

TIP SHEET

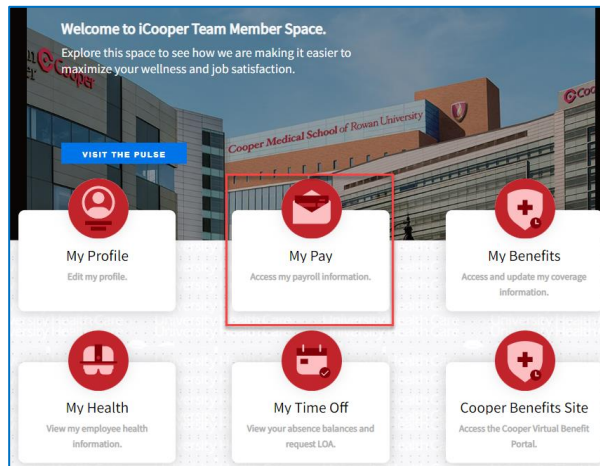
Human Resources

Purpose: *View, Print, or Save a Pay Stub in Team Member Space*

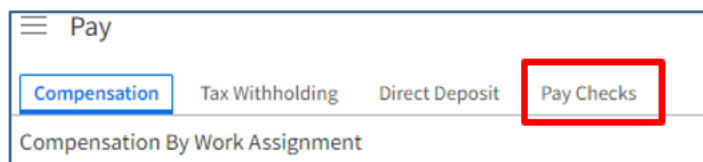
This tipsheet is available to assist you with viewing, printing, and saving your pay stubs in Team Member Space.

Workflow

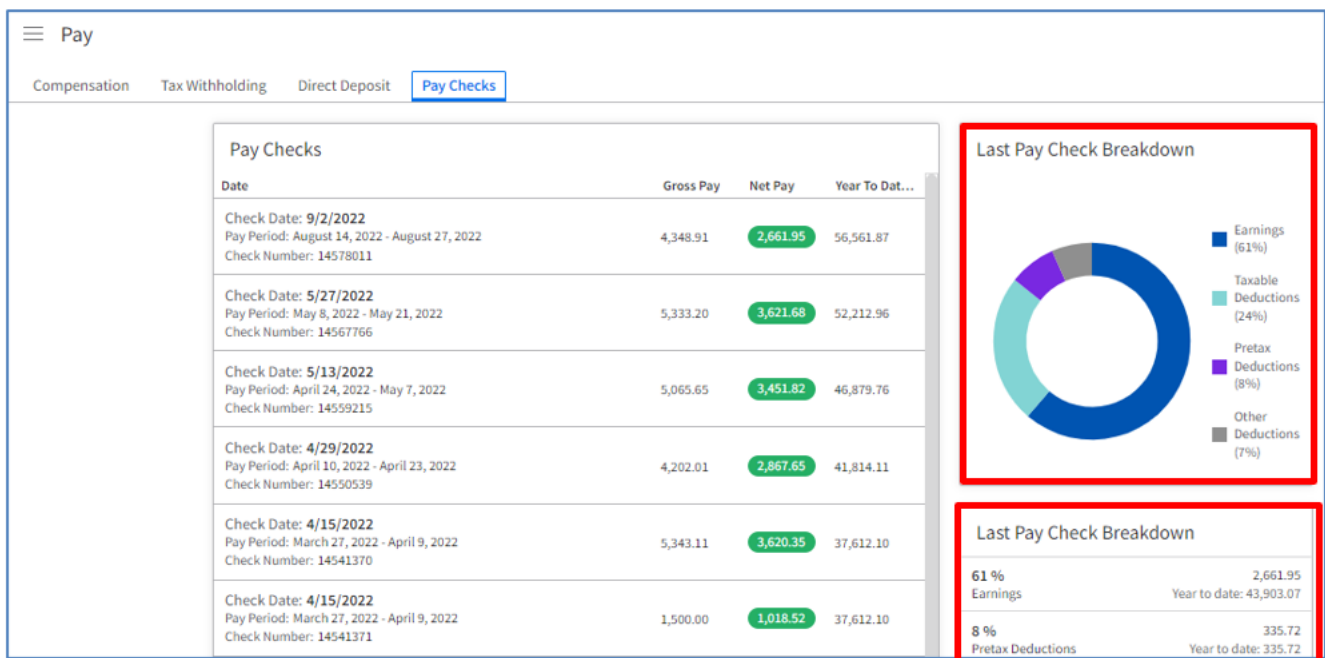
1. Click **My Pay**.



2. Select the **Pay Checks** tab.



3. Use the **Last Paycheck Breakdown** to view a chart or a list that shows each component that contributed to your most recent pay-check total.



4. Double click to select a paycheck by date.

Pay

Compensation Tax Withholding Direct Deposit **Pay Checks**

Date	Gross Pay	Net Pay	Year To Dat...
Check Date: 9/2/2022 Pay Period: August 14, 2022 - August 27, 2022 Check Number: 14578011	4,348.91	2,661.95	56,561.87
Check Date: 5/27/2022 Pay Period: May 8, 2022 - May 21, 2022 Check Number: 14567766	5,333.20	3,621.68	52,212.96
Check Date: 5/13/2022 Pay Period: April 24, 2022 - May 7, 2022 Check Number: 14559215	5,065.65	3,451.82	46,879.76
Check Date: 4/29/2022 Pay Period: April 10, 2022 - April 23, 2022 Check Number: 14550539	4,202.01	2,867.65	41,814.11
Check Date: 4/15/2022 Pay Period: March 27, 2022 - April 9, 2022 Check Number: 14541370	5,343.11	3,620.35	37,612.10
Check Date: 4/15/2022 Pay Period: March 27, 2022 - April 9, 2022 Check Number: 14541371	1,500.00	1,018.52	37,612.10

5. Select the **View Pay Stub** hyperlink.

☰ [Redacted] Pay Check

Pay period August 14, 2022 - August 27, 2022

Salary class Hourly



Check Date 9/2/2022 Check Number 14578011

Total gross **4,348.91**


Total net **2,661.95**

Total employee deductions 1,684.05

[View Pay Stub](#)

6. You can view the pay stub, print  the pay stub, or save  a copy of the pay stub.

☰ | ☰ | ☰ | Draw | ☰ | ☰ | Read aloud | - | + | ☰ | 1 of 2 | ☰ | ☰ | ☰ | ☰ | ☰



Cooper University Health Care

Employee Name: [Redacted]
 Address: [Redacted]
 Employee #: [Redacted]
 Check #: [Redacted]
 Pay Date: September 2, 2022
 Pay Period: August 14, 2022 - August 27, 2022

	Current	Year To Date
Gross Pay:	4,348.91	65,169.71
Net Pay:	2,661.95	43,903.07

Earnings	Hours	Rate	Current	Year To Date
2ND SHFT	0.00	0.000000	0.00	213.63
BON-BMI	0.00	0.000000	0.00	1,500.00
BON-INCE	0.00	0.000000	0.00	1,100.00
BON-OTH	0.00	0.000000	0.00	500.00
OVERTIME	0.00	0.000000	0.00	7,952.45
PTO	0.00	0.000000	0.00	6,057.00
GTL	0.00	2.910000	2.91	19.49

7. To print the pay stub, complete the information on the **Print** page.

Print ⓘ

Total: 2 sheets of paper

Printer

Microsoft Print to PDF ▾

Copies

1

Layout

☒ Portrait

☐ Landscape

Pages

☒ All

☐ Odd pages only

☐ Even pages only

☐ e.g., 1-5, 8, 11-13

Color

Color ▾

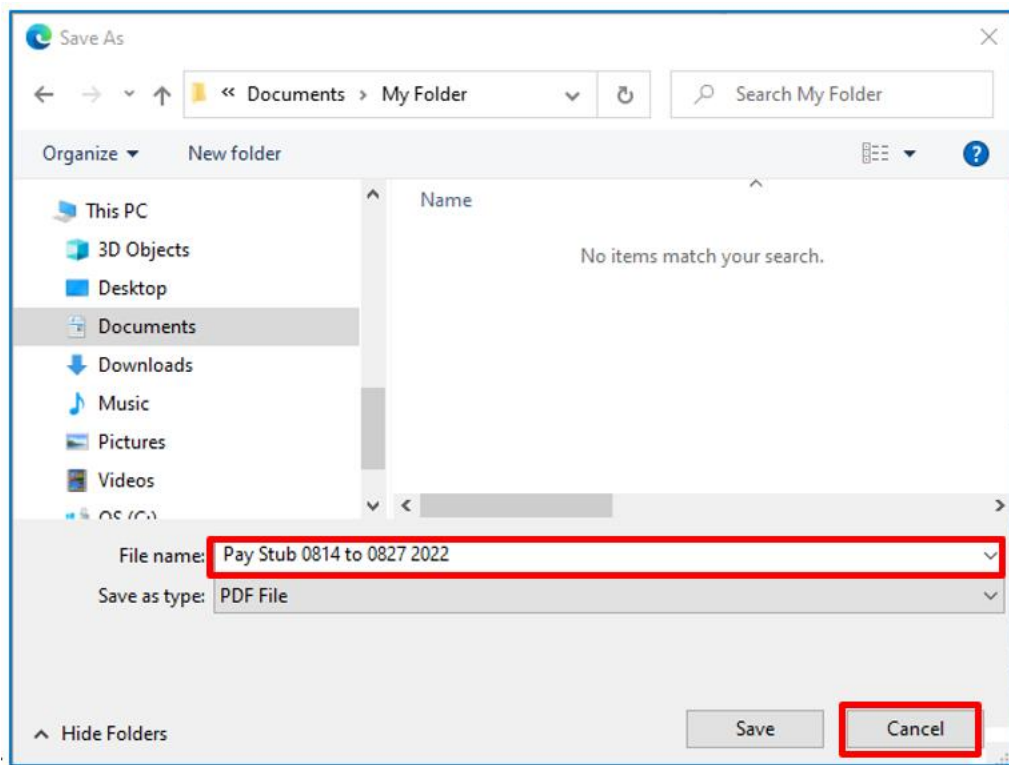
[More settings ▾](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

Print **Cancel**

Field	Value
Printer	Select the printer.
Copies	Enter the number of copies you request.
Layout	Select the layout of the pay stub. The default is Portrait .
Pages	Select the radio button to select the appropriate page to print.
Color	Select Color or Black and White .
More settings	Select to: <ul style="list-style-type: none"> • Change the paper size from the default Letter. • Select the radio button to change the scale of the print area. • Change the number of pages per sheet.
Print using system dialog (Ctrl+Shift+P)	Select to open the Print page and select a printer, select the page range, and enter the number of copies. Select Print .
Print	Select to print the pay stub if you do not use the Print using system dialog link.
Cancel	Select to stop printing of pay stub.

- To save a copy of a pay stub, select the **Save** button on the pay stub to open the **Save As** page. Enter a unique **File Name** and select **Save**.



You have successfully viewed, printed, or saved a pay stub.