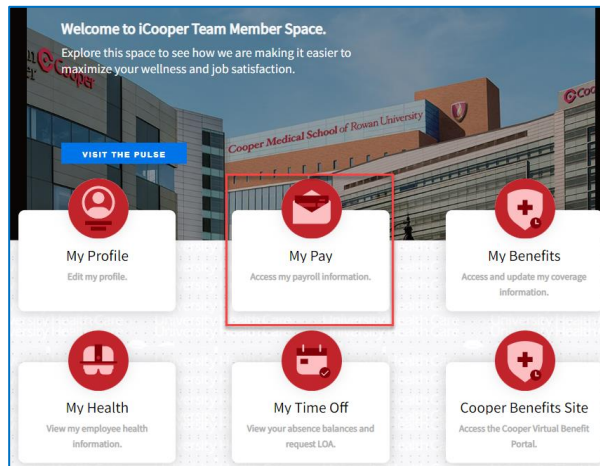![Cooper University Health Care logo]

TIP SHEET
Human Resources

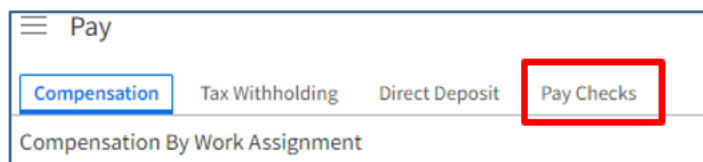**Purpose:** *View, Print, or Save a Pay Stub in Team Member Space*

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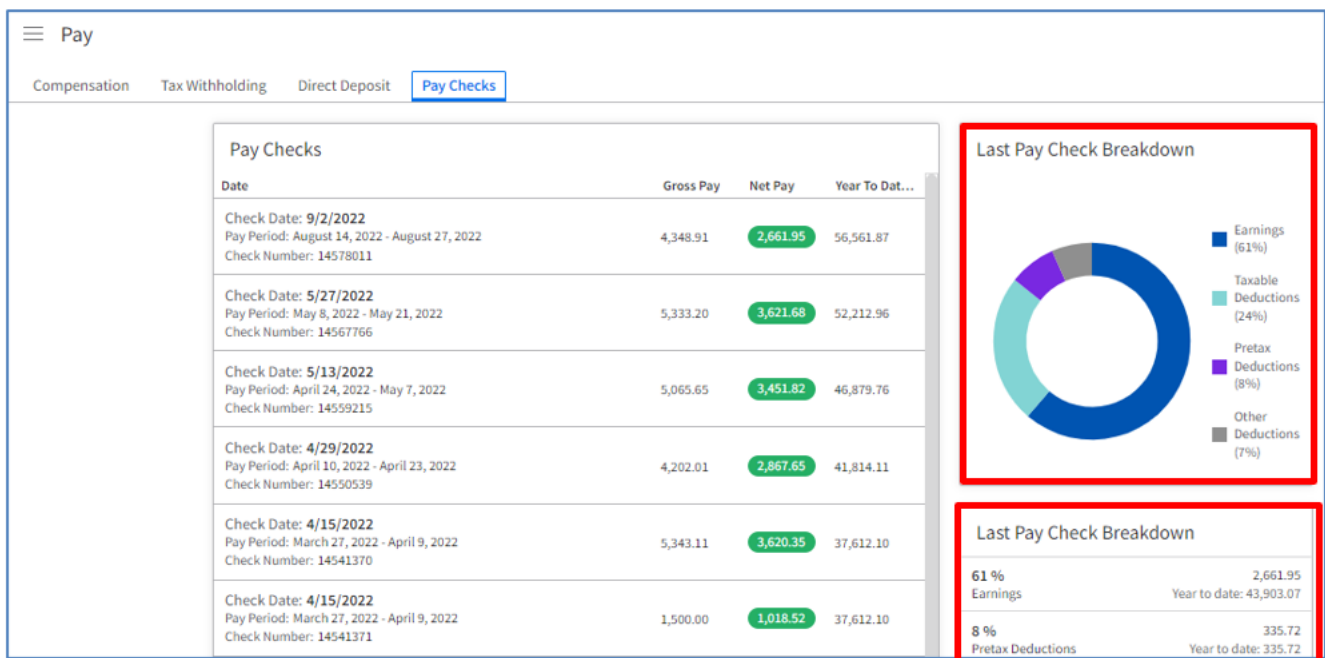
Workflow

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.

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

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

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

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: • 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.

8. 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**.
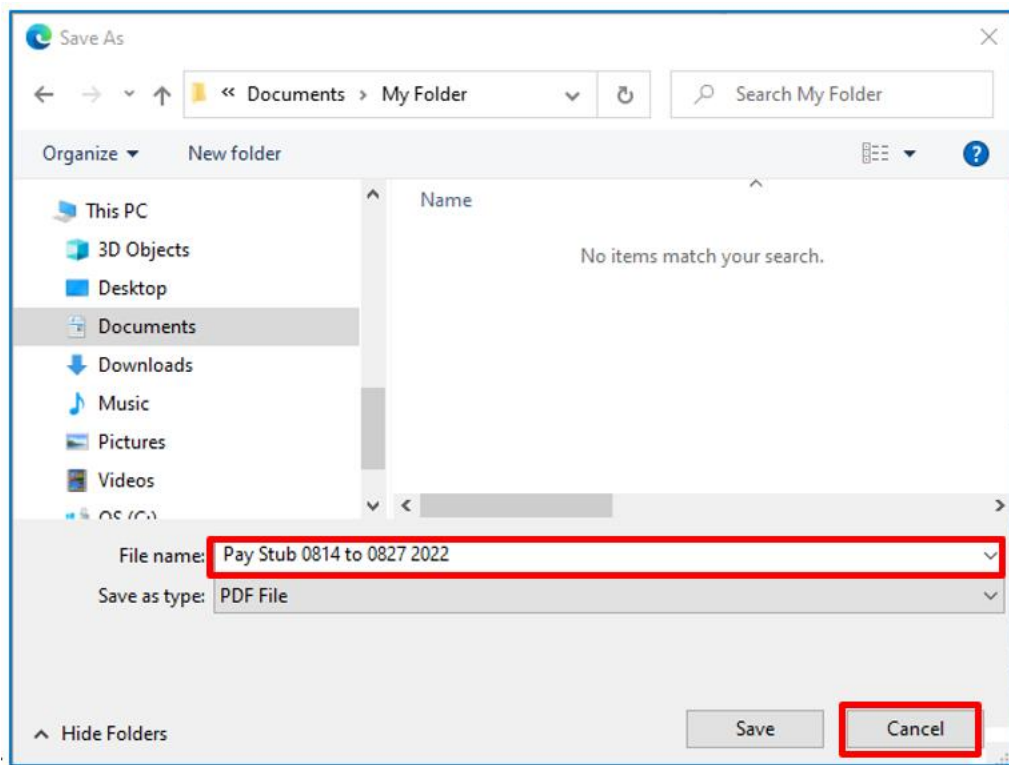
You have successfully viewed, printed, or saved a pay stub.