**How Do I View My Paystub?**

|  |
| --- |
| Navigation |

1. Log into OneUSG Connect.
2. From **Employee** **Self** **Service**, click the **Pay** tile.
3. Locate your paystub for the pay period you are reviewing.
   1. Click the **Filter** icon in the upper left corner to filter by a date range, and then click **Done**.
   2. Click the **Sort** icon in the upper right corner to change the sort order.
   3. Click the paystub you wish to view.
4. Review your paystub.
   1. Your paystub opens in a new tab/window as a PDF. If you get an error, you need to disable your pop-up blocker within your browser.
   2. Use the PDF menu (hover mouse towards bottom of the page) to print or save the paystub file.
5. Return to OneUSG Connect by selecting its tab/window.
   1. Close the tab/window with your paystub.