VIEW REPORT
- PRINT